TEXAS WORKFORCE SOLUTIONS

Texas Workforce Commission
Vocational Rehabilitation Services

Referral for Wage Services - WorkQuest

General Instructions

Instructions:

- TWS-VR staff completes this form electronically answering all questions, leaving no blanks;
- TWS-VR staff send the SA, Referral Form, and Worksite Agreement (if required) using an encrypted email with the subject line "TWC SA #xxxxxxx" to the WorkQuest email address: wageservices@uandispreadthelight.com

Referral

Date of Referral:

Customer Information

Customer name:		
VRS case ID:	**Date of birth:**	
Street address (include apartment number, if any):		
City:	**State:**	**ZIP code**:
Primary contact number:	**Secondary contact number:**	
Email address:		

Customer's Alternate Contact Person Information

Alternate contact's name:	
Alternate contact's relation to customer:	
Alternate contact's primary contact number:	**Alternate contact's secondary contact number:**
Alternate contact's email:	

VR Counselor Contact Information

VR counselor's name:		
VR counselor's primary VRS office:		
VR counselor's VRS office street address (include suite number, if applicable):		
City:	**State**:	**ZIP code**:
VR counselor's primary contact number:	**VR counselor's secondary contact number:**	

Email address:

Rehabilitation Assistant Contact Information

RA's name:

RA's contact number:	**RA's fax number:**

Email address:

Referral Information

Additional referral information, if any:

Customer's Information

Customer's job title:

Wage level and customer's rate of pay:

◯ Entry Level - $10.90 ◯ Intermediate- $13.92 ◯ Advanced $20.32

Maximum hours TWS-VR agrees to sponsor wage services each week:

Week 1:	Week 2:	Week 3:	Week 4:	Week 5:	Week 6:
Week 7:	Week 8:	Week 9:	Week 10:	Week 11:	Week 12:

Description of any authorized change in the hours worked weeks greater than 12.

Work Site Information

Work site name:

Street address (include suite number, if any):

City:	**State:**	**ZIP Code:**

Main phone number:

Supervisor's (or contact person's) name:

Supervisor's (or contact person's) title:

Supervisor's (or contact person's) direct phone number:

Supervisor's email address:

Additional Comments