

PARTICIPANT GUIDE

Our Mission and Values

MISSION

Through community partnerships, donors, and the effort of staff and volunteers, to promote access to a college education, professional development, and job placement assistance for members of the community with low income and nourishing minds out of poverty.

VALUES

1. Commitment to a centered focus on individuals living and working in poverty and providing training and mentoring services to provide a pathway out of poverty.
2. Respect and value life challenges, creating a relationship that is dedicated to positivity, purpose, and planning.
3. Commitment to mutual respect; kindness; and encouragement.
4. Commitment to diversity in all staff, volunteers, and participants.
5. Commitment to equitable treatment and elimination of discrimination in all its forms.

Our Expected Outcomes

Overall project goals, expected impact and specific, measurable objectives;

- Train 100 people that live at or below the federal poverty level (FPL).
- 50% of participants will successfully enter a higher education program.
- Participants will apply for 10 full time family wage jobs a day, five days a week consistently
- Participants will interview five times a month consistently
- Participants will be responsive to communication within three days of contact via email or phone
- Participants will complete each program milestone prior to applying for full time family wage jobs
- Participant will use Indeed.com to search and track the number of applications and interviews they accomplish each month
- Participants will provide Hunger For Success monthly input on the quality and quantity of job searches emailed by Indeed.com so modifications can be made timely
- 90% of participants will increase their income by 50% in the first year, and another 50% in years two and three.

...nourishing minds out of poverty.™
HUNGER FOR SUCCESS™



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@helpH4S

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- Retention of participants will be at 90%

Evaluation of project goals, expected impact and specific, measurable objectives;

- Recruit 100 participants using Salesforce (CRM) to track progress.
- Measure college entrance and grade point average throughout their training.
- Pre-survey records current income. Measure post income after training and document in our online training analytics and within Salesforce.
- Using Salesforce, track retention of participants throughout each phase of the training program.
- Use quizzes to test knowledge gain of each participant.

Measuring Your Engagement

Gallup's Q12 is an effective tool to measure your engagement. Here are the twelve questions:

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | I know what is expected of me?
<ul style="list-style-type: none"> Each participant understands the outcomes they are responsible. |
| <input type="checkbox"/> | <input type="checkbox"/> | I have the materials and equipment I need to do my work right?
<ul style="list-style-type: none"> You will be provided emails, brochures, online training, and one on one mentoring. If you need more resources, please let us know. |
| <input type="checkbox"/> | <input type="checkbox"/> | I have the opportunity to do what I do best every day?
<ul style="list-style-type: none"> This is why Hunger For Success has you focus on your top five strengths. |
| <input type="checkbox"/> | <input type="checkbox"/> | In the last seven days, I have received recognition or praise for doing good work?
<ul style="list-style-type: none"> You will receive positive reinforcement from Hunger For Success on your progress. |
| <input type="checkbox"/> | <input type="checkbox"/> | My mentor, or someone, seems to care about me as a person?
<ul style="list-style-type: none"> By understanding what is important to each participant and work towards achieving their goals is one way Hunger For Success cares. |
| <input type="checkbox"/> | <input type="checkbox"/> | There is someone that encourages my development?
<ul style="list-style-type: none"> Hunger For Success is the only nonprofit that provides personal and professional development as an integral part of our program. |
| <input type="checkbox"/> | <input type="checkbox"/> | My opinions seem to count?
<ul style="list-style-type: none"> We ask all participants to provide us feedback so we can improve our service delivery. |
| <input type="checkbox"/> | <input type="checkbox"/> | The mission or purpose of Hunger For Success makes me feel I am important?
<ul style="list-style-type: none"> Does the participant feel as if they are contributing to the achievement of our mission? |
| <input type="checkbox"/> | <input type="checkbox"/> | My mentor is committed to doing quality work?
<ul style="list-style-type: none"> Is Hunger For Success setting a good example? |
| <input type="checkbox"/> | <input type="checkbox"/> | I have a best friend?
<ul style="list-style-type: none"> Is there someone close to you that will help you when needed? |
| <input type="checkbox"/> | <input type="checkbox"/> | In the last six months, someone has talked to me about my progress?
<ul style="list-style-type: none"> Hunger For Success will provide monthly progress reports to each participant. |
| <input type="checkbox"/> | <input type="checkbox"/> | This last year, I have had opportunities to learn and grow?
<ul style="list-style-type: none"> The participant should have many opportunities to learn and grow throughout program. |

Cultural Competency and Diversity Plan

Hunger For Success encourages and maintains the rights of all of our participants and volunteers and fosters a welcoming culture for a large diverse community of participants and stakeholders. Our cultural and diversity plan includes assessment and processes for the following:

- Person's served will be protected with:
 - Confidentiality
 - Privacy
 - Freedom from harassment and discrimination
 - Access to vital services to find and keep a family wage job
 - Access to their information and program notes
 - Access to online training 24/7 to augment their learning opportunities
 - Service choice as it relates to location, modifications, and time invested
 - Investigation and resolution of any complaints or incidents
 - Appropriate communication to ensure each participant understands our program and how they are to be engaged with our resources
 - Regular monthly reviews of services and outcomes to ensure success
 - Appropriate access to all services and appropriate personnel during the program delivery
 - Accommodations and resolutions to any level one barrier(s) associated with the participant
- Population's served
- Personnel and volunteers
- Stakeholders
- Culture
- Age
- Gender
- Sexual orientation
- Spiritual beliefs
- Socioeconomic status
- Language

Our cultural and diversity plan will be reviewed annually or as needed. A committee may be formed to manage or create strategic plans to improve our cultural and diversity plan.

