Edward A. Diana
County Executive

EMPLOYMENT & TRAINING ADMINISTRATION

Stephen Knob
Director
Susan Hansen, Employment Service Coordinator
33 Fulton Plaza, 2nd Floor
Middletown, NY 10940
TEL: (845) 346-1112· FAX: (845) 346-1278

CLIENT REFERRAL

Date _____

Referring Case Manager (ETA)_____Susan Hansen ___845-346-1112_____

Client Name _____

Case #_____ Telephone # _____

Address:_____

Client's Date of Birth_____ Brief physical description_____

_____

Are there school age children __yes__no___

REASON FOR REFERRAL: _____

_____

_____

***** PLEASE SEE ATTACHED CASE NOTES FOR FURTHER INFORMATION*******
Please fill out bottom portion and return to ETA Case Manger within 48 Hours

Action Taken by RECAP Worker:
Date Visited: _____Findings:_____

_____

Date Visited: _____Findings:_____

_____

Date Visited: _____Findings:_____

_____

ETA Outcome:
Client Employed_yes/ no_ Complied with ETA _yes/ no Case Closed_yes/no
Responded to RECAP's visit_yes/no_
Other:_____

_____

_____

Date Returned to ETA _____ETA Case Manager_____RECAP Worker_____