



PROGRAM FLOW



Referral

A referral/ online application for a student is received by the SETA/ Sacramento Works STEPS Team along with forms [DR 203](#) and [DR 206](#)

STEP
01



Initial Contact

The STEPS Team makes contact with the student/guardian and explains the two services STEPS offers:

1. Work Readiness Training Work (WRT)
2. Work-Based Learning Experience (WEX)

STEP
02



Payroll Document Collection

The STEPS Team will gather payroll documents to ensure Right-to-Work status and verify a student has the ability to obtain a work permit (applicable to minors)

STEP
03



Work Readiness Training

The student will participate in a 2 week Work Readiness Training cohort (in-person and virtual options)

STEP
04



Work-Based Learning Experience

The student is placed with an employer to execute a 200 hour long WEX.

STEP
05

