# VR Services Manual E-300: Case Note Requirements

Revised June 1, 2022

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| Service Justification | VR counselor use only | A case note that describes:   * type of service, * goal of service, * specific provider, * begin and end dates of service, * justification for services (including documentation of best value for purchased goods and services), * information about available comparable benefits, and * information about how the customer exercised informed choice.   When services are provided for family members, the service justification note must also describe:   * why services are needed for a family member; * which family member or members need the services (name and Social Security number); * what services are needed; and * how the services are expected to contribute to the customer's employment.   **TIP**: A service justification is not required if comparable information has already been recorded in another case note or in the customer’s IPE.  **TIP**: If the case is in employment phase in RHW an IPE amendment is required. | D-202-1 |

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