**Learn & Earn Program**

**Participant Procedures**

Recruitment & Eligibility Verification:

* Identify possibly eligible participants.
* Screen participants for program readiness & eligibility. Must be:
	+ Ramsey County resident (or if experiencing homelessness, must be connected to Ramsey County)
	+ Age 18-30 at time of enrollment
	+ Preference to low-income individuals and those with barriers to employment/education

Intake/Enrollment:

* Document participant eligibility information, names, addresses (zip code), contact information, race/ethnicity (may be requested upon monitoring)
* Document enrollment date
* Have participant complete [Pre-Program Survey](https://ramseyhw.qualtrics.com/jfe/form/SV_esczisdIr4zPtwW) online (will be linked on provider resources page)
* Have participant complete Individual Development Plan (will be linked on provider resource page)
	+ IDP details strengths, potential challenges, and how programs will provide supports to help with goal accomplishment
* Collect stipend acknowledgment form.

Ongoing Services:

* Continue to document participants ongoing engagement in program. This could be casenotes, training updates & accomplishments, etc.
* Collect any support service signatures & back up documentation, as required for monthly invoicing.

Performance Outcome:

* As participants progress through program, collect & document any participants accomplishments. Including
	+ Certificate or credential completion
	+ Engaged in paid internship
	+ Received stipend

Participant Exit:

* Collect & document any final participant accomplishments. Including
	+ Program completion
	+ Certificate or credential completion
	+ Entered employment (collect placement, wages, etc. if available)
	+ Received start-up funds
* Have participants complete [Post-Program Survey](https://ramseyhw.qualtrics.com/jfe/form/SV_3qmSRohG5PvvfBY) online
* Document participant exit date.
* Invite Ramsey County folks to any graduations/celebrations! 😊