



OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT
WORKFORCE DEVELOPMENT DIVISION
MEMORANDUM

TO: SAN FRANCISCO SERVICE PROVIDERS AND COMMUNITY-BASED ORGANIZATIONS

FROM: JOHN HALPIN, PROGRAM MANAGER, SECTOR ACADEMIES

SUBJECT: COMMUNITY REFERRAL TO THE SECTOR ACADEMIES

DATE: 7/13/2010

CC:

Overview

Community referrals are essential to the Sector Academies' outreach and recruitment activities to identify, enroll, train and place a sufficient number of eligible participants. The referral process assists Sector Academy staff with identifying participants' interest in and appropriateness for the various types of training offered by the Academies. By completing the referral form, service providers are helping to streamline their client's or participant's application process into the Sector Academies.

Referral Form

The form titled "Community Referral to the Sector Academies" must be completed for all clients pursuing enrollment in the Sector Academies and must be made available to all other interested participants. The referral form will be used by Sector Academy staff to:

- Coordinate services and communication with the referring agency;
- Identify which Academy training and/or job search assistance the client is interested in;
- Help determine initial eligibility for services; and
- Identify the type of assessment tests and other workforce development programs the client has taken.

Instructions for Service Providers and Community-Based Organizations:

1. Please fill out all of the information on the three pages of the form titled "Community Referral to the Sector Academies. (This form takes approximately five (5) minutes to complete.) The form is available for download at http://www.oewd.org/Sector_Academy_Program_Overview.aspx Please check this website regularly to ensure you are using the most current version of this form.
 - a. Workforce Investment Act: Because many of the Sector Academy programs are funded through WIA, the first four questions on the form are designed to help Academy staff determine if the participant is already WIA certified, enrolled, or eligible for WIA. Please note that inability to qualify for WIA does not preclude acceptance into the Sector Academies. If participants do not have a One Stop Swipe Card, please encourage your client to arrive at the Orientation Session 30 minutes early to obtain a Swipe Card from One Stop staff. Having a swipe card will facilitate registration for subsequent Orientation Sessions and other services.

- b. Education and Assessment: Questions 6 and 7 are designed to help Academy Staff identify education level and assessment test scores which are minimum qualifications for many of the Sector Academy programs. If the client has not taken any of the tests listed on page 2 of the referral form, then the client will receive an assessment after completing their initial intake appointment.
2. Please explain to your client the Release of Information section on page 2 of the form and ask your participant to sign the form.
 3. Please fax or email the referral form, along with the client's most updated resume to the appropriate Academy contact, listed on the first page of the referral form. The resume will assist the Academy staff in identifying the participants' prior work experience and education that may be required to qualify for a particular Academy training. Participants who do not have a resume by the Orientation Session will be asked to develop one to bring to their Intake Appointment
 4. Please refer your client to one of the upcoming Sector Academy orientation sessions and have them bring the "Referral Record" on page 3 of the referral form to the Orientation. The Orientation Session schedule can be found on page 2 of the Sector Academy Program Guide, which is available for download at http://www.oewd.org/Sector_Academy_Program_Overview.aspx The Orientation Schedule and Program Guide are updated quarterly, so please check this website to make sure you have the most current version.
 5. At the orientation, there will be an Academy Specialist who will be scheduling intake appointments for interested attendees with a Referral Record. Please instruct your client to give their Referral Record to the Academy Specialist who will schedule them for a priority intake appointment. Participants who do not have a Referral Record will need to fill out additional information after the Orientation Session before they are scheduled for an appointment.
 6. Academy staff will follow up with the Referring Agency Contact identified on page 2 of the referral form within five (5) business days after connecting with the referred client.
 7. Please retain a copy of the referral form for your records.