Families First Partner Referral Procedures and Policy

Policy: Referrals and Enrollment for Apprenticeship Programs

Referral Deadline:

- All referrals must be submitted by September 13, 2024.

Referral Form Submission:

- Forms should be submitted to the Program Coordinator via email or in-person by the deadline.

- Incomplete forms may result in processing delays.

Intake and Eligibility Screening:

- The coordinator will notify referred families within 5 business days.

- Interested families must complete the application by September 13th.

- Eligibility will be determined by September 22nd.

Enrollment and Program Orientation:

- All enrollment documents must be submitted by September 29th.

- A virtual orientation for accepted participants will be held on September 18th at 5pm.

Pre-Apprenticeship Program:

- Program runs September 23rd - December 13th, 2024.

- Participants must meet all attendance and credit requirements.

Transition to Apprenticeship:

- Apprenticeship program runs January 6th, 2025 - June 19th, 2026.

- Graduation will be held on or around June 26, 2026.

Policy Adherence Ensures Timely Enrollment:

Following these procedures and deadlines is critical to ensure participants can start programs on schedule and maximize benefits to families. Exceptions may be considered on a case-by-case basis.