

JOB SEARCH ASSISTANCE PART I & JSA PLAN INVOICE & REPORT

SERVICE DETAILS	
Provider Name	
Individual's Name	
IPE Goal	
Direct Service Staff Name(s) and Initials	
Person Completing Report	
VR Counselor/Contractor	

Authorization #	
Provider Invoice #	
Bilingual and ETA rate	
Invoice Date	
Service Start & Service End	
Invoice Total	

Performance Based and Supported Employment Job Search Assistance (Parts) shall be inclusive of all job search activities including but not limited to activities involving contacting businesses, preparing for interviews, and attending interviews with Participants. Part I shall be paid upon reaching these deliverables:

- 1) Job Search Preparation (JSP) including interview skills preparation;
- 2) approval of the resume;
- 3) approval of the mock application, if requested;
- 4) Registration of the participant with Ohio Means Jobs (OMJ);
- 5) completion of the Job Search Assistance Plan, and;
- 6) the "Kick-Off" meeting.

Text size will automatically adjust when you tab to the next field. If you need more space for the narrative, please move to the next line and omit the date, ETA Level, Contact Type, and Staff Initials.

Date	ETA Level	Narrative	Contact Type	Staff Initials

SERVICE NARRATIVE

SERVICE DETAILS	
Provider Name	
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Invoice Date	

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Date	ETA Level	Narrative	Contact Type	Staff Initials

JOB SEARCH ASSISTANCE PLAN

INSTRUCTIONS: The Job Search Assistance Plan should be completed prior to initiation of the job search. Provider and Individual will review/update the Job Search Assistance Plan during their meetings but at a minimum of at least every sixty (60) days. The Job Search Assistance Plan must include the responsibilities of the Job Developer and Individual, list specific positions and employers that Individual would like to pursue and establish the frequency and method of contacts between Job Developer and Individual.

Providers must submit a copy of the Job Search Assistance Plan and an editable version of Individual's resume (e.g. MS Word) with the Part I Invoice. Providers are also requested to email a copy of the resume directly to the VR Counselor/Contractor one week prior to the Kick-Off meeting to review and should record the date of the resume approval on the Job Search Assistance Plan.

GENERAL INFORMATION

Individual's Name	
Provider Name	
Job Developer(s) Name(s)	
VR Counselor/VR Contractor Name	

EMPLOYMENT NEEDS (Review "Referral to Community Rehabilitation Program")

Employment Goal	
Wage Goal/Need	
Hours Goal/Need	
Benefits Goal/Need (e.g. Medical Insurance, etc.)	
Individual's Preferred Employers/Positions	

EMPLOYMENT NEEDS (Review "Referral to Community Rehabilitation Program")

Individual's Preferred Job Now Employers/Positions	
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**POTENTIAL VOCATIONAL BARRIERS
(Review "Referral to Community Rehabilitation Program")**

Transportation Plan (If applicable)	
Child/Elder Care Plan (If applicable)	
Criminal History	
Substance Use History	
Other Concerns	

CONTACT/MEETING PREFERENCES

Preferred Method(s) of Contact	
Preferred Meeting Location(s)	
Meeting Frequency (Times Per Month)	
Members of Team (If Supported Employment)	
Ongoing Support After Successful Placement (If Supported Employment)	

JOB SEARCH PREPARATION

OMJ Registration Verification (Date)	
Resume/Mock Application Reviewed with Individual (Date)	
Resume/Mock Application Approved by VR Counselor/ Contractor (Date) **editable resume must be submitted with JSA Plan & Part I billing	

JOB SEARCH PREPARATION

Individual's Self-Assessment of Interviewing Skills

Summary of Job Search Preparation (Including how to address specific barriers e.g. criminal history, gaps in employment, etc.)

Summary of discussion on how to disclose disability and request reasonable accommodations.

JOB SEARCH PREPARATION

Summary of instruction on how to identify potential job leads (e.g. networking, newspapers, electronic job boards, telephone books, etc.)

Summary of Social Media Discussion

Mock Interview (Summary & Date)

RESPONSIBILITIES

Job Developer Responsibilities	
Individual's Responsibilities (e.g. Individual will identify three potential employers per week, etc.)	

OTHER CONCERNS/INFORMATION

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Job Search Assistance Plan was reviewed with Individual and support team during Kick-Off meeting.

Kick-Off Meeting Date: _____

The Individual named on the Job Search Assistance Plan agreed to the Job Search Assistance Plan

via:

On this Date: _____