

Job Follow-Up Services

Job Candidate Name:

CRP Staff Name:

IVRS Counselor:

Responsibilities for team members:

- Job Candidate
- IVRS
- CRP Staff

Short and long-term goals for Job Follow-Up Services:

Date Job Follow-Up services began:

Name of employer:

Name of supervisor:

Address and zip code of business:

Job title:

Job duties:

Current wage:

Current hours per week:

Current benefits:

Description of Job Follow-up services provided:

Feedback on progress in Job Follow-Up:

Explanation of newly identified barriers to successful employment:

Specific questions or concerns to address:

Written description of reason for continued Job Follow-Up services:

Anticipated timeline to reduce Job Follow-Up service to monthly:

Expected date for stabilization:

CRP Representative signature: _____

(Employer signature may also be requested) _____

Service provided:

Date(s) of service and hours worked each date:

Total number of hours worked:

CRP Signature:

CRP staff submit this form to IVRS with any narrative needed to document the provision of this service.