



**FRM – 125A**

**Member Teleservice Authorization and Verification Form**

Washington Service Corps policy # *POL-125 – Managing Limited Teleservice by Members* must be read prior to initiating this form. Follow policy guidelines.

Teleservice cannot be initiated without Step 1 Authorization being completed.

<b>STEP 1: AUTHORIZATION</b>	
<b>Member:</b>	Name:
	Service Site Location:
	Supervisor Name:
<b>Proposed Teleservice:</b>	Date(s) of Teleservice:
	Location: <span style="float: right;">Address:</span>
	Teleservice hours proposed:
	Date(s) of Teleservice:
	Location: <span style="float: right;">Address:</span>
	Teleservice hours proposed:
	Date(s) of Teleservice:
	Location: <span style="float: right;">Address:</span>
	Teleservice hours proposed:
<p><b>Describe the teleservice activities to be performed.</b></p> <p><b>Be specific about the service and the outcome or product that will be completed.</b></p>	

<p><b>Describe how the teleservice will be verified and documented.</b></p> <p><b>Be specific of what will be provided to the supervisor.</b></p>		
<p><b>Supervisor Approval:</b></p>	<p>Supervisor Name:</p>	<p>Date of approval:</p>
<p><b>Disapproval:</b></p>	<p>Disapproval explanation:</p>	

**STEP 2: VERIFICATION**

Provide clear explanation and identify documentation of product or outcome:

Number of teleservice hours completed:

Submit form to WSC within 14 days of the completion of teleservice. Attach documentation if applicable or retain in member file at project site.

***Signatures and dates below must be handwritten!***

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
WSC Program Coordinator Signature

\_\_\_\_\_  
Date

**Comments, if applicable:**