

48. Dress for Success

48.1 Dress for Success San Jose

Dress for Success San Jose is a non-profit organization that provides professional interview attire to female CWES participants in a job search related activity.

Clients should be made aware of the following items prior to referral:

- Appointments are made by referral only
- Each session is between 30-45 minutes
- No children or visitors are allowed.
- Appointments may be rescheduled if the client calls Dress For Success San Jose in advance of the scheduled appointment time. This courtesy will only be extended twice by the agency.
- At the appointment, the client will receive an orientation and sign policy, procedure and release forms.
- After the appointment, the client will be asked to complete a client satisfaction survey.
- Client will receive two interview outfits.

48.1.1 Eligibility Criteria

To be eligible for Dress for Success San Jose services, the client must be:

- An active CWES participant and
- In a job search related activity.

48.1.2 Referral Process

The following table describes the Dress for Success San Jose referral process:

STEPS	WHO	ACTION
1.	Employment Counselor (EC) or Service Provider	<ul style="list-style-type: none"> Completes and reviews the “Client Information Sheet” form (SCD 2378) and “Client Referral Form” (SCD 2379) with the client. <p>Note:</p> <p>SCD 2379 should be thoroughly reviewed paying attention to “Special Needs” section to address issues such as tattoos to cover, preference for pants or skirts, artificial limