



Vocational Rehabilitation

# DOCUMENTATION for YOUTH SEEKING SUBMINIMUM WAGE EMPLOYMENT

FULL NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
FIRST MI LAST

**NOTE:** For a youth (24 years old and under) to participate in subminimum wage employment, they must have completed all three of the requirements listed below.

DO NOT USE

1<sup>st</sup>

Received pre-employment transition services (Pre-ETS) on \_\_\_\_\_

**OR**

Received transition services on \_\_\_\_\_  
(Additional documentation located in VR case notes)

2<sup>nd</sup>

Found ineligible for VR services on \_\_\_\_\_

**OR**

Found eligible for VR services;  
Case closed due to being unsuccessful in achieving employment outcome identified in IPE on \_\_\_\_\_  
(Additional documentation located in case notes)

3<sup>rd</sup>

Received Career Counseling and Information & Referral Services on \_\_\_\_\_  
(Additional documentation located in case notes)

Print name of VR staff making determination \_\_\_\_\_

PHONE: \_\_\_\_\_

Signature of VR staff making determination \_\_\_\_\_

DATE \_\_\_\_\_

Signature of VR staff transmitting documentation, if different from above \_\_\_\_\_

DATE \_\_\_\_\_

This document was (circle only one):

hand-delivered    faxed    mailed    emailed    other (specify) \_\_\_\_\_ DATE \_\_\_\_\_

Additional Notes: