

SRT Schedule Policy & Appointment

Name: _____

Phone Number: _____

What is an SRT appointment?

The Self Reliance Team (SRT) is a panel of staff members representing multiple agencies working in the America Job Centers of California (AJCC) System. They bring their knowledge and expertise together to help you when you are seeking staff assistance services. They are able to determine specific needs and make appropriate referrals to the partner agencies that may best serve your needs.

This panel will meet with you, a Workforce Connection Job seeker, who would like to be considered for enrollment into the WIOA (Workforce Innovation and Opportunity Act) system. There are thousands of job seekers using the resources at our Workforce Connection Centers. Many of these job seekers would like to access additional services or resources such as staff assisted jobs search or learning new employment skills. Since the program has limited staff and funding, it is not possible to enroll every job seeker seeking services into the system. The SRT is one method used to inform you about other agencies or services that may be able to help you meet your goals. They will also determine if you will be considered for WIOA enrollment.

How do you prepare for a meeting with the SRT?

Upon your request for a meeting with the SRT, you will be scheduled for an appointment. It is very important that you arrive on time. If there is some reason you cannot make the meeting, you should call the office as early as possible to reschedule the meeting for another time.

The meeting will be like an interview. You should plan to come dressed as you would for an employment interview. The panel will ask various questions regarding topics such as: income, family situation, barriers, employment goals, etc. It will be very important to provide the panel with detailed and accurate information. The more information they have to work with, the easier it will be to refer you to the appropriate services. You are required to complete your Job Track Application and bring it to the SRT meeting. If you do not bring your completed Job Track Application to the meeting your SRT meeting will be rescheduled. This will count as a missed appointment.

What you are encouraged to bring to the meeting:

- **An updated Resume and/or Fact Sheet**
- **Job Search Log**
- **Any certificates, licenses or degrees you have obtained.**
- **DMV Printout (H6 10yr) – Required for Truck Driver Training, if available** (see PB 01-11)
- **Labor Market Research** – If you are interested in learning new employment skills you should try to bring information from Fresno County about the occupation you are considering, such as: wage and income potential (inexperienced and experienced), job outlook (are there jobs available in the area), the type of training required and, if relevant, information about requirements for certification or licensing.

SRT Appointment Time: _____ Date: _____

If you are not able to keep your appointment, call: _____ to reschedule.

SRT Scheduling Policy

Please try to arrive at least 10 minutes prior to your appointment time. Also, please note that this appointment may take longer than 3 hours. Because of this, please do not park in any parking area that is marked with a time limit

Late and/or Re-Schedule Policy:

A job seeker is considered late 10 minutes or more after their scheduled appointment time. If the job seeker is late, they must re-schedule their SRT appointment. This will count as one missed appointment.

If a job seeker misses 2 appointments, there will be a 30-day waiting period before they can schedule another SRT appointment. The 30-day waiting period will start when the job seeker makes contact with Workforce Connection.

No Show Policy:

If a job seeker does not show up for their scheduled appointment time, they are considered a no-show. If a job seeker is a no show, there will be a 30-day waiting period for them to be able to re-schedule another SRT appointment. The 30-day waiting period will start when the job seeker makes contact with Workforce Connection.

Any special circumstances will be reviewed by the Workforce Connection SRT Staff for final determination.