Assessor Script for Workforce Solutions Referral

Workforce Solutions can help you with your job search:

1. Customize your resume and help you locate jobs in WorkInTexas.com
   - Assess your work interests, values, and preferences
2. Provide work experience through on-the-job training and other potential opportunities
3. Financial assistance to help you with your job search, employment, schooling and/or training:
   - Childcare assistance
   - Obtain education, training, or work-specific licenses
   - Work clothes, uniforms, tools, gas, or bus passes

Would you like a referral to your nearest Workforce Solutions career office for job search and supportive services? If so, I will send a referral to [career office].

If you do not receive a response within 3 business days, please follow up with your case manager, who will then follow up.
Sample Referral Email

To: northline@wrksolutions.com

Subject: Incoming Referral

The message will be sent from ASSESSOR NAME (XXXXXXX@XXXXXXX.XXX)

This email is to inform you that Coordinated Access is referring <CLIENT NAME> (HMIS ID - XXX) to Workforce Solutions - Northline (Income Now).

The client provided the contact information listed below:

Home phone -
Cell phone - 713-XXX-XXXX
Email address -

Thank you,

<ASSESSOR NAME>
Income Now Orientation

- 45-minute appointment
- Discuss work interests, values, and preferences
- Identify skills
- WIT profile
  - Job search & Job matching assistance
  - Resume & Interviewing prep
- Adult Education & Literacy
- On-the-job training and other opportunities
- Connect to Vocational Rehab Services or Veteran Representatives in office
- Financial Aid
  - Education/Training, Work Support, Childcare
Work-Ready Documents

• Form I-9 Acceptable Documents
  • Documents that establish both identity and employment authorization
    – U.S. Passport or U.S. Passport Card
    – Permanent Resident Card or Alien Registration Receipt Card

  OR

  • Documents that establish identity
    – Driver License or Identification Card

  • Documents that establish employment authorization
    – Social Security Card
    – Birth Certificate
Documentation of Services
Average Monthly Income Increase with Income Now (IN) Services

Current Data

- Avg Monthly Income Before Income Now Services: $1,949
- Avg Monthly Income 12 Months After Income Now Services: $3,424
Sample Referral Form

- **DocuWare**
  - Community Partner Referral - Tracking

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The Way Home

Income Now Supportive Housing Referral

Date: ____________

To whom it may concern:

This letter is to confirm that [Name] is a client of the The Way Home. [Name] is in need of Workforce Solutions’ assistance in gaining employment and/or increasing income.

This client is eligible for Income Now services from Workforce Solutions.

If you have any questions, please contact me at [Name] and/or [Phone].

Sincerely,

[Name]