Revised: 08/2023

Cottonwood, Inc. Policies and Procedures

SECTION: Cottonwood Industries POLICY NO: 20-001

SUBJECT: Entrance and Exit Criteria **EFFECTIVE DATE:** February 1990

Policy:

Entrance and exit criteria has been established for Cottonwood Industries to enable consumers to choose the best work environment. An individual may participate in a variety of day service options concurrently with team determination of primary service.

Note: WI0A requirements must be met before consumers enter Cottonwood Industries to work under the provisions of 14(c) of the Fair Labor Standards Act.

<u>Description of Cottonwood Industries:</u>

Work instruction and supervision in a production setting both within the facility and at industrial sites in the community, with an emphasis on paid work.

I. Entrance Criteria to Cottonwood Industries:

- 1. Meets the admissions criteria to Cottonwood, Inc. (see policy 05-001)
- 2. Successfully completed trial visit in Cottonwood Industries (Trial Visit may be waived for individuals who have lost employment in Cottonwood Inc.'s JobLink services.)
- 3. Preference for paid work
- 4. Ability & willingness to work in a production group setting with 12-15 individuals either on a full or part-time basis.

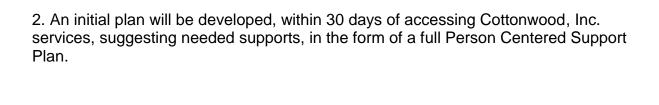
II. Exit Criteria:

- 1. Full-time employment in an integrated work setting in the community.
- 2. Complete transfer into another Cottonwood, Inc. service out of Cottonwood Industries.
- 3. Consumer initiated discharge.

Procedures:

1. Prior to admission to Cottonwood, Inc. and following a trial visit period for the applicant, the Admissions and Discharge Committee will meet to review the applicant's eligibility for entrance to Cottonwood, Inc. (see Policy No. 05-001).

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