

# Next Step Employment Program

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Renewing lives. Reclaiming hope.

## REFERRAL FORM: TRAINING & EMPLOYMENT SERVICES

The Next Step Employment Program helps individuals obtain and sustain employment in a variety of industries.

### Client Information

Client Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Current Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Date of Birth \_\_\_ / \_\_\_ / \_\_\_

Gender: \_\_\_\_\_ Client Preferred Pronoun \_\_\_\_\_ Primary Language: \_\_\_\_\_

Proficient in English?  Yes  No

Client Documents – Has client signed a confidential information release?  Yes  No (If yes, please attach)

Does client have proof of eligibility to work in the US?  Yes  No

### Referral Source Information

Name of Referring Agency: \_\_\_\_\_

Referral Contact: \_\_\_\_\_ Referral Title: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Next Step should contact:  Client Directly  Referral Contact

**Benefits History** - Check if client is currently receiving benefits from any of these sources:

SSI  SSDI  Medicaid  Medicare  Other Health Insurance  SNAP (Food Stamps)

Housing Allowance  Safety Net  TANF  Cash Assistance/Welfare  Other

**I9 Documentation: Check all that apply for I9 Documentation**

Driver's License  Non-Driver's License  IDNYC  Social Security Card

Birth Certificate  Passport  Other

**Education History** -What is the highest grade completed? \_\_\_\_\_

Applicable certificate/ degree:  GED/ HSE  High School Diploma  College Degree  Other: \_\_\_\_\_

**Client Covid Vaccination Status:**  Fully Vaccinated  Partially Vaccinated  Not Vaccinated

**Medical History:** Check if client is currently experiencing or has a history of the following:

**Mental Health Diagnosis (DSM IV–Axis 1)**

**Substance Use** (*Clients must be sober for at least 30-90 days before enrolling in Next Step Program*)

*Note that the Substance Use does not apply to clients being referred for ACE Services*

Is the client on medication?  Yes  No Is the client adherent to their medical treatment?  Yes  No

If yes, list medications: \_\_\_\_\_

**ACCES-VR (formerly VESID):** Is the client currently enrolled with ACCES-VR Services?  Yes  No

Has the client ever been enrolled with ACCES-VR/VESID Services?  Yes  No

200 Varick Street 9<sup>th</sup> FL New York, NY 10014

[www.projectrenewal.org](http://www.projectrenewal.org)

*In-Person Info sessions every Tuesday at 10:00am & 2:00pm*

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**PLEASE CHECK THE REQUESTED NEXT STEP EMPLOYMENT PROGRAM SERVICE(S):**

## ACE JOB PLACEMENT

(Assisted Competitive Employment for clients that have a Mental Health Diagnosis-DSM IV-Axis I) Please attach a recent (within 90 days) psychosocial or psychiatric evaluation signed by a licensed professional with the referral form, Resume & Interview Preparation, Job Placement & Retention Services. If client has documented mental health diagnoses, please select ACE- checking ACE ensures they will receive wraparound services and are still eligible for all other training programs.

## EMPLOYMENT TRAINING PROGRAM

10-days-training that prepares unemployed and underemployed clients with the soft skills and basic digital literacy skills needed to successfully secure entry level employment. These fundamentals are in combination with their current skills and/or prior work experience.

## HUMAN SERVICES TRAINING PROGRAM

The Human Services Training (HST) is designed for individuals who express an interest in developing the fundamental knowledge and skills needed to successfully secure employment in the Human Services industry working with various populations. This is a 10-days-training program.

## NEXT STEP INTERNSHIP PROGRAM

The Next Step Internship Program (NSIP) is a full-time, eight-week training program that provides a combination of professional classroom and paid on-the-job training in a New York City homeless shelter or supportive housing facility. Interns gain the essential skills and experience to begin their career working with the homeless population as a Residential Aide, Front Desk/House Manager or Maintenance Worker. This is a paid internship. Clients must have a HS Diploma or GED to enroll.

## CULINARY ARTS TRAINING PROGRAM:

9 Months Training Program including hands on 3 months kitchen training, a 3-month internship, and 3 job placement services

**Email completed referral form to: [nextstep@projectrenewal.org](mailto:nextstep@projectrenewal.org)**