**FreeneyRCS**

**FREENEY REHABILITATIVE CAREER SERVICES, LLC**

**TICKET TO WORK PACKET**

Please read and sign each form and return all paper work back to FreeneyRCS in the mail at the following address:

**FreeneyRCS**

P O Box 400

Rowlett, TX 75030

Please initial each line to complete all forms and return in the following order.

1. \_\_\_\_\_\_\_\_ FreeneyRCS Client Initial Intake Form & Check List
2. \_\_\_\_\_\_\_\_\_ IWP (Ticket To Work to be assigned to FreeneyRCS organization) signed and

date.

1. \_\_\_\_\_\_\_\_ Program Commitment Letter Ticket To Work
2. \_\_\_\_\_\_\_\_ Branding You!
3. \_\_\_\_\_\_\_\_ Confidentiality Policy & Procedures
4. \_\_\_\_\_\_\_\_ Client Employment Information History (Complete form)
5. \_\_\_\_\_\_\_\_ Photo Copy of ID ( Please copy photo copy of driver’s license or picture ID)
6. \_\_\_\_\_\_\_\_ WIPA (FreeneyRCS will provide WIPA Counseling at start of employment)
7. \_\_\_\_\_\_\_\_ FreeneyRCS Business Card (Keep this card for your EN contact information)

Please return all forms back to FreeneyRCS which you have read, sign and dated.

Thanks,

FreeneyRCS

P O Box 400

Rowlett, TX 75030