Corporate Responsibility

Hunger For Success uses its mission, values, policies and procedures to ensure we are a responsible and compliant organization to those communities we serve. The following topics are covered and enforced with our mission, values, policies and procedures:

- Business
- Marketing
- Contractual Relationships

- Conflict of Interest
- Use of Social Media
- Service Delivery
- Personal Fundraising
- Personal Property
- Setting boundaries
- Professional responsibilities
- Human resources

Designing Ethical Practices for Quality Service

The measurement of ethical practices includes:

- Ensuring that policies are legal
- Avoiding criminal acts of omission
- Maintaining a moral course
- Cultivating strong teamwork by behaviors with results
- Promoting values associated with the organization
- Ensuring a positive public image

Hunger For Success publishes their ethical standards within the founder's beliefs, the Articles of Incorporation, and our vision, mission, and values statements. In order to maintain consistency in our ethical practices is to include annual training on the following:

- Policies and procedures;
- Training with real-life examples from our participants and/or stakeholders
- Reviewing research from other organizations who confronted ethical issues

Confidentiality

All participants have the right to keep their information confidential. When a participant requires a copy of their records or requests we send their records to a third party, Hunger For Success will honor their request as it pertains to local, state and federal law. The request must use the Request for Records form and be signed by the participant prior to submission. Any request for records will be completed within 30 days. A copy of the request and a copy of what records were sent will be kept on file with Hunger For Success.

All records pertaining to participants are kept in our CRM (Salesforce) which is on the cloud and secured by password. Any written records are inputted to our CRM and shredded for privacy and confidentiality. When a request comes in the form of a subpoena, warrant, investigation, or other legal matter, Hunger For Success will notify the participant and seek legal counsel on how to respond according to all laws involved. All legal requests will be processed and replied to in a timely manner.

Participant's Rights

EQUAL OPPORTUNITY

This organization is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

Whenever possible, the organization makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact the President and Chairman of the board.

NON-HARASSMENT POLICY / NON-DISCRIMINATION POLICY

This organization prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment. Consistent with its workplace policy of equal opportunity, the organization prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated. Discrimination includes, but is not limited to: making any decision or related action on the basis of race, color, religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

REPORTING:

Anyone who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her mentor or the President and Chair in writing using Complaint Form. The organization will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the organization will take appropriate action based on the outcome of the investigation. A written report of the complaint, investigation, and findings will be provided to the complainant and kept on record with the organization.

No one will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

Program/Service Structure

Each participant will receive the following documents:

- Program Brochure
- A **Hunger For Success** business card with contact information
- Participant Guide
- Acceptance/Signature page to agree to the Participant Guide
- Access to online training
- Instructional emails and videos for each program milestone

An excel spreadsheet is kept only using the participants first name to protect confidentiality. Once a participant gets started, the spreadsheet will contain demographic data and their status on all program milestones.

When a participant exits the program they are doing so on their own accord. Hunger For Success does not eliminate participants. In order to be eligible, each participant must be living at or below the Federal Poverty Line (FPL) and have access to a computer or personal data device (pad or cell phone) to communicate via email and access our online training. In addition, each participant must be looking for a full time family wage job (career). When a person exits the program, notes are entered in the spreadsheet for the reason. If a complaint is logged, the notes will include the nature of the complaint, the investigation, and any resolution of the complaint.

For each program milestone, the participant is evaluated for their ability and access to services that will enable them to complete the milestone successfully. Hunger For Success will make any reasonable accommodation to help the participant successfully complete each milestone. At this time, our services are only available in English.

In order to ensure our participants are being served with the highest quality and best outcomes, we conduct regular one on one meeting either electronically or in person to determine the following:

- Any issues or barriers with the program
- Plan(s) in place to reduce or eliminate any of the issues or barriers
- Document and relate any participant expectations that are not being met and ensure there is written understanding of the steps necessary to meet the expectations of the program
- Any and all recommendations will be customized to the participants specific needs

Any release of participant information must be requested in writing by the participant. A form will be provided to the participant.

Evidence Based Approach

It's important for you to know that we're only using what has worked with people living in poverty for the past 25 years.

Marcus Buckingham writes in the Harvard Business Review we label weaknesses "areas of opportunity," brain science reveals that we do not learn and grow the most in our areas of weakness. In fact the opposite is true: we grow the most new synapses in those areas of our brain where we have the most pre-existing synapses. Our strengths, therefore, are our true areas of opportunity for growth. (Source: <http://blogs.hbr.org/2013/12/what-if-performance-management-focused-on-strengths/>)

Gallup has found that managers who focus on their employees' strengths can practically eliminate active disengagement and double the average of U.S. workers who are engaged nationwide. In 2010,

the Gallup organization surveyed over 100 million people in America and discovered only 30 million (30%) are engaged and inspired at work; roughly 20 million (20%) employees who are actively disengaged; and the other 50 million (50%) American workers are not engaged. (Sources: The State of the American Workplace: Employee Engagement Insights for U.S. Business Leaders by Gallup © 2013, pg., 9. •<http://www.forbes.com/sites/victorlipman/2012/09/10/10-reasons-why-companies-should-invest-more-in-management-training/>. The State of the American Workplace: Employee Engagement Insights for U.S. Business Leaders by Gallup © 2013.)

Albert Hirschman author of *Exit, Voice, and Loyalty*, states when it comes to listening, as the market changes and new options emerge ... so too must your listening tactics and your approach to building ... loyalty. The book *The Trusted Advisor* offers an enhanced model for listening that not only increases understanding but builds trust in a five step process. (Source: <http://blogs.hbr.org/2014/04/which-customers-to-listen-to-when/>. *The Trusted Advisor* by David H. Maister, Charles H. Green, and Robert M. Galford ©2000.)

While there is a preponderance of evidence that College degrees help raise family income, professional development is seldom used with these generational groups. This is important for any job seeker to have professional development that gives you a competitive advantage when looking for that family wage job.

