

## PROGRAM FLOW

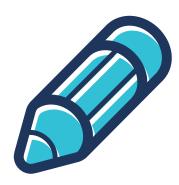


#### Referral

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 O1









STEP 02

### **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)

# 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









STEP 04

### **Work Readiness Training**

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

### Work-Based Learning Experience

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

STEP 05



