

April 6, 2006

TO: VOARC Residents
FROM: VOARC Program Staff
RE: Changes in Intake Procedure

Effective April 17, 2006, all incoming and unemployed residents will be required to complete or have completed at a minimum the following:

- Goal Assessment Questionnaire**
- Sample job application**
- Rough draft of resume**
- A list of questions for his case manager if any of the rules or requirements are unclear**
- Financial Packet**
- Individual Goal Plans**

These must be completed before your Case Manager will allow you to check out of the facility. In addition you must also have met with the Employment Placement Specialist (EPS) or volunteer to review the financial packet, application, and resume. You will be assigned a date and time to complete orientation. Orientation must be completed within the first two weeks of residency. Unemployed residents must have completed Job Readiness, which may include mock interviewing, before continuing their job search.

Job seeking will be done from 8a.m. to noon. Prior to checking out for job seeking your Case Manager will call employers to assure that the company is hiring, etc. Residents must take the job form with them and turn it in to the Case Manager when returning from each job search. The Case Manager may sign the resident out to continue job search in the afternoon after meeting with the resident to evaluate the most recent job search. You must meet with your case manager after each job search.

Those residents who arrive at the facility already employed will need to complete required paperwork and goals, but the process will be accelerated.

If you have any questions about these changes, please see your Case Manager.

