pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
OFFICE OF VOCATIONAL REHABILITATION

COMMUNITY WORK INSTRUCTION PROPOSAL (CWIP)

The Community Work Instruction Proposal (CWIP) must be submitted in its entirety to the local OVR District Office at least 30 days before beginning the service and approved by OVR staff in the form of purchase orders. No services will be retroactively approved. Verbal approvals are not permitted. Each service or set of services must have an approved CWIP and purchase orders for each participating student. All required documentation prescribed within the PETS Provider Agreement must be submitted prior to approval for payment. No more than 8 students at a work site at one time. Please complete all fields below in their entirety before submitting.

OVR District Office Approving Request Select One						
Provider:						
SAP Vendor #:						
Anticipated Dates of Service:						
Employer Name and Location (required):						
Employer Contact Person:						
Position (s):						
Date Requested:						
Proposed Student Schedule						
	Section A		**Section B**		**Section C**	
	Time of Day	Units of Service in Quarter Hours (0.25=15 minutes)	Time of Day	Units of Service in Quarter Hours (0.25=15 minutes)	Time of Day	Units of Service in Quarter Hours (0.25=15 minutes)
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Total # of Hours Per Section		0.00		0.00		0.00
	Estimated # of Student Workers in Section A:		**Estimated # of Student Workers in Section B:**		**Estimated # of Student Workers in Section C:**	
Estimated Total # of Student Workers			0			
Total # of Hours Per Week to the Nearest Quarter Hour:			0.00			
How many weeks will the experience last?						
Estimated Total # of Provider Service Hours			0.00			
Estimated Cost of Services:			$ 0.00			
Brief Description and Learning Objectives:						
Billing Contact (if different):						

X _____
Provider Signature

X _____
OVR Signature

Provider Printed Name/Title: _____

Service Auth ID/RAP Unique Identifier (OVR use only): _____

Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program