



## Referral Information and Instructions

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We all know that making ends meet in Routt County isn't easy. Routt to Work is excited to offer this two part program to low-income residents that are ready, committed, and able to achieve increased stability and self-sufficiency for the long term. Through an intentional, research-based, goal achievement process, this program assists individuals in making lasting changes that are personal in nature but also contribute to our vision:

### **A connected, vibrant, healthy, and productive community.**

Below is an overview of this two part program:

#### **Step it Up:**

- 7 week class, Wednesday evenings, May 10<sup>th</sup> to June 21<sup>st</sup>, from 5:30-8:00 PM, St. Paul's Episcopal Church (846 Oak Street, Steamboat Springs);
- Dinner and childcare provided;
- \$25 in chamber bucks will be given for each class to compensate participants for their time;
- Learn the goal achievement process and use it to set and work toward small personal goals;
- Learn skills and strategies to support success in goal achievement; and
- Get to know and gain support from others.

#### **Move it Up:**

- 10 monthly classes, the second Wednesday of the month, August 2017 – April 2018, from 5:30-8:00 PM, St. Paul's Episcopal Church (846 Oak Street, Steamboat Springs);
- Dinner and childcare provided;
- \$25 in chamber bucks will be given for each class to compensate participants for their time;
- Gain the support of a coach and learn of and utilize other support systems and resources;
- In between monthly classes, set and work toward larger and/or more meaningful personal goals; and
- Build on the concepts learned in Step it Up.

### **Here's how to make a referral:**

Participating in this year-long program is a very special opportunity that will only be available to 15 individuals and/or families. Routt to Work relies on local health and human service groups, and key employers, for referrals. To make a referral, please:

1. Utilize short questionnaire (next page) as a tool in choosing who to refer;
2. Discuss the opportunity with the potential participant;
  - If he/she is interested in participating, have participant contact Routt to Work or get permission for Routt to Work to contact him/her with more information about the program
3. Send Lindsay an email with basic information about the participant and a brief description of why he/she may be a good fit for the program;
4. Lindsay will contact the potential participant to discuss the program and arrange a time to meet.

Lindsay Kohler

Routt County Department of Human Services

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**Deadline: Friday, April 14<sup>th</sup>**

*Does/is your client:*

1. Making less than 200% of the Federal Poverty Guidelines?
  - Family of three:  $\leq$  \$40,320
  - Adult:  $\leq$  \$23,760
  
2. Not experiencing any barriers or hindrances that you think might be a detrimental to his/her success? Examples may include:
  - Using/abusing drugs and/or alcohol;
  - Managing severe and/or debilitating physical and/or emotional health problems;
  - Struggling with issues with the law;
  - Experiencing domestic violence;
  - Living with a partner that is unsupportive of the program;
  - Has other obligatory, conflicting responsibilities; and
  - Is unable to make a minimum one year commitment that includes Step it Up and Move it Up.
  
3. These are some personal qualities to consider:

<ul style="list-style-type: none"><li>• Receptive to/values feedback</li><li>• Open-minded</li><li>• Hard-working</li><li>• Determined</li><li>• Flexible/resilient</li><li>• Positive</li></ul>	<ul style="list-style-type: none"><li>• Acts with integrity</li><li>• Respectful</li><li>• Patient</li><li>• Realistic</li><li>• Reliable</li><li>• Open/transparent</li><li>• Cooperative</li></ul>	<ul style="list-style-type: none"><li>• Has ability to self-reflect</li><li>• Takes responsibility for actions</li><li>• Thinks about his/her future</li></ul>
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4. Most likely in the contemplation, preparation, or action/willpower phase of change?

<ul style="list-style-type: none"><li>• Pre-contemplation: Not yet acknowledging that there is a problem behavior that needs to be changed</li><li>• Contemplation: Acknowledging that there is a problem but not yet ready or sure of wanting to make a change</li></ul>	<ul style="list-style-type: none"><li>• Preparation/Determination: Getting ready to change</li><li>• Action/Willpower: Changing behavior</li><li>• Maintenance: Maintaining the behavior change</li></ul>
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5. Have a genuine and personal desire to attain increased familial stability and self-sufficiency?

If so, please consider making a referral by Friday, April 14, 2017.  
**THANK YOU!**

