

## Vendor Fiscal/Employer Agent (VF/EA) Financial Management Services (FMS)

### SERVICE NOTE

The common-law employer is responsible to ensure service notes are completed. The service notes shall be maintained in the individual's record by the common-law employer.

The documentation to provide a record of services delivered to an individual must be prepared and kept by common-law employer for the purposes of substantiating a claim. The provider or common-law employer shall maintain a record of the time worked or the time that a service was delivered to support the claim.

If a common law employer chooses to not use this template, the requirements for service documentation still must be met in accordance with the Office of Developmental Programs bulletin 00-18-04, Interim Technical Guidance for Claim and Service Documentation.

Name of the individual receiving the service: \_\_\_\_\_

Degree/license/certificate *for enhanced service levels only, as applicable*: \_\_\_\_\_

SERVICE PROVIDED	DATE SERVICE PROVIDED	START TIME	END TIME	PLACE SERVICE IS RENDERED	DESCRIPTION OF THE SERVICE PROVIDED

Name of the Support Service Professional or Vendor providing the service: \_\_\_\_\_

Signature of Support Service Professional or Vendor providing the service (E-Signature is allowed): \_\_\_\_\_

Common Law Employer Signature: \_\_\_\_\_