# 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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