

Next Step Employment Program

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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

Does the client have a Resume? ☐ Yes (Please attach with referral) ☐ No

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

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

Referral Contact Information

Name of Referring Agency: _____

Referral Contact: _____ Referral Title: _____

Phone#: _____ Fax #: _____ E-mail: _____

Next Step should contact: ☐ Client Directly ☐ Referral Contact ☐ Both Referral and Client

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)

Benefits History - Check if the 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: _____

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–Clients must be sober for at least 30-120 days before enrolling in the 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

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

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

ACE JOB PLACEMENT- Assisted Competitive Employment (ACE) provides vocational services to clients with a Mental Health Diagnosis (DSM IV-Axis I), 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. **To ensure a smooth and timely intake process, please include the client's psychological evaluation when submitting the referral.**

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) The Human Services Training (HST) is a 10-day training program designed to equip individuals with the essential knowledge and skills required for a career in human services. This comprehensive program addresses both soft skills and hard skills necessary for effective practice in the field. Key areas of focus: Narcan Training, Community Mental Health Certification, Crisis Prevention Skills, Boundaries and Work Ethic, Interview Prep, Digital Literacy, and Financial Literacy. **Clients must have an HS Diploma or GED.**

NEXT STEP INTERNSHIP PROGRAM (NSIP) 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 with a pay of \$16/hour. **Clients must have an HS Diploma or GED.**

CARE CORPS: Behavioral Health Training Program-The Care Corps training program is a full-time, 6-week program designed to prepare individuals to work with patients experiencing mental illness. The program combines classroom-based learning with a hands-on, paid training opportunity at NYC Health & Hospitals simulation labs, where participants earn \$17/hour while practicing real-world skills in a structured environment. Key area of focus includes Basic Life Support (BLS) certification, Introduction to Mental Illness, Professionalism in healthcare Settings and Job Search Skills. **Clients must have a HS Diploma or GED, and prior experience providing direct patient care.**

CULINARY ARTS TRAINING PROGRAM (CATP) The Culinary Arts Training Program is a comprehensive, 6-month course designed for individuals interested in pursuing a career in the Culinary Arts. The program includes 3 months of kitchen training and 3 months of practical experience through internships in a real-world culinary setting. Clients obtain their Food Handler's. **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