

## 16.01 Program Admission

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to follow certain criteria and procedures when considering applicants for admission to its Career Services programs.

### Procedure:

No person shall be denied admission on the basis of race, pregnancy, military status, color, marital status, age, political affiliation, sex, religion, spiritual belief, socio-economic status, national origin, or disability group. Applicants may apply directly or be referred by an outside agency. However, before admission to a program service, it must be ascertained that: (1) the program of service is perceived by the applicant as needed, and (2) Goodwill Industries is capable of rendering services appropriate to the applicant's individual needs. In addition, the following criteria apply to each candidate:

- Documentation of a mental, emotional, physical, or vocational disability or of an economical disadvantage.
  - Ability to care for own personal needs or, prior notification so that arrangements can be made prior to the program.
  - Applicants must be 12 years of age or older.
  - Applicants must be ambulatory or mobile non-ambulatory.
  - Any substance abuse must be in full remission.
  - Applicant must possess functional communication skills.
  - Applicant's impairment or conduct must not pose danger to self or others.
  - Ability to self-medicate.
  - Applicant must be eligible for third party funding.
1. The assigned Career Services staff member reviews referral information submitted by the referring agency and the applicant to determine eligibility for services. Should questions concerning eligibility of a particular applicant arise, the designated Career Services staff member consults with the Director of Career Services, the Director of Human Resources and/or the CEO/President. Should an applicant be determined ineligible, he/she shall be informed as to the reason(s). As per the applicant's choice, the applicant's family/support system and the referral source are notified and provided with reasons for the decision. Referrals are made to other agencies when appropriate.
  2. The Director of Career Services, the Director of Human Resources and the CEO/President will concurrently determine eligibility of any applicant requiring special accommodations (refer to Policy & Procedure 1.08, *Accessibility Policy*).
  3. If eligibility remains questionable, a pre-staffing will be requested with the applicant and referring counselor. Goodwill representatives attending this meeting may include the assigned Career Services staff member, the Director of Career Services, the Director of Human Resources, and the CEO/President.

4. Once eligibility has been confirmed, a program admission date is established. The program admission date is established based upon openings in the selected program.
5. If the selected program is full, participants will be placed on a “first come; first serve” waitlist. Waitlists will be reviewed at least weekly by a Career Services staff member. Applicants on the waitlist are responsible for providing current contact information to Career Services staff.
6. Participants may transfer to another program as long as they meet the program admission criteria of that program.
7. Participants who have exited a program may reenter program as long as they meet the program admission criteria.