According to the Harvard Business Review listening (communication skills) builds trust and respect, and creates an environment that encourages collaborative problem-solving; a key ingredient in professional development, higher salaries, and more stable employment. (Source: <https://hbr.org/2014/01/three-ways-leaders-can-listen-with-more-empathy/>) Jeanne C. Meister, the coauthor of *The 2020 Workplace* says It's important to be aware of generational tension — loosely defined as a lack of respect for someone who's of a different generation from you — among colleagues. (Source: <https://hbr.org/2014/09/managing-people-from-5-generations>)

As a team, **Hunger For Success** has been training in Fortune 500 companies for over 20 years. We've found that by combining higher education with professional development, people are successful at work and at home. You will have access to books, online content, and one on one mentoring to ensure you're successful. Unlike some social service programs, **Hunger For Success** will stay with you for as long as you need us to not only help place you in a great career, but help guide you while you're working.

How can we make a difference? According to the World Health Organization; the determinants that make people healthy include:

- Income and social status – higher income and social status are linked to better health. The greater the gap between the richest and poorest people, the greater the differences in health.
- Education – low education levels are linked with poor health, more stress and lower self-confidence.

- Social support networks – greater support from families, friends and communities is linked to better health. (Source: 2008-2012 American Community Survey)

While **Hunger For Success** has an evidenced based approach that has been proven to work over the past 25 years, we customize our approach based on the needs and barriers of each individual participant. The timing and delivery of the program materials are regulated based on the specific abilities of each participant. There are no hard due dates or timelines that could result in frustrating or disqualifying a participant.

By obtaining the top five strengths of each participant and discovering key words that provide clarity on their career goals, we can customize our approach and ensure their resume, interviewing strategies, and job searches meets the specific needs of each participant. In addition we will ask each participant their experiences with other services, job developers, and employment in general to gain a full understanding of what we can do to improve the services and the results they have previously received. Based on their past experiences, if there are any risks either known or anticipated, **Hunger For Success** will ensure the proper training and resources are provided to the participant to reduce any risk.

Our program also encourages the participant to invest 80% of their energy into the various program milestones knowing that **Hunger For Success** will supply 20% of the resources and time they need to be successful. This sets the expectation from the beginning that our participants must be forth a great effort towards their goals in order to realize their goal. If the participants struggle or get delayed in any part of the process, a representative of Hunger For Success is there to assist and provide the mentoring and training needed to move forward in a positive and confident manner.

Each participant has the expectation to be timely to all appointments, responsive to all communication, and appropriately dressed, well rested, and of good hygiene for all appointments and interviews. If our participant requires additional community resources for food, clothes, or other services, Hunger For Success will help with the appropriate referrals.

Hunger For Success has a complete online training portal that allows participants to have 24 hour access to our program milestones and provides each participant the ability to ask questions and get feedback from other participants and volunteers. **Hunger For Success** establishes the best mode of communication for each participant and will communicate as often as required. If we don't hear a response from a participant within two weeks, **Hunger For Success** will reach out to the participant and try to gain contact to determine what issues, if any, is the result of the lack of response. **Hunger For Success** will obtain mutual agreement from our participant on the completion of each program milestone prior to moving forward in the program.

The program milestones are established based on 25 years of successful outcomes. To customize the plan is based around time of completion, specific content that promotes the participant's desired career, and any additional services, accommodations, or resources they require to be successful with our program. When our participant finds a family wage job, **Hunger For Success** stays with our participant for a minimum of six months to ensure they are positively engaged with the new

organization. We will provide mentoring for conflict resolution, engagement surveys, and SMART goals for a personal or professional development plan at work.

Hunger For Success does not provide or monitor medications for our participants.

Employment Services Principle Standards

Hunger For Success has an individual centered approach to helping participants discover their family wage job (career). This approach includes using key words and the participant's top five strengths to search for family wage job opportunities. Our participants can expect the following services:

- Establish realistic goals for the type of family wage job and the compensation that matches the needs and desires of our participant
- Family wage job employment opportunities in their desired location
- Mentoring to improve or add to the participant's skill set to be qualified for the desired family wage job
- Provide online and in-person resources to increase chances of finding and keeping the desired family wage job
- Referrals to community resources to help the participant prepare, dress, or be ready for all aspects of attaining and keeping a family wage job

The provided services, resources and benefits of finding and keeping a family wage job include but are not limited to the following:

- Increased stability and independence
- Finding the right job the participant is passionate about
- Appropriate tools and accommodations for keeping the family wage job
- Timely responses and resources to help participants navigate through our program milestones
- Clear expectations, outcomes, and timelines of our program milestones
- Level of participation and responsiveness required for the participant to be successful

In order to learn about the specific needs and capacity of each participant, we will ask some of the following questions and record the answers in their participant record:

- Top five strengths
- Proven interests and skills
- Complete work history
- Complete volunteer history
- Complete school history
- Applicable benefits received or plans to receive
- Availability including location, hours, and days for work
- Off and on the job resources required or desired
- Reported or diagnosed barriers to employment

- Full criminal and/or legal background that could be a barrier to employment

Job opportunities will be forwarded to the participant's email from Indeed.com based on search parameters involving the participant's top five strengths and key words from their resume. Incoming job opportunities will be evaluated based on scope, participants desired family wage job (career), work settings, and ability to advance or receive training.

Hunger For Success studies the local job market seven days a week. When necessary, **Hunger For Success** will contact local businesses and organizations to learn about specific trends of their business of their specific community to determine if jobs can be found or created for our participants. In addition, we communicate with local colleges and high schools to learn what resources they are providing and the current admission trends of local and online colleges.

