

Referral Form for Adult Basic Education (ABE) Workforce Preparation Services*

Please note: Written referral to ABE is necessary if the customer ONLY needs the work-focused skills noted in F below.

Written referral to ABE is NOT necessary if the customer needs:

- *Regular (core content) ABE services such as ESL, GED, math, reading, etc.*
- *A work readiness certificate or credential, such as the National Career Readiness Certificate (including WorkKeys or KeyTrain) or the National Work Readiness Credential.*
- *A combination of regular ABE services plus the skills noted in F below.*

***A. Referring Agency:**

(Must be state or local governmental agency such as workforce center, workforce investment board, or MFIP providing agency.)

***B. Referred By (Staff Contact Name):**

Phone

Email

***C. Customer Name:**

Phone

Email

***D. Customer classification** in referral agency (universal customer, MFIP recipient, dislocated worker, vocational rehab client, etc.):

E. Referred to (name of ABE program): Learner Web Computer Classes

Phone: 612-293-6649

ABE Program Name: Open Door Learning Center - Minneapolis

ABE Staff Contact: Katey Miller

ABE Staff Email: kmiller@literacymn.org

ABE Staff Phone: 612-377-5399 (site)

F. Referred for (check all that apply):

- Basic Technology Skills (e.g.- Basic Computer Literacy)
- Job Seeking Skills (e.g.- Résumé Writing, Interviewing, and Job Searching)
- Soft Skills Necessary for Work (e.g.- SCANS skills)
- Other (content listed here must have prior approval by the state ABE office – the ABE program may request such approval from MDE-ABE):

G. Please notify once student is enrolled:

- Yes No

H. Please provide progress reports (if requested, these will be given to student):

- Yes No

I. Special Instructions:

***Note to Adult Education (ABE) Programs:** This referral form adheres to the Conditional Work Referral Policy, found online at <http://mnabe.org/abe-law-policy/mn-abe-policies>