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| Client Name:  | Client Status: |
| Counselor Name:  | Date: |

**CPID Candidate Criteria**

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| **Inclusion Criteria** | **Yes** | **No** |
| Must have a case open with DARS/ DBVI  |  |  |
| Must be willing and able to work full- time |  |  |
| If client picks a career field that requires a lot of physical activity, depending on the disability, they must be cleared by a doctor before they can enroll in training.  |  |  |
| Depending on the career field, client must meet the academic criteria.  |  |  |
| Client must have reliable transportation.  |  |  |
| Client must have a schedule that is flexible (training will be either day or night courses) |  |  |
| Client must be compliant to “Customer Responsibilities” |  |  |
| Client must be found, both, suitable and eligible.  |  |  |
| Client must be one of the following:-Delayed Status-Out of School Youth-Adult-Returning Client |  |  |
| Client must register on the Virginia Career Works website.  |  |  |

**Client Responsibilities**

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| **Client Responsibilities** | **Client Initials** |
| I agree to maintain regular contact with my Counselor(s) on a monthly basis and if I fail to maintain contact with my Counselor(s) for a period of 35 days or longer, I may be dismissed from the WIOA Program.  |  |
| I agree to develop an Individual Service Plan (ISP) designed to help me prepare for employment.  |  |
| In understand that as part of my ISP, I must: * Fully complete on-line registration in the Virginia Workforce Connection automated Job Referral System.
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| * Attend all employment related workshops required by my Counselor(s).
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| * Keep a detailed record of all my job search activities.
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| I further understand that I am to report any change in my situation, as soon as possible, to my Counselor(s).  |  |
| I agree to report any changes in my contact information to my Counselor(s) as soon as it may occur. This includes changes in address, cell phone number, email, etc.  |  |
| I understand that I must complete, and provide certification, of my completion of the digital literacy assessment. Found on <http://digitalliteracyassessment.org>  |  |