Hunger For Success provides online training that is available 24/7. Our volunteers make their schedule open for during the week, nights, and weekends to accommodate our participants and their specific needs. Unlike most traditional job developers, **Hunger For Success** does not place participants in random jobs just because we know an employer who is looking for employees. We will only place a participant in a full time family wage job of their choice. While we work with the community, employers, and other nonprofit organizations, we will not place a participant unless the fit is perfect to their desires and our parameters of helping people find and keep full time family wage jobs.

Hunger For Success not only provides FREE training and mentoring to our participants, but we provide future employers training pertaining to geminating barriers, accommodations, training for supervisors, and scheduling job shadowing services for their new employee at no charge to the employer.

Once the participant is placed, **Hunger For Success** will measure their work product by assessing their specific work task performance, level of performance required for the total job, allowances for barriers, and available feedback from their supervisor. **Hunger For Success** will stay with the participant a minimum of six months to ensure they have the training and resources they need to retain their new job.

Hunger For Success will use the following documentation to meet the highest standards of employment services:

- Participant service plans
- Local job searches
- Any community resources or referrals provided to the participant
- Documentation for support provided to the employer
- Access to any US Labor or IRS laws required for the participant

Scope of Services

The scope of services provided to our participants will be include but not be limited to the following:

- Community citizenship
- Mentoring for higher self-reliance
- Mentoring for higher self-esteem
- Mentoring for increased independence (personally and financially)
- Training and resources to find and keep a family wage job

Employment Planning Services

Employment planning services include work trials, job shadowing, community-based assessments, and simulated job sites. From these services, **Hunger For Success** can learn more about specific jobs and the participant's performance in these jobs. This performance will be used for analysis and the creation of effective strategies to help the participant to choose a family wage job they can out-perform based on the job expectations. Each participant will receive specific goals that will improve performance and their implementation of these goals and our training will be monitored regularly.

When working with a specific type of job (career), **Hunger For Success** will include the following topics for consideration and evaluation of each job:

1. Displayed experiences
2. Overall interests in the job and/or field
3. Safety aspects of the job and the job site
4. Supervision required for the job and the job site
5. Job accommodations required for exceeding job expectations
6. Accessibility for resources at the job site
7. Clear expectations of performance
8. Job and/or task analysis including hard and soft skills
9. Modes of communication used with the job and at the job site

A written employment planning report will include:

- Exploration details
- Required performance expectations
- Relevant jobs available
- Strengths of the participant and their match to the job desired
- Barriers to successful performance
- Transportation needs
- Communication requirements
- What accommodations are required
- Community resources required for the job or for the job site

- Ongoing progress notes for the participants
- Referral information
- Any specific training or guidelines implemented
- Key words used for job search
- Number and type of jobs realized in Indeed.com searches

Comprehensive Vocational Services

Comprehensive vocational evaluation services include assessment of equipment, technology, and services for reducing barriers to employment. In addition, these services will involve personal interviews and an assessment of prior and transferable skills so we can learn as much as possible about the resources the participant requires. These efforts will ensure our participant is placed in a realistic job and that their barriers are identified and solutions provided for an outstanding job performance. Our participants will be part of the processes involved with these services and be consulted with every step of the process. Once all of the information is presented to the participant, they must choose and agree to the next steps in order for a new job to be a long lasting job.

An individual evaluation plan can be developed to include any questions or concerns from the participant, referrals to community resources, and any strategies required to help the participant succeed at their new family wage job. Strategies will be created including the participant's acceptance of each step for each strategy. If experts are required to add to or help create strategies for the participant, appropriate measures will occur to engage these experts and include their expertise in the plan. Community stakeholders and volunteers will be asked for input or additional referrals if needed and their feedback will be included in the individual evaluation plan.

An analysis of the job site is also included in the individual evaluation plan. **Hunger For Success** will study any safety concerns, level of supervision, accessibility, available accommodations, specific site requirements, specific job requirements, and any obstacles noted by the participant.

Once the plan is implemented, **Hunger For Success** will be evaluating the plan on a regular basis highlighting successes and any areas of improvement required from the participant. The plan will be modified and updated monthly to ensure each process is helping the participant out-perform in their new job.

The completion of this process will produce the following:

- Increased learning regarding specific job from our participant
- Testing accommodations to ensure our participant out-performs at their job
- Increase access to community resources
- Increased adaptability for different work sites
- establishing specific needs to be successful at a specific job or job site
- Job matches strengths and interests of the participants
- Modes of communication used are acceptable to the participant

- Increased knowledge of the specific job and/or work site
- Increased understanding of the work culture
- Increased awareness of any health or safety issues at the job site

In addition to this training, we provide each participant with interview strategies that are designed to reduce stress and increase the personal connection made with the hiring manager. Each participant is asked and coached to develop four unique person stories to use during the interview process. These stories will not only highlight their abilities to succeed at the job but reveal personal attributes that will make their candidacy stand out and be unique. Our ultimate goal of implementing these interview strategies is for the organization to want to hire our individual participant instead of just another job title.

Through our initial intake process, we know the participants top five strengths, key words of interest, and their employment objective(s). In addition to the professional development training, we will work with the participant to identify other needs as it relates to training or mentoring better habits which can include but not be limited to:

- Punctuality
- Hygiene
- Work ethic
- Payroll and benefit knowledge
- Communication skills
- Providing a high level of service

Once our participant is employed, we can assist with several workplace needs including but not limited to:

- Barriers
- Workplace accommodation
- ADA and EEOC rules and regulations
- Organization culture
- Preferred modes of communication
- Full understanding of conditions of employment:
 - Job description
 - Wage
 - Benefits
 - Nondiscrimination policies
 - Conflict resolution process
 - Organization policies
 - Health and safety processes
 - Pathways to career growth
 - Tax withholdings

FORMS

- Intake Form
- ASD Intake Form
- Individual Evaluation Plan
- Employment Plan
- Monthly Participant Progress Report
- Incident Report
- Complaint Report
- Request for Records
- Participant Acknowledgement

PARTICIPANT INTAKE FORM

Today's Date: Time: H4S Staff:

Participant's Name: **First** Last M/F:

Age: Referral Source:

Contact Information: Email: Phone:

Participant's Introduction/Story:

Barriers and/or disabilities:

Criminal Background:

Living Status (homeless?):

Family Status (married, children?):

Employment Status:

Education History: High School: College:

Hobbies and Interests:

Career Goals:

- 1.
- 2.
- 3.
- 4.

