



## Program Agreement Supported Employment

### Client Information

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ Birth Date: \_\_\_\_\_ Race: \_\_\_\_\_

### Guardian Information (If Applicable)

Client is own guardian Yes or No (If No, please complete)

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Agency: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

### Emergency Contact Information

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ Phone Type: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ Phone Type: \_\_\_\_\_

### Services

Do you receive services from:

Summit Pointe Yes or No Case Manager: \_\_\_\_\_

DHHS Yes or No Case Manager: \_\_\_\_\_

MRS Yes or No Case Manager: \_\_\_\_\_

Other Supports: \_\_\_\_\_

## Media Release

Throughout the year, clients may be highlighted in effort to promote The Arc of Calhoun County's activities and achievements and/or the achievements of the client. For example, clients may be featured in materials to help train Skills Advisors and/or increase public awareness of our programs through newspaper, radio, TV, the web, DVDs, brochures and other types of media. Clients may be interviewed or photographed for various purposes and/or achievements they have reached. I, hereby give The Arc of Calhoun County, it's employees, representatives and authorized media organization permission to print, photograph, and record the above client for use in audio video, film or any other electronic, digital, and printed media.

a.) This is with the understanding that neither The Arc of Calhoun County, it's Board of Directors, employees and other representatives will reproduce said photograph, interviews or likeness for any commercial value or receive any monetary gain for use of any photograph or likeness. I am also fully aware that I will not receive monetary compensation for the participation.

b.) I further release and relieve The Arc of Calhoun County, it's Board or Directors, employees and other representatives from any known or unknown that may arise out of the use of this material. I certify that I have read the Media Consent and Release Liability terms and conditions.

## Notice of Non-Discrimination

It is the policy of The Arc not to discriminate on the basis of race, color, national origin, gender, age, disability, height, weight or marital status in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Executive Director, 44 West Michigan Ave, Battle Creek, MI 49017.

Upon request to The Arc of Calhoun County shall make reasonable accommodations for a person with disabilities to be able to participate in this program.

## Client Responsibilities

1. Any client who will be tardy or absent from their scheduled shift must notify The Arc and their employer.
2. Should any problems arise that may affect the client's employment, the client should notify The Arc.
3. The client should complete all course work and quizzes as designated by the Employment Specialist.

## The Arc's Responsibilities

1. The Arc will assist the client with meeting their individual goals.
2. The Arc will support each client through the employment process based on each individual's needs.
3. The Arc will assist the client with training and supports to assist them in preparedness for employment expectations.

## Consent

I have read and understand the above Program Agreement as well as completed this agreement to the best of my ability.

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Client Signature

Date

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Legal Guardian Signature

Date

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Supported Employment Specialist

Date

## The Arc of Calhoun County

44 West Michigan Ave  
Battle Creek, MI. 49017  
(269) 966-2575