



MATEO Employment Services, LLC

Matching Abilities To Employment Opportunities

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www.mateoemploymentservices.com

Acceptance Policy:

Purpose: To ensure that all possible referrals have an opportunity to make an informed choice of their service provider and that the owner of MATEO Employment Services has an opportunity to ensure services provided meet the needs of the referral.

DVR : The process for possible referrals will follow the detailed steps below

- Initial contact from DVR counselor, if participating in DVR services
- Informational meeting with possible referral in a public setting where both the possible referral and MATEO can make an informed choice regarding service agreements.
- MATEO will inform referral and DVR counselor if there is a waitlist and the projected wait time. Individuals placed on a waitlist will be served in the order they were placed on the waitlist. Waitlist status is also maintained on the website.
- Agreement between MATEO and referral to move forward with services
- Meeting with DVR counselor, referral and MATEO to discuss and sign the SDOP
- Intake meeting scheduled, services begin.

Ticket to Work:

- TTW clients are referred from DVR after DVR services are complete or self-referral.
- TTW clients participate in completing the IWP to begin services.
- TTW services can be conducted in-person or remotely.

Private Pay:

- Private pay clients are self-referred for services.

During the informational meeting, a possible referral could be identified as ineligible for services with MATEO. In the event a referral is identified as ineligible, they will be informed during the informational meeting as to the reasons why they are ineligible. They will be instructed to contact their DVR counselor for guidance. TTW clients can contact Social Security.

Reasons a referral could be ineligible:

- Services required are beyond the scope of services of MATEO
- Previous conviction
- Inability to successfully pass a pre-employment drug screening