Requirements:

- ✓ Wants a full time family wage job
- ✓ Access to technology as it relates to email and online capabilities
- ✓ At or below the Federal Poverty Level (FPL)

Next steps:

1. Send email confirming desire to start the program
2. Take the Strengthsfinder Test
3. Send Brad top five strengths to analyze

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HUNGER FOR SUCCESS™



HUNGERFORSUCCESS®

Hunger For Success™ Federal Tax ID number is 47-2389045. This organization is a 501c(3) tax exempt organization, IRS Section 170(b)(1)(A)(vi) for both federal and state tax purposes. Our address: 618 W 36th Street. Vancouver, WA 98660



ASD PARTICIPANT INTAKE FORM

Today's Date: Time: H4S Staff:

Participant's Name: **First** Last M/F:

Age: Referral Source:

Contact Information: Email: Phone:

Participant's Introduction/Story:

Barriers and/or disabilities:

Criminal Background:

Living Status (homeless?):

Family Status (married, children?):

Employment Status:

Education History: High School: College:

Hobbies and Interests:

ASD Specific Questions:

- Previous successes
- Medical information
- Psychological information
- Social information
- Previous strategies and trainings implemented
- Specific situations and interactions that are relevant to the participant with ASD
- A complete list of professionals providing support to the participant with ASD

Requirements:

- ✓ Wants a full time family wage job
- ✓ Access to technology as it relates to email and online capabilities
- ✓ At or below the Federal Poverty Level (FPL)

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Career Goals:

1. Wage
2. Location
3. Career ideas
4. Other:

Next steps:

1. Send email confirming desire to start the program
2. Take the Strengthsfinder Test
3. Send Brad top five strengths to analyze

Hunger For Success™ Federal Tax ID number is 47-2389045. This organization is a 501c(3) tax exempt organization, IRS Section 170(b)(1)(A)(vi) for both federal and state tax purposes. Our address: 618 W 36th Street. Vancouver, WA 98660

INDIVIDUAL EVALUATION PLAN

{Participant Name}

Prepared by:

Hunger For Success

{Date}

INTRODUCTION AND PARTICIPANT ENGAGEMENT

Evaluation Purpose

- The purpose of this evaluation is to provide a summary of observations, successes, and strategies used to help **participant** find and keep a family wage job
- The findings from the evaluation will be used to document all activities and successes and summarize any new strategies of barriers that need to be addressed to increase performance.
- This evaluation is part of our overall strategic evaluation plan for the program to document, analyze, and provide feedback on how we're meeting the needs of our participants.

Stakeholders

- Community
 - Roll
- Government
 - Roll
- Employer
 - Roll
- Staff
 - Roll

Cultural and Diversity Competence

- **Hunger For Success** engages stakeholders who reflect the diversity of those we serve. If we don't have established relationships with expertise, we will find them and ask them to join our efforts.
- **Hunger For Success** is welcoming and respectful to all religions, cultures, and sexual orientation. We support our participants with expertise, respect, and an open mind.
- **Hunger For Success** will always consider culture and diversity in our planning and strategies to help our participants find and keep family wage jobs.

DESCRIPTION OF {PARTICIPANT}

Background:

Career Goal(s):

Barrier(s):

Top Five Strengths:

DESCRIPTION OF SERVICE DELIVERY MODEL

- **Program's strategies:**
 - **MISSION:** Through community partnerships, donors, and the effort of staff and volunteers, to promote access to a college education, professional development, and job placement assistance for members of the community with low income and nourishing minds out of poverty.

- **VALUES**
 - 1. Commitment to a centered focus on individuals living and working in poverty and providing training and mentoring services to provide a pathway out of poverty.
 - 2. Respect and value life challenges, creating a relationship that is dedicated to positivity, purpose, and planning.
 - 3. Commitment to mutual respect; kindness; and encouragement.
 - 4. Commitment to diversity in all staff, volunteers, and participants.
 - 5. Commitment to equitable treatment and elimination of discrimination in all its forms.
- **SPECIFIC STRATEGIES**
 - Use a strength based approach to mentoring low income individuals to find and keep a family wage job.
 - Establish a positive working relationship using the Strengthfinder test and building confidence with our participants.
 - Incorporate an individual centered marketing strategy highlighting a person's unique qualities and accomplishments.
 - Incorporate 21st century strategies for applying and interviewing for family wage jobs.
 - Implement a one on one training method that is designed for the specific needs of our participant.
 - Establish a mentoring relationship that will continue a minimum of six months from their date of hire.
- **Program Milestones**
 - Strengthfinders Test
 - Individual centered resume
 - College Entrance
 - Interview Skills
 - Professional Development
 - Strength Based Management
 - Improved communication (Building Trust)
 - Generational Strategies
 - Family age job search and placement
 - Job Mentoring
 - Giving Back
 - Job Found/Recent notes
- **Process**
 1. One on one interviews with participants
 2. Assessment of experience, barriers, and desires for a full time family wage job
 3. One on one mentoring through all program milestones using in person meetings, online training, email, and telephone interactions
 4. Monthly evaluations to monitor and improve performance (results) throughout the training process
- **Policies**
 - Every participant has the right to privacy, confidentiality, equal opportunity, and freedom from harassment
 - Every participant will have easy access to program resources and training
 - Every participant will approve all strategies and modifications to our program to ensure all program outcomes

Need

For the last 25 years, our program has helped people living and working in poverty find and keep family wage jobs. Unemployment rates are three times the average unemployment rate for youth 16-24. The average middle income wage has not increased since 1940 while the cost of living has more than tripled since that time. Our program provides a critical need to West coast communities to lower their poverty and homelessness rates.

