



COVID-19 Temporary, Adjusted Client Eligibility Requirements Screening Tool & Referral Application

Referring Agents must complete the following two pages before continuing to the Agency Referral Application on page 3. The Referring Agent, as well as the Way to Go office, can request that the prospective client provide proof of income and work history (e.g., W-2 for 2019), proof of employment (e.g., recent paystub), and/or proof of work performance record (e.g., employer's performance evaluation). These materials can be attached along with the following three pages, if the client meets all eligibility requirements below. This form is fillable.

1. At the beginning of March 2020, the client's household income was below 300% of the Federal Poverty Level? Refer to the [2020 Federal Poverty Level Chart](#) to determine this based on the client's household size and income.

- Yes [move to Question #2]
- No [stop here; this client is ineligible for Way to Go services and therefore should not be referred]

2. Current Employment Status (check one)

- The client I am referring is currently Employed: either working a minimum of 20 hours per week; on paid sick leave; or furloughed
[skip this remaining page and complete the ~~W-2~~ Referral Application on ~~W-2~~]
- The client I am referring is currently Unemployed
[move to Question #3 below]

3. For clients currently unemployed, were they employed for at least 20 hours per week at some point during the month of March 2020?

- Yes [move to Question #4 below]
- No [stop here; this client is ineligible for Way to Go services and therefore should not be referred]

4. Complete the Client Work Performance Record Rubric below:

Employment Consistency (check one)

- Continuous employment history with no gaps over the immediate past 12 months (3 points)
- Continuous employment history with few gaps lasting less than 1-2 months (combined or consecutive) over the immediate past 12 months (1 point)
- Sporadic employment history with several gaps or few gaps lasting more than 3 months (combined or consecutive) over the immediate past 12 months (0 point)

Punctuality & Attendance (check one)

- No issues with employee punctuality and absenteeism; consistently reports to work and on-time (3 points)
- Minor issues with employee punctuality and absenteeism; infrequently calls-out or is late arriving, provides advance notice of need for absence (1 point)
- Major issues with employee punctuality and absenteeism, perhaps leading to dismissal; habitually missing shifts or arriving late, does not provide advance notice of need for absence (0 point)

Work Scheduling & Willingness to Work (check one)

- Employee is adaptable and willing to work varying hours and days (3 points)
- Employee has some restrictions on scheduling, but is adaptable (1 point)
- Employee is unwilling to compromise on scheduling, perhaps leading to dismissal (0 point)

Performance Evaluations/Reviews (check one)

- Employee “exceeds or meets” the majority of the employer’s expectations per the performance evaluation metrics; likely resulting in pay increase and/or offered promotion (3 points)
- Employee “needs improvement” in the majority of the employer’s performance evaluation metrics; client ineligible for pay increase or offered promotion (1 point)
- Employee earns mostly “unacceptable” ratings in meeting the employer’s expectations per the performance evaluation metrics; perhaps leading to demotion or dismissal (0 point)

Total Points: _____

8 – 12 points = Strong Work History [this client is meeting Way to Go’s Client Eligibility Requirements; therefore, please complete the Agency Referral Application on the following page (page 3) and submit all materials to the Way to Go office for review]

4 – 7 points = Fair Work History [stop here; this client is not meeting Way to Go’s Client Eligibility Requirements and should not be referred for services]

0 – 3 points = Poor Work History [stop here; this client is not meeting Way to Go’s Client Eligibility Requirements and should not be referred for services]

Way to Go Referral Application [Application to be completed by a representative of a local agency or community organization]

Date: _____ Applicant Name: _____

Applicant Email: _____ SSN: _____

Mailing Address: _____ Zip: _____

Locality: Harrisonburg Rockingham County Date of Birth: _____

Phones: Home/Cell: _____ Work: _____

Employer: _____ Number of hours employed per week: _____

Ethnicity: Hispanic Non-Hispanic

Race (select one below):

- | | |
|--|---|
| <input type="checkbox"/> White | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Black (African American) | <input type="checkbox"/> Native Hawaiian / other Pacific Islander |
| <input type="checkbox"/> Black (African American) and White | <input type="checkbox"/> Amer. Indian / Alaskan Native and White |
| <input type="checkbox"/> Amer. Indian / Alaskan Native and Black (African Amer.) | <input type="checkbox"/> Other multiracial |
| <input type="checkbox"/> Amer. Indian or Alaskan Native | <input type="checkbox"/> Asian and White |
| <input type="checkbox"/> Amer. Indian or Alaskan Native | |

Number of adults in household: _____ Number of children in household: _____

Household gross monthly income (including wages, and any benefits if applicable): _____

Has the client received TANF within past two (2) years? Yes No Unsure

TANF # (if eligible): _____

TANF status: VIEW, Current TANF Former TANF Diversionary VTP

TANF verified with: _____ Date of last TANF: _____

Referring Agent Name: _____ Agency/Organization: _____

Referring Agent Phone: _____ Referring Agent E-mail: _____

Services requested (check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> Vehicle Repairs / Inspection | <input type="checkbox"/> Gas | <input type="checkbox"/> Car Payment |
| <input type="checkbox"/> Driving Lessons | <input type="checkbox"/> Needs to Obtain Vehicle | <input type="checkbox"/> Driver's License Reinstatement |
| <input type="checkbox"/> Work Shuttle / Bus Tickets | <input type="checkbox"/> Vehicle Insurance | <input type="checkbox"/> Other: _____ |

Describe the client's transportation needs and why the client is a good candidate for Way to Go services:

