



PROGRAM FLOW



STEPS Application: [Click here](#)

Referral/Application

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 5 services STEPS offers:

1. Job Exploration Counseling (JEC)
2. Work Readiness Training Work (WRT)
3. Self-Advocacy Training (SAT)
4. Work-Based Learning Experiences (WEX, Informational Interviews + Job Shadowing)
5. Postsecondary Enrollment Counseling (PEC)

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



Services Start

The student will be given to option to participate in Service #1 or #2 or #3 prior to moving onto Services # 4 + #5

STEP
04



Program Exit

Once students have recieved at minimum 4 of the 5 offered servies they can be exited.

STEP
05

