



DIVISION OF VOCATIONAL REHABILITATION (DVR)
**Contractor Checklist for Pre-ETS
 Contract Payments**

CONTRACTOR'S NAME	
CONTRACT NUMBER	MONTH OF SERVICE
NAME OF EMPLOYEE COMPLETING CHECKLIST	

A. Pre-Event Action Steps

1. Date roster was submitted to DVR
2. Date of event.....
3. Date services were coordinated with DVR
4. DVR vetted or approved curricula used?..... YES NO
5. Was roster submitted 10 days in advance of the event?..... YES NO

B. Post-Event Invoice Information

1. Fully completed and signed consent forms obtained for each participant? YES NO
 2. Sign-in sheets are present and complete for each training? YES NO
 3. Student names on the roster and sign-in sheet match? YES NO
 4. Sign-in sheets correspond to each student for dates and hours of each event? YES NO
- As noted in the sign-in sheet:
5. Community Group setting did not exceed 1:5 ration per supervising adult? YES NO
 6. School or Contractor's setting did not exceed 1:15 ratio per supervising adult? YES NO

C. Reports with Invoice Information

1. Monthly outreach and recruitment activities summary is included (Outreach, Recruitment, and Coordination)? YES NO
2. Student evaluations are included for workplace readiness training, work-based learning and/or paid work-based learning? YES NO
3. Billing submitted to DVR by the 15th day after the month of service? YES NO

Provide a brief explanation if NO was the response to any of the above questions. Please reference the specific section and number: