Veterans Directed Program (VDC)
Contract/Employee Packet Cover Sheet

Veteran Name: _____
Employee Name: _____

Complete either section A or B <u>then</u> input a detailed explanation in section C.

Section A: Reason for Contract/Employee Packet: Updating Current Authorization

	Update Rate/Hours			
	Add/Remove Employees		**Add**	**Remove**
	Primary Employee Name:			
	Backup Employee Name:			
	Backup Employee Name:			
	Backup Employee Name:			
	Backup Employee Name:			
	Other			

Section B: Reason for ContractEmployee Packet: Recertification

	Update Rate/Hours			
	Add/Remove Employees		**Add**	**Remove**
	Primary Employee Name:			
	Backup Employee Name:			
	Backup Employee Name:			
	Backup Employee Name:			
	Backup Employee Name:			
	Other			

****If hours are shared please notate that in the notes section***

Section C: Detailed Explanation and Notes:

_____
_____
_____
_____
_____

Spoke: _____
Case Manager: _____
Signature: _____