

**Hennepin County
Diversionary Work Program
Introduction to DWP
Checklist**

- DWP Expectations – Supports – Rewards
- DWP Countable Work Activities
- DWP Unlikely to Benefit/Excluded
- Good Cause/Disqualification

- Rights and Responsibilities
- ADA (Americans with Disabilities Act)
- DWP Self-Appraisal Form
- Family Violence Information

Family Violence Information

____ My employment counselor has discussed and provided information on domestic violence and the Family Violence EP.

____ I have received the Family Violence Information. I have read both sides of this form and discussed it with DWP staff.

DWP Important Questions and Answers

____ I have read and understand both sides of the DWP Questions and Answers. I discussed it with DWP staff.

____ **Authorization to Release Information:** I understand my employment counselor may need information from my employer after I start work. This may include, but is not limited to my first paycheck. I give permission for my employer and the job counselor to share this information. This permission exists as long as I am on DWP.

Child care Important Questions and Answers

____ I have read this form and understand that I may have to pay the County back for any child care I used for any activity NOT APPROVED by my employment counselor. A family member who is found guilty of wrongfully obtaining assistance in the Child Care Assistance Program will be disqualified from receiving child care.

____ **Authorization to Release Information:** I understand and agree that my employment counselor and the child care provider will be allowed to share information about my child care needs. This permission exists as long as I am on DWP.

Education and Training Questions and Answers

____ I have read both sides of this form and I understand it.

____ **Authorization to Release Information:** I give permission to my employment counselor and the school(s) I attend to share information about my attendance, progress, performance and financial aid. This permission exists as long as I am on DWP.

Two-Parent Household Questions and Answers

____ I have read and understand both sides of this sheet. My employment counselor has explained it to me.

List the names of both parents in the household: _____

STATEMENT OF UNDERSTANDING:

- ____ I understand that I must participate _____ hours a week.
- ____ I understand that I must turn in verification of my participation hours every week.
- ____ I understand that if I miss an appointment I need to call my employment counselor at (612) _____.
- ____ I understand that child care assistance is available to me, if needed.

I have received the information/handouts listed above and I have completed and understand all the information given to me in the Introduction to DWP.

DWP Participant signature

Case #

Date

Employment Counselor