

**Pre-Employment Transition Services (Pre-ETS)**

**963X- Work-Based Learning Experience**

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| --- | --- | --- |
| AV#: | (7 digits) | Click to enter |
| ACCES-VR ID#: | (6 digits) | Click to enter |
| CAMS ID #: | (10 digits) | Click to enter |

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| --- | --- | --- | --- | --- | --- |
| VR District Office: | Click to enter | Provider: | Click to enter | | |
| VRC Name: | Click to enter | NYS Fiscal System ID: | | | Click to enter |
|  | | Report Date: | | Click to enter | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student First Name: | Click to enter | | Student Last Name: | | Click to enter |
| Student Phone Number: | | Click to enter | Student Age: | Click to enter | |
| Student Email Address: | | Click to enter | | | |

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| This serves as a reimbursement request for wage, plus an administrative cost for up to 320 hours of paid work experience. Participants must be paid minimum wage or above. | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | |  | | | | |  | | |  |  | |  | | |  |  | |  | |
| **Start Date of Work Experience:** | | | | | | | | Click to enter | | | | | | | | | | | | | | |
|  |  | | |  | | | | |  | | |  |  | |  | | |  |  | |  | |
| **Anticipated Completion Date of Work Experience:** | | | | | | | | | | | | | | Click to enter | | | | | | | | |
|  |  | | |  | | | | |  | | |  |  | |  | | |  |  | |  | |
| **Indicate Last Date of Contact if Drop Out Applies:** | | | | | | | | | | | | | | Click to enter | | | | | | | | |
|  |  | | |  | | | | |  | | |  |  | |  | | |  |  | |  | |
| **Employer-based Work Experience Business Name:** | | | | | | | | | | | | | | | Click to enter | | | | | | | |
|  |  | | |  | | | | |  | | |  |  | |  | | |  |  | |  | |
| **Work Experience Business Location:** | | | | | | | | | | Click to enter | | | | | | | | | | | | |
|  |  | | |  | | | | |  | | |  |  | |  | | |  |  | |  | |
| **Work Experience Schedule:** | | | | | | | | | | | | |  | | | | | | | | | |
| Click to enter | | | | | | | | | | | | | | | | | | | | | | |
|  | |  |  | |  |  | | | | |  | | | | |  |  | | |  | |  |
| **Please confirm the employer has not placed the ACCES-VR participant on their payroll.** | | | | | | | | | | | | | | | | | | | | | | |
| Click to enter | | | | | | | | | | | | | | | | | | | | | | |
|  | |  |  | |  |  | | | | |  | | | | |  |  | | |  | |  |
| **Number of hours utilized for this report:** | | | | | | | | | | | Click to enter | | | | | | | | |  | |  |
| Copies of paystubs must be attached and should reflect the above number of hours submitted in this report. | | | | | | | | | | | | | | | | | | | | | | |
|  | |  |  | |  |  | | | | |  | | | | |  |  | | |  | |  |
| **Total hours utilized to date:** | | | | | | | Click to enter | | | | | | | | | | | | | | | |
|  | |  |  | |  |  | | | | |  | | | | |  |  | | |  | |  |
| The vendor is responsible for withholding federal, state, local tax (in some locations) and Federal Insurance Contributions Act (FICA) which includes Social Security and Medicare taxes | | | | | | | | | | | | | | | | | | | | | | |
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| --- | --- | --- | --- | --- |
| **Completed By:** | | | | |
|  | |  | Click to enter | |
| Staff Signature | |  | Date |  |
|  | |  | Click to enter | |
| Printed Name |  |  | Title |  |
| Phone Number: | Click to enter |  | Email: | Click to enter |