

ACHIEVE Career Consultants

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ACE: Assisted Competitive Employment Program
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Referral Form: Assisted Competitive Employment (ACE)

ACHIEVE Career Consultant's ACE Program helps clients with a mental health diagnosis obtain and sustain employment in a variety of industries.
Requires psychiatric or psychosocial evaluation (completed within 3 months).

CLIENT NAME: _____ TODAY'S DATE: _____

CURRENT ADDRESS: _____ CLIENT PHONE #: _____

CURRENT E-MAIL ADDRESS: _____ DATE OF BIRTH: ___/___/___ GENDER: _____

PRIMARY LANGUAGE: _____ PROFICIENT IN ENGLISH? (circle) Yes / No

Has client signed a confidential information release? Yes No (If yes, please attach)

NAME OF REFERRING AGENCY: _____

REFERRAL CONTACT: _____ REFERRAL TITLE: _____

PHONE #: _____ FAX #: _____ E-MAIL: _____

ACHIEVE should contact: Client Directly Referral Contact

CLIENT'S EMERGENCY CONTACT PERSON:

Name: _____ Relationship: _____ Tel #: _____

VETERAN STATUS: Has client ever served in the Armed Forces? Yes No

BENEFITS HISTORY - Check if client is currently receiving benefits from any of these sources:

- SSI SSDI Medicaid Medicare Other Health Insurance
 Food Stamps/SNAP Housing Allowance Safety Net TANF Cash Assistance/Welfare Other

MEDICAL HISTORY - Check if client is currently experiencing or has a history of the following:

- Mental Illness Substance HIV/AIDS and related illness

Is the client on medication? Yes No Is the client compliant with their medical treatment? Yes No

Does the client have any physical disabilities? Yes No Developmental/Learning Disabilities? Yes No

If yes, explain: _____

IDENTIFYING DOCUMENTS - Does client have proof of eligibility to work in the US? Yes No

If yes, check appropriate box(es): Birth Certificate Driver's License Social Security Card Non-Driver's ID
 Green Card Benefits Card Proof of Residence Passport

EDUCATION HISTORY - What is the highest grade completed? _____

Applicable certificate/degree: GED/HSE High School Diploma College Degree Other:

REQUESTED SERVICES - Please check the services you are requesting.

- Vocational Counseling Employment Discovery Review of Work History Soft Skills Training
 Vocational Training Development of Volunteer Opportunities Job Application Training Resume Development
 Interview Preparation Job Search Assistance Customized Job Development Job Placement
 Job Coaching Job Retention Support Career Advancement Assistance Benefits Advisement