

DRAFT - CASE EXAMPLE

Services and Accommodations To Help You Do Your W-2 Activities

Applicant/Participant Name	Personal Identification Number	RFA/Case Number
Velma Barnes	475369285	983912558

An assessment completed by Acme Vocational Specialists, Inc. recommended special services and/or work site accommodations to help you do your W-2 activities. The following services and/or accommodations will be arranged for you by the W-2 agency.

NOTE: Do not enter diagnosis information on this form. Medical diagnoses are confidential and should not be scanned into ECF.

W-2 Activity	Service / Accommodation	Details (e.g., start date, any special instructions, etc.)
Adult Basic Education – Maroon County Learning Lab	Modified Workstation including foot rests, adjustable chair and adjustable workstations	Accommodations will be available at the Learning Lab on your activity begin date, October 2 nd .
Work Experience – Office Work at United Way	Daily on-site assistance to provide instructions and job coaching.	On September 30 th at 10AM, meet with United Way human resource manager, Maria Sanchez at the United Way building to review your workplace needs. W-2 Agency Assessment Specialist, Mark Smith will talk with Ms. Sanchez before this meeting to explain your health condition and the accommodations recommended in the formal assessment.