

ADMISSION CRITERIA FOR CAREER DEVELOPMENT SERVICES

The following admission criteria will be used to determine eligibility for all potential employment services candidates:

1. The individual has a physical, mental or emotional disability that has been a barrier to obtaining and/or maintaining employment.
2. The individual has expressed an interest in employment.
3. The individual needs support to obtain, learn, adjust to, and/or maintain employment.
4. The individual is being referred by the Division of Vocational Rehabilitation, school system or another appropriate government or private agency which purchases services on your behalf. Under certain circumstances, a self-or family-referral may be accepted if the Admission Criteria are met and the appropriate referral documentation can be obtained.
5. The individual is over the age of sixteen if he/she is seeking employment. "Working Papers" are required for individuals working if they are between the ages of 16 and 18.
6. The individual is able to care for basic personal needs such as hygiene, use of restroom, and self-medication, or able to arrange for assistance in performing these functions.
7. The individual is actively following recommendations of their professional team in compliance with taking prescribed medications and attending therapy, if applicable.
8. The individual is able to sufficiently control behavior in a work environment and is not a danger to him/herself or others.
9. The individual is not abusing alcohol or using illegal substances.
10. The individual is able to provide necessary Employment Eligibility Verification documents.

Individuals referred for admission to the program will be screened for appropriateness by the Manager of Career Development Services (MCDS) or Assistant Executive Director. The screening process includes a review of the referral information and may also include conversations with the person referred and representatives of the referring agency. Individuals are seen based upon the order in which their referral was received and their availability for scheduling. Normally, there is minimal waiting time, however, when the caseloads of the CDS staff are full, we will not accept new referrals. All of the local DVRS offices are contacted by the MCDS asking for referrals to stop until we can accept new program participants. At that time, the managers of the local DVRS offices are contacted about sending new referrals. If an individual wishes to wait to receive services until we are once again accepting new referrals, their DVRS counselor may forward their referral information. Any referrals sent during times of closure will be kept on a waiting list and are the first to be assigned once we are open to work with new program participants. Individuals who are found ineligible for services will be informed of the reason for this decision. The referral source will also be informed as to the nature of the applicant's ineligibility. Alternative community services will be suggested whenever possible. Individuals are made aware of this criteria by informational interviews, intakes, and the distribution of the Employment Horizons' Handbook.