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| Texas Workforce Solutions Logo.   Texas curved above Workforce Solutions above Stars curved under 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: wageservicesSA@workquest.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** |
| **Date of the referral:**       |
| **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** |
|       |