

COMMUNITY WORKFORCE SOLUTIONS, INC

Synopsis of Admissions Policy, Criteria and Procedures

The Agency may not arbitrarily or without cause, deny or restrict services to any person or engage in any form of adverse selection. This Admissions Criteria is designed to assure fair and equal access to services. The Criteria for acceptance is as follows:

- Individual must be at least 16 years of age.
- Documentation of a physical, emotional or mental disability from an appropriate professional, unless disallowed by program (i.e. Work First programs).
- If medical conditions exist, complete/current medical documentation. Restrictions/limitations (i.e. standing, standing, stooping, etc.) must be documented by the appropriate professional. Permission to participate in services will be sought if deemed necessary.
- Persons must have under reasonable control any medical, behavioral, or psychological condition which may cause harm to oneself or others.
- Able to meet his/her own personal needs such as hygiene, toileting, and dining independently or with the assistance of an aide. This Agency may work with the individual/family to seek an aide, provided appropriate funding.
- In need of services and have a reasonable expectation of benefiting.
- Free from nor be a carrier of any air-borne communicable disease or one transmitted by touch. Documentation required only if other records, history or recent exposure to such a communicable disease suggests the need.
- There may be no outstanding warrants to which he/she has not responded nor be in violation of conditions of probation/ parole.
- A public record check of criminal convictions in NC will be conducted on all referrals, and if further questions about criminal convictions remain, the person served will be requested to sign a release form to complete a full background check including sexual offender registry checks. Should an individual refuse to sign such a release form, admission to the agency or to certain services may be restricted.
- Meet any additional program criteria and reasonably express an understanding of services.
- If a substance use/abuse diagnosis is identified, the individual must have a one-month clean/sober time for on-site services and a three-month clean/sober time for community based services. (Exceptions for those involved in the IPS model of SE will be made)

Any person or agency may submit referrals. Agency staff should be contacted to advise of funding sources if this is not already arranged. The admission process is completed by Committee and includes a review of documentation and the Committee may request additional documentation and/or the opportunity to meet with the applicant and/or family or referral sources. Should an individual fail to meet criteria, the Committee will contact the individual and referral source to discuss and determine if accommodations are available which would prove the individual eligible. If services must be denied based on inability to meet the Criteria, the Committee will contact in writing and will suggest program alternatives when possible. Persons who are denied services may reapply at any time if able to provide additional information. Any decision may be appealed directly to the Site Director. Services are provided first-come, first-served and any Wait Lists are maintained by the Admissions Committee Chairperson.

While participating in Agency services, persons must continuously meet Admissions Criteria.

A copy of the complete Admissions Policy, Criteria, and Procedures may be provided to any stakeholder. The Agency encourages feedback from stakeholders regarding the Admissions Policies and will consider comments upon a yearly review of the Policy.