

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Cottonwood Industries

POLICY NO: 20-001

SUBJECT: Entrance and Exit Criteria

EFFECTIVE DATE: February 1990

Policy:

Entrance and exit criteria has been established for Cottonwood Industries to enable consumers to choose the best work environment. An individual may participate in a variety of day service options concurrently with team determination of primary service.

Note: WIOA requirements must be met before consumers enter Cottonwood Industries to work under the provisions of 14(c) of the Fair Labor Standards Act.

Description of Cottonwood Industries:

Work instruction and supervision in a production setting both within the facility and at industrial sites in the community, with an emphasis on paid work.

I. Entrance Criteria to Cottonwood Industries:

1. Meets the admissions criteria to Cottonwood, Inc. (see policy 05-001)
2. Successfully completed trial visit in Cottonwood Industries (Trial Visit may be waived for individuals who have lost employment in Cottonwood Inc.'s JobLink services.)
3. Preference for paid work
4. Ability & willingness to work in a production group setting with 12-15 individuals either on a full or part-time basis.

II. Exit Criteria:

1. Full-time employment in an integrated work setting in the community.
2. Complete transfer into another Cottonwood, Inc. service out of Cottonwood Industries.
3. Consumer initiated discharge.

Procedures:

1. Prior to admission to Cottonwood, Inc. and following a trial visit period for the applicant, the Admissions and Discharge Committee will meet to review the applicant's eligibility for entrance to Cottonwood, Inc. (see Policy No. 05-001).

2. An initial plan will be developed, within 30 days of accessing Cottonwood, Inc. services, suggesting needed supports, in the form of a full Person Centered Support Plan.