

- Veteran or Eligible Spouse
- Young Adult (16-24)



Date: _____

CARES ACT REFERRAL FORM Johnson County

Customer Information		
Name:	Phone:	
Address:		
Email:	Date of Birth:	
Barriers: <input type="checkbox"/> Employment <input type="checkbox"/> Education <input type="checkbox"/> Soft Skills/Job Readiness <input type="checkbox"/> Other:		
Referring Partner Information		
Partner Agency:	Staff Name:	
Phone:	Email:	
Requested Services (If Approved)		
<input type="checkbox"/> Employment Search <input type="checkbox"/> Resume Assistance <input type="checkbox"/> Soft Skills/Job Readiness <input type="checkbox"/> On-the-Job Training <input type="checkbox"/> Work Experience <input type="checkbox"/> Labor Market Information	<input type="checkbox"/> Assessment <input type="checkbox"/> Tutoring <input type="checkbox"/> Classroom Training <input type="checkbox"/> ESL <input type="checkbox"/> GED/Adult Basic Education <input type="checkbox"/> Financial Literacy <input type="checkbox"/> Entrepreneurial Skills Training	<input type="checkbox"/> Case Management <input type="checkbox"/> Counseling <input type="checkbox"/> Supportive Services (childcare, transportation, housing, etc.) <input type="checkbox"/> Leadership Development <input type="checkbox"/> Mentoring <input type="checkbox"/> Follow-Up Services
<b style="color: red;">Referral Checklist Before submitting referral to Workforce Partnership- Please ensure the following items are available: <input type="checkbox"/> <b style="color: red;">I-9 Documents (Eligibility to Work in U.S.) <input type="checkbox"/> <b style="color: red;">Proof of Residency <input type="checkbox"/> <b style="color: red;">Documentation of Employment Being Negatively Affected by	<b style="color: red;">Next Steps 1. Gather All Required Documentation 2. Attend Informational Session at Workforce Partnership -Bring Referral Form & Required Documentation <div style="text-align: center;"> <b style="color: red;">Johnson County Workforce Center 8535 Bluejacket Lenexa, KS 66214 (913) 577-5900 fdjo@workforcepartnership.com </div>	

Receiving Staff Use Only	
Date Form Received:	Staff Assigned:
Notes/Next Steps:	



Johnson County Cares Act NEXT STEPS

1. Obtain ALL Required Documentation

- Please have the following information available:
 - I-9 Documents
(Eligibility to Work in U.S.- Driver's License, SS Card, Birth Certificate, etc.)
 - Proof of Residency
(Johnson County Resident- Driver's License, Lease, Postmarked Mail, etc.)
 - Documentation of Employment Being Negatively Affected by Covid-19
(Loss of Employment, Reduced Hours, Stop-Gap Employment)

2. Complete Cares Act Referral Form

3. Attend Informational Session through Workforce Partnership

- Scheduled Appointments & Walk-In Appointments Available

Informational Sessions

To Schedule an Appointment with Workforce: (913) 577-5900

To Schedule an Appointment at JCCC or Ask Questions about JCCC Classes: (913) 469-2323

Johnson County Workforce Center
8535 Bluejacket
Lenexa, KS 66214
(913) 577-5900

Johnson County Community College
(CE Registration Office-Regnier Center, 173)
12345 College Blvd.
Overland park, KS 66210
(913) 469-2323

Walk-Ins

Mondays & Wednesdays
9:00a.m. to 12:00p.m.

By Appointment

Mondays & Wednesdays
1:00p.m. to 3:00 p.m.

Tuesdays

9:00 a.m. to 3:00p.m.

By Appointment Only

Thursdays
9:00a.m.-3:00p.m.