Context

A strength based approach works well with all cultures and with a wide diversity of participants. Active participation and open dialogue are the main factors that ensure our training is effective.

Population Addressed

We work with people living or working at or below the Federal Poverty Line (FPL).

Stage of Development

Our program has been developed and implemented over the past 25 years and **Hunger For Success** as an organization has been helping low income individuals since 2015.

Resources/Inputs

Hunger For Success has secured financial, research, and over 25 years experience as the main resources that are available to support our participants. We use a one on one training model supported by online and other electronic resources to lower costs in order to help more people in need. We don't have a physical office and use public spaces to reserve our financial resources towards books and supplies for our participants.

Activities

The following activities are conducted to achieve the program's outcomes:

- Using the Strengthsfinder Test to uncover one's top five strengths
- One on one coaching
- Individual centered approach to training and marketing materials
- Continuous assessment of progress and accomplishments
- Consistent communication with our participants
- Utilizing stakeholders and community resources to help our participants find and keep a family wage job

Outputs

The following materials are provided to our participants:

- Program Brochure
- President and Chair's business card with contact information
- Participant Handbook
- Required forms
- Acceptance/Signature page to agree to the Participant Handbook
- Access to online training
- Instructional emails and videos for each program milestone

Outcomes

- **EXPECTED OUTCOMES**
 - Train 100 people that live at or below the federal poverty level (FPL).
 - 50% of participants will successfully enter a higher education program.
 - Participants will apply for 10 full time family wage jobs a day, five days a week consistently
 - Participants will interview five times a month consistently
 - Participants will be responsive to communication within three days of contact via email or phone

- Participants will complete each program milestone prior to applying for full time family wage jobs
 - Participant will use Indeed.com to search and track the number of applications and interviews they accomplish each month
 - Participants will provide **Hunger For Success** monthly input on the quality and quantity of job searches emailed by Indeed.com so modifications can be made timely
 - 90% of participants will increase their income by 50% in the first year, and another 50% in years two and three.
 - Retention of participants will be at 90%
- **EVALUATION OF OUTCOMES**
 - Recruit 100 participants using Salesforce (CRM) to track progress.
 - Measure college entrance and grade point average throughout their training.
 - Pre-survey records current income. Measure post income after training and document in our online training analytics and within Salesforce.
 - Using Salesforce, track retention of participants throughout each phase of the training program.
 - Use quizzes to test knowledge gain of each participant.
- **SERVICE DELIVERY**
 - Service effectiveness
 - Increased self esteem
 - Increased self reliance
 - Family wage employment (with benefits)
 - Increase in training and/or education
 - Housing status
 - Improve in conflict resolution
 - Improvement on maintaining relationships
 - Service efficiency
 - Service delivery cost per participant
 - Retention rates (participants/employees/volunteers)
 - Service utilization
 - Satisfaction of services provided
 - Did the program meet/exceed the needs of the participant
 - The participant was treated with dignity and respect
 - Any complaints or issues were handled appropriately
 - Service access
 - Wait time for services
 - Consistency of follow up of services provided

EVALUATION DESIGN

Evaluation Questions

These five major questions will uncover the effectiveness of our service model and the participant's success with finding and keeping a full time family wage job:

1. Was the service effective measured by one or more of the following:
 - a. Increased self esteem
 - b. Increased self reliance
 - c. Family wage employment (with benefits)
 - d. Increase in training and/or education
 - e. Housing status
 - f. Increase in conflict resolution
 - g. Improvement on maintaining relationships

2. Was the service efficient measured by one or more of the following:
 - a. Service delivery cost per participant
 - b. Retention rates (participants/employees/volunteers)
 - c. Service utilization

3. What is the overall satisfaction of the service provided to date?
 - a. Did the program meet/exceed the needs of the participant
 - b. The participant was treated with dignity and respect
 - c. Any complaints or issues were handled appropriately
4. Did the participant have any issues accessing the program and its resources?
 - a. Wait time for services
 - b. Consistency of follow up of services provided
5. Which programs were met at the time of this evaluation?
 - a. Strengthfinders Test
 - b. Individual centered resume
 - c. College Entrance
 - d. Interview Skills
 - e. Professional Development
 - i. Strength Based Management
 - ii. Improved communication (Building Trust)
 - iii. Generational Strategies
 - f. Family age job search and placement
 - g. Job Mentoring
 - h. Giving Back
 - i. Job Found/Recent notes

DATA ANALYSIS AND INTERPRETATION

Evaluation Model

- Interviews with participants
- Observations with the participants
- Measurement of program metrics

DATA ANALYSIS AND INTERPRETATION

The data obtained from our participant will be compared to the overall outcomes of the program. The participant's personal goals will also be compared to the results of the data we obtain. In addition, all data will be compared with other participants in our program and/or have similar barriers, needs, or goals as **participant** being evaluated.

The results of this evaluation will be shared with the participant, case worker, and any other stakeholders engaged with **participant** being evaluated. If the participant would like to share this evaluation with others, they will need to fill out the form to request a release of records.

