



**Job Placement Activity Plan**

**CUSTOMER'S NAME**

**CRP NAME**

**VR COUNSELOR**

**MONTH/YEAR:**

**CUSTOMER'S VOCATIONAL GOAL:**

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**SECTION I. CONTINGENCY ISSUES/EMPLOYMENT BARRIERS AND ACTIVITIES TO MITIGATE ISSUES.**

This section is required for ALL reports. If no barriers have been identified enter "NONE"

*Include any contingency issues or employment barriers that have been identified and are still being worked. Any situation which may impact employment should be listed in this section. Examples could be: transportation, elder/child care, etc.*

Customer Signature

Date

\*Customer Signature is only required the first time this form is completed.

**SECTION II. PLACEMENT SERVICES PROVIDED THIS MONTH.** This section is required for all reports except the initial report which is completed during the job readiness phase.

*Include any placement activities conducted during the past month. Comments should include information clearly showing CRPs role in placement activities. Simply listing the customer's activities is NOT sufficient to warrant payment of Job Placement fees.*

*Include details about the activities that were listed in the Placement Services Planned section of the previous month's report. If planned activities did not take place, provide explanation.*

*Once the customer has started employment this section should be used to document monthly follow up contacts with the customer to ensure any employment issues are addressed.*

**SECTION III. PLACEMENT SERVICES PLANNED FOR UPCOMING MONTH.** This section is required for all reports. If customer has started employment this section is to be used to document monthly follow up activities.

*Include all services and activities planned for the next month. Details should cover whether each activity is to be done by the CRP, the customer or to be completed jointly.*

*Planned services should include a list of potential employers the CRP/customer will research or submit application to in the upcoming month.*

**Additional Comments:**

Employment Specialist

Date