Next Step-Workforce Development Program Referral Form
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Program Referral Reminder:
Before submitting a referral, please ensure the clients meets the general program requirements: They must be a **NYC Resident**, **18 years or older, authorized to work in the United States,** and have a **valid, unexpired I-9 documentation**. Please take a moment to review all program requirements prior to submitting the referral.

Client Contact Information: Please ensure the client has a reliable and active method of contact (phone number, and/or email) at the time of the referral.

Client Name: _____   **Today's Date:** _____

Current Address: _____   **Phone #:** _____

E-mail Address: _____ **Date of Birth** _____ / _____ / _____

Gender: _____ **Primary Language:** _____   Proficient **in English**? ☐ **Yes** ☐ **No**

Confidential Information Release Authorization
Has the client signed a confidential information release? ☐ **Yes** ☐ **No (If yes, please attach with the referral)**

Referral Contact Information
Name of Referring Agency: _____

Referral Contact: _____   **Referral Title:** _____

Phone: _____   **E-mail:** _____

Transportation: Does your agency/program provide clients with Metro Cards? Please check off all that apply.

☐ Yes (for appts. only) ☐ Yes (to attend full training days) ☐ No (we do not provide clients with transportation)

Work Authorization Status: Is the client Authorized to Work in the U.S.? ☐ Yes ☐ No

I9 Documentation: **Please check all valid, unexpired documents the client currently has available for verification.**
☐ Driver's License   ☐ Non-Driver's License   ☐ IDNYC   ☐ Social Security Card
☐ Birth Certificate   ☐ Passport or Passport Card ☐ Permanent Resident Card (Green Card) ☐ Other

Education-Highest Grade Completed? _____
Applicable certificate/ degree: ☐ GED/ HSE ☐ High School Diploma ☐ College Degree
☐ Vocational/Technical Certificate ☐ Other (Please specify)

Resume: Does the client have a resume?
☐ Yes-Please attach the resume to this referral.
☐ No-Client does not currently have a resume.

Medical History: Check if the client is currently experiencing or has a history of the following:
☐ **Mental Health Diagnosis (DSM IV-Axis 1)**
☐ **Substance Use & Sobriety Requirements:** Clients must be sober for 30-120 days before enrolling in the program. *Sobriety requirements vary by program.* ☐ **Yes** ☐ **No** ☐ **Unsure**

Is the client on medication? ☐ **Yes**   ☐ **No**   Is the client adherent to their medical treatment? ☐ **Yes**   ☐ **No**
If yes, list medications: _____

Please indicate the Next Step WFD Program services being requested:

**All our training programs provide clients with employment support and retention services for up to one year after successful completion

_____ **ACE (Assisted Competitive Employment Program Referral-**If you're referring a client to the **ACE program**, please ensure that the client has a **Mental Health Diagnosis (DSM-IV Axis I)** and **attach a copy of their psychological evaluation** to the referral. _Please note that Substance Use sobriety requirements do not apply to ACE referrals._
☐ **Mental Health Diagnosis (DSM IV-Axis 1)**
☐ **Psychological Evaluation Attached**
☐ _If applicable:_ **Client is enrolled in or receiving ACESS-VR services**

ACE provides vocational services to clients with a Mental Health Diagnosis, focusing on resume preparation, interview skills, job placement, and retention support. To access ACE services, clients must submit a psychological evaluation completed and signed by a licensed clinician.

_____ **EMPLOYMENT TRAINING PROGRAM (ETP)** ETP offers a **10-day training** focused on enhancing soft skills and digital literacy, essential for obtaining and retaining employment across various sectors. This program is tailored for individuals aiming to improve their employment and professional skills. _**HS Diploma or GED are NOT required for ETP.**_

_____ **HUMAN SERVICES TRAINING PROGRAM (HST)-**_**Proof of Education is required-**_The Human Services Training (HST) is a 10-day program designed for individuals entering or returning to the human services field, as well as those seeking rapid employment. The training covers essential soft and hard skills needed for success.

_____ **NEXT STEP INTERNSHIP PROGRAM (NSIP)** _**Proof of Education is required.**_ The Next Step Internship Program (NSIP) is a full-time, 8-week paid training program that combines professional classroom learning with on-the-job experience in NYC homeless shelters or supportive housing. Interns gain skills to begin careers as Residential Aides, Front Desk, or Maintenance Workers. Participants earn $17/hour during the internship.

_____ **CARE CORPS: Behavioral Health Training Program-**The Care Corps program is a full-time, 6-week training that prepares participants to work with individuals experiencing mental illness. The program includes classroom instruction and a paid hands-on training experience at NYC Health & Hospitals simulation labs, where participants earn $17/hour while practicing real-world skills. _**The clients must have a HS Diploma or GED, and 4+ months experience providing direct patient care. Please click on the link register client to attend a Care**_ Corps **Info Session: https://forms.office.com/r/dwCanMBWSu?origin=lprLink**

_____ **CULINARY ARTS TRAINING PROGRAM (CATP)** The Culinary Arts Training Program is a 6-month course that includes 3 months of kitchen instruction followed by 3 months of hands-on experience through internships in real culinary settings. Participants earn their Food Handler's Certificate and take part in a paid internship at $17/hour. _**HS Diploma or GED not required.**_

Email the completed referral form to: nextstep@projectrenewal.org

Info Sessions: Every Tuesday at 10 am and 2 pm. If clients arrive late, they will need to attend the next session. Clients must present a valid photo ID to enter the building