Timeline

- Observations take place throughout the training process
- Interviews and data collection take place throughout the training process
- Evaluations will be completed and communicated monthly or as needed
- Follow-up on the recommendations from the evaluation will take place throughout the training process and will be measured for effectiveness on the next evaluation

Follow Up

- Each participant will be acknowledged for their accomplishments and efforts with each program milestone
- Recommendations based on lessons learned or observed in the course of implementing the evaluation will be summarized at the end of the evaluation

SUMMARY OF OBSERVATIONS AND INTERVIEWS

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Service Delivery:

1. Was the service effective measured by one or more of the following:
 - a. Increased self esteem
 - b. Increased self reliance
 - c. Family wage employment (with benefits)
 - d. Increase in training and/or education
 - e. Housing status
 - f. Increase in conflict resolution
 - g. Improvement on maintaining relationships
2. Was the service efficient measured by one or more of the following:
 - a. Service delivery cost per participant
 - b. Retention rates (participants/employees/volunteers)
 - c. Service utilization
3. What is the overall satisfaction of the service provided to date?
 - a. Did the program meet/exceed the needs of the participant
 - b. The participant was treated with dignity and respect
 - c. Any complaints or issues were handled appropriately
4. Did the participant have any issues accessing the program and its resources?
 - a. Wait time for services
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 - iii. Generational Strategies
 - f. Family age job search and placement
 - g. Job Mentoring
 - h. Giving Back
 - i. Job Found/Recent notes

Program Outcomes:

1. Participant at or below the federal poverty level (FPL)
2. Participant's involvement with higher education
3. Participant applied for 10 full time family wage jobs a day, five days a week consistently
4. Participant interviewed five times a month consistently
5. Participant was responsive to communication within three days of contact via email or phone
6. Participant completed each program milestone prior to applying for full time family wage jobs
7. Participant used Indeed.com to search and track the number of applications and interviews they accomplish each month
8. Participant provided Hunger For Success monthly input on the quality and quantity of job searches emailed by Indeed.com so modifications can be made timely
9. Participants increased their income by 50% in the first year, and another 50% in years two and three.
10. Retention of participants

ACCOMPLISHMENTS FROM OBSERVATIONS AND INTERVIEWS

The following are accomplishments from

RECOMMENDATIONS OBSERVATIONS AND INTERVIEWS

The following recommendations from

EMPLOYMENT PLAN

Participant:
Salary Goal:

Date:
Location:

Top Five Strengths

1. Strength
2. Strength
3. Strength
4. Strength
5. Strength

Known Barriers and Concerns

1. Concern 1
2. Concern 2
3. Barrier 1
4. Barrier 2

Key Words for Desired Career

1. Key word
2. Key Word
3. Key word
4. Key word

Previous Experience and Education

1. Experience
2. Experience
3. Education
4. Education

Current Employment Status

Full time/part time/wage/location

Employment planning

- Situational assessments
- Paid work trials
- Job tryouts (may be individual, crew, enclave, cluster, etc.)
- Job shadowing
- Community-based assessments
- Simulated job sites
- Volunteer opportunities
- Transitional employment

Setting a Supported Employment Goal

- Current abilities and work-related skills?
- What is the person's desired job or career area?
- Wage of anticipated employment goal
- Current opportunities available for this employment goal



Supporting Employment

- Strength based training
- Individual centered marketing materials
- Strategies for increasing confidence during the interview process
- Setting up job search using key words and desired salary
- Developmental therapy focused on learning skills related to employment: getting ready for work, appropriate appearance, getting to work, being on time, and communication in the workplace.
- Job coaching. Identify the specific tasks of the job coach related to building the participant's independence in the workplace such as communication with a supervisor and between co-workers.
- Transition plan for fading the level of support overtime as the individual learns how to do the job, gains more independence in the workplace and natural supports are engaged.
- Natural supports both at home, in the community, and in the workplace including the employer and co-workers.
- Assistive technology that could be used to keep track of work tasks and schedules; modifications to work station, equipment, and instructions; and other accommodations that can be requested that might help the participant to be more independent on the job with less need for support staff to be present.
- Considerations such as adequate housing, food, transportation, assistive technology, etc. that need to be in place to support successful employment.
- Benefits Planning: How will working and earning wages impact the participant's current benefits like SSDI and Medicaid.

Recommendations

The **participant** will engage in

MONTHLY PROGRESS REPORT

Participant:

Date:

Career Goal(s):

Barrier(s):

Top Five Strengths:

Program Milestone

Strengthfinders Test

Individual centered resume

College Entrance

Interview Skills

Professional Development

- Strength Based Management
- Improved communication (Building Trust)
- Generational Strategies

Family age job search and placement

Job Mentoring

Giving Back

Completed?

Y or N

Status on Individual Evaluation

Service Delivery:

1. Is the service effective?
2. Is the service efficient?
3. Is the service provided to date satisfactory?
4. Did the participant have any issues accessing the program and its resources?

Feedback

Y or N

Y or N

Y or N

Y or N

Recommendations from Evaluation:

Outcomes from the Employment Plan

1. Participant applied for 10 full time family wage jobs a day, five days a week consistently
2. Participant interviewed five times a month consistently
3. Participant was responsive to communication within three days of contact via email or phone
4. Participant completed each program milestone prior to applying for full time family wage jobs
5. Participant used Indeed.com to search and track the number of applications and interviews they accomplish each month
6. Participant provided Hunger For Success monthly input on the quality and quantity of job searches emailed by Indeed.com so modifications can be made timely
7. Participants increased their income by 50% in the first year, and another 50% in years two and three.

Feedback

Y or N

Current support services provided for employment:

INCIDENT REPORT

Type of Report:

- Initial Final Initial/Final Follow-up

Name of Legal Entity:

Name of Participant:

Address or Location of Incident:

Incident Information

- Date Of Incident:
- Time of Incident: (AM/PM)
- Type of incident:
- Date Incident reported to **Hunger For Success**:
- Participant Information:
 - Name (Last, First)
 - Date of Birth Name
 - Job Title

Description of Incident

(Attach Additional Pages as Necessary) Please provide as much detail as possible about the incident, including

- What happened
- Where it happened
- When it happened,
- Response to the incident

Follow-Up Action Taken or Required:

What action, if any, was initiated or is planned in response to the incident?

