



PROMISE JOBS PROGRAM
NOTICE OF WAITING LIST PLACEMENT

The Department of Human Services in Partnership with the Departments of Economic Development, Education, Human Rights, Management, and Workforce Development.

[Empty rectangular box for address or contact information]

SSN _____
Date _____
Office _____

Dear _____ :

This notice is to inform you that you have been placed on a waiting list for the following PROMISE JOBS work and training component: _____

Because the demand for PROMISE JOBS services exceeds available state and federal funding, you will not be able to receive PROMISE JOBS supportive services until an opening occurs or additional money becomes available. Program staff are constantly monitoring program expenditures and removing people from the waiting list as often as possible. However, it may be some time before you will be removed from the list.

If you are not satisfied with placement on the waiting list for the component listed above, you have the right to ask for a review of your case by the persons listed below, in the order listed:

- 1. Your worker's supervisor.
2. The regional or district policy administrator.
3. The central office PROMISE JOBS policy coordinator for the agency with which you are working.
4. The Division of Economic Assistance in the Department of Human Services.

You may choose to go to school on your own without assistance from PROMISE JOBS. This would not affect your status on the waiting list. Please contact me if you decide to do this. You may contact either me or your county DHS office for more information about other child care assistance programs that are operating in your area, such as JTPA. If you apply for child care assistance from another program, take this letter with you to show your PROMISE JOBS status.

Please call me at the number listed below if you have any questions or concerns or if you need any additional information.

Worker _____ Telephone _____