*The Education & Employment program provides case management, education, housing & employment services for individuals facing the impacts of poverty.*

**REFERRAL SOURCE INFORMATION (PLEASE PRINT OR TYPE)**

|  |  |
| --- | --- |
| **Date of Referral:**  | **Referral Agency:**  |
| **Referral Contact Name:**  |
| **Contact Number:**  | **Email:**  |

**PARTICIPANT INFORMATION**

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| --- |
| **Participant Name:**  |
| **Phone #:**  | **Email:** |
| **Best way to contact participant to schedule an initial screening:** |
| [ ]  Participant Phone[ ]  Participant Email | [ ]  Referral Contact Phone[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Current Address/Location:**  |
| **Education Level:**[ ]  High School Diploma [ ] GED [ ] Trade School [ ] College  |
| **Documents you have:**[ ]  Social Security Card [ ]  Photo ID/Driver’s License [ ]  Birth Certificate [ ]  Medical Insurance Card  |
| **Benefits/Income you have:**[ ]  SNAP [ ]  MEDICAID [ ]  MEDICARE [ ]  VA Related Sources[ ]  Employment [ ]  Unemployment [ ]  SSI [ ]  SSD[ ]  Pension [ ]  Child Support  |
| **Areas the participant wants to work on:** |
| **JOB RELATED**[ ] Resume Development [ ] Job-Search Assistance[ ] Interview Preparation [ ] Ongoing Job Coaching once employed  | **BASIC LIFE SKILLS**[ ] Time Management Skill-Building[ ] Conflict Resolution Skill-Building[ ] Health Habit Exploration and Development [ ] Computer Skill-Building |
| **EXPERIENCE DEVELOPMENT**[ ] Volunteer experience [ ] Employment Connection[ ] Transportation Assistance[ ] Case Management Services | **Housing related**[ ] Credit Development[ ] Budgeting Skills[ ] Landlord Connection |

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| --- | --- | --- |
| **Referral Agent Signature** |  | **Date** |
| **Participant Signature** |  | **Date** |