Include any contacts made

- Name of person completing report:
- Title:
- Contact Person Name:
- Telephone Number:

Additional Notes

Notes:

COMPLAINT REPORT

QUALITY OF SERVICE

Hunger For Success strives to provide our participants the highest level of service and resources to accomplish all program outcomes and employment goals. If the participant believes this service is lacking or missing ingredients that will further assist the participant in obtaining their career goals, please use this form to document your concern or complaint.

EQUAL OPPORTUNITY

Hunger For Success is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

Whenever possible, the organization makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact the President and Chairman of the board.

NON-HARASSMENT POLICY / NON-DISCRIMINATION POLICY

This organization prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment. Consistent with its workplace policy of equal opportunity, the organization prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated. Discrimination includes, but is not limited to: making any decision or related action on the basis of race, color, religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

REPORTING:

Anyone who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her mentor or the President and Chair in writing using this form. The organization will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the organization will take appropriate action based on the outcome of the investigation. A written report of the complaint, investigation, and findings will be provided to the complainant and kept on record with the organization.

No one will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

Participant:

Specific Complaint: (Circle one) Service Discrimination Harassment

Other: (please explain)

Date of Complaint:

(Name of participant) raised the following issue(s) on _____ with (names of people involved in the complaint)_____.

Complaint Background:

(Brief description of participant’s circumstances and situation leading to complaint)

Complaint Issues:

(list the issues in dot point)

-
-
-
-

Solutions Sought:

(in dot point list the solutions the complainant is seeking to each of the issues listed above)

-
-
-
-



Investigation/Action Taken:

(Describe the actions taken to follow up the concerns)

Outcome/Resolution:

(briefly describe the outcome of the complaint and any improvements implemented as a result)

(Name of Complaint Coordinator)
(insert date)

REQUEST FOR RECORDS

All participants have the right to keep their information confidential. When a participant requires a copy of their records or requests we send their records to a third party, **Hunger For Success** will honor their request as it pertains to local, state and federal law. The request must use the Request for Records form and be signed by the participant prior to submission. Any request for records will be completed within 30 days. A copy of the request and a copy of what records were sent will be kept on file with **Hunger For Success**.

All records pertaining to participants are kept in our CRM (Salesforce) which is on the cloud and secured by password. Any written records are inputted to our CRM and shredded for privacy and confidentiality. When a request comes in the form of a subpoena, warrant, investigation, or other legal matter, **Hunger For Success** will notify the participant and seek legal counsel on how to respond according to all laws involved. All legal requests will be processed and replied to in a timely manner.

AUTHORIZATION:

I certify that this request has been made freely, voluntarily and without coercion and that the information given above is accurate and complete to the best of my knowledge. I understand that I will receive a copy of this form after I sign it. I may revoke this authorization, in writing, at any time except to the extent that action has already been taken to comply with it. Redisclosure of my records by those receiving the above authorized information may be accomplished without my further written authorization and may no longer be protected. Without my express revocation, the authorization will automatically expire:

- (1) upon satisfaction of the need for disclosure;
- (2) on (date supplied by participant);
- (3) under the following condition(s):

DATE (mm/dd/yyyy):

SIGNATURE OF PARTICIPANT OR PERSON AUTHORIZED TO SIGN FOR PARTICIPANT

(Attach authority) (Sign in ink)

PURPOSE(S) OR NEED FOR WHICH THE INFORMATION IS TO BE USED BY INDIVIDUAL TO WHOM INFORMATION IS TO BE RELEASED:

I request and authorize **Hunger For Success** to release the information specified below to the organization, or individual named on this request. I understand that the information to be released includes information regarding the following condition(s):

NAME AND ADDRESS OF ORGANIZATION, INDIVIDUAL OR TITLE OF INDIVIDUAL TO WHOM INFORMATION IS TO BE RELEASED

TO: **Hunger For Success**

- Copy of participant records and notes
- Copy of data collected from participant
- Other (Specify):

OMB Number: 2900-0260 Estimated Burden:

Privacy Act and Paperwork Reduction Act Information: The execution of this form does not authorize the release of information other than that specifically described below. Your disclosure of the information requested on this form is voluntary. **Hunger For Success** may disclose the information that you put on the form as permitted by law. The Paperwork Reduction Act of 1995 requires us to notify you that this information collection is in accordance with the clearance requirements of section 3507 of the Paperwork Reduction Act of 1995. We may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a valid OMB number. We anticipate that the time expended by all individuals who must complete this form will average 15 minutes. This includes the time it will take to read instructions, gather the necessary facts and fill out the form.

TYPE AND EXTENT OF MATERIAL RELEASED

- Type 1
- Type 2
- Type 3
- Other

DATE RELEASED

Xx/xx/xxxx

RELEASED BY

Brad Lebowsky, President and Chair



ACKNOWLEDGEMENT OF RECEIPT FOR PARTICIPANT GUIDE

I acknowledge that I have received a copy of the **Participant Guide**. I understand that I am responsible for reading the information contained in the guide. I understand that the guide is intended to provide me with a general overview of the organization’s policies and procedures and my rights as a participant.

I acknowledge that I am engaging **Hunger For Success** so I can receive the necessary training, mentoring, and resources to find and keep a full time family wage job that is designed around my top five strengths and my overall career and life goals.

(Signature of Participant)

Print Name:

(Date)

(**Hunger For Success** Representative)

Print Name:

(Date)



Notes:

