*The following sample report for P/T contract invoicing is provided to aid Vocational Rehabilitation Services Community Rehabilitation Providers and Limited Use Vendors in completing and submitting invoices and the accompanying reports. If you have questions please contact Anne Paulson, DEED-VRS Rehabilitation Program Specialist at* *Anne.Paulson@state.mn.us**, 651-259-7135.*

# VRS P/T Contract Invoicing Sample Report

### Provider: Pathway to Success

### Service: Job Seeking Skills Training

Participant Name: Paul Smith

### Date of Service: 05/10/18 Hours: 2:30 – 4pm (1.5 hours)

Paul brought a copy of an old resume, we reviewed the contents.

Completed online ONET Interest Profile. Paul’s highest score was Realistic (15), followed by Enterprising (6) and Conventional (4).

Worked on basic job interview questions. In general Paul does a good job answering these. Will continue to work on in upcoming sessions.

Discussed previous jobs:

* Comes from a farming background and is familiar with milking, beef cattle, field work and record keeping
* He likes working outdoors
* Is able to utilize a bobcat and we discussed if he could operate a forklift and he felt like that is something he could do.
* He reported he is a good cook and has worked as a cook in various restaurants. He really enjoyed this type of work. He does not like working in a bar/restaurant at night as he does not like to be around people that are intoxicated.
* Paul like maintenance work and has a good aptitude for this. He would be willing to do some janitorial work.
* Paul left on good terms from Better Brothers and has 2 references from them.

### Date of Service: 05/18/18 Hours: 2:30 – 3pm (0.5 hours)

Paul showed up for our meeting but was very distracted. He reported having to leave early to make another appointment. During our time we continued to discuss applications he recently submitted to Menards and Ace Hardware. Sent Job Interest Preferences home with Paul to complete.