



CRITERIA FOR ADMISSION & REFUSAL FOR SERVICES

Acceptance:

1. The client must be eligible for funding for services from NJ DVRS, NJ DDD, a school district or an insurance company. If no funding is available, the client may choose to pay privately and a contract will be created by the Owners of W&S.
2. Although NJ is an Employment First State and this philosophy supports our mission station, the client must demonstrate a willingness to participate, to whatever extent feasible, in the job development process, as well as a willingness to seek and accept employment consistent with his/her education, training and experience.
3. The client and his/her family (when appropriate) should acknowledge the critical role of transportation in the job development process and be willing to make employment decisions based on availability of transportation and/or travel training.
4. The client should understand the individual, supported approach to job development and training offered through Waters & Sims.
5. All referrals are assigned to an Employment Specialist within 5 working days of receipt of paperwork and an email is sent to the referring counselor or support coordinator indicating the receipt of the referral.
6. If there is a waiting list, referrals are placed on the list strictly by chronological order based on date the referral was received. If a client is placed on the waiting list the client & referral source will be contacted by phone or letter with a time estimate for assignment. The Coordinator makes all decisions regarding acceptance of referrals and consults with the Owners should there be a special circumstance and the final decision will be made by the Owners.

Refusal for Acceptance:

1. Waters & Sims will not accept a referral of any client who has pled guilty to or been convicted of a crime involving sexual assault and/or misconduct. This restriction for acceptance is on file with all referrals sources. If a client is refused acceptance into our program due to a crime involving sexual assault the potential client will be notified by letter.

2. If a referral is a client who has been a previous client of Waters & Sims the case will be evaluated by the Coordinator to determine why services ended and evaluate if W&S is the best service provider for this client based on barriers identified. Should we not accept the client for services the client and referral source will be notified in writing as to the reason for refusal of admission for services.
3. If a new referral is evaluated by the Coordinator and there are concerns regarding appropriateness for services the Coordinator will require additional information from the referral source and if necessary an initial meeting will be held to determine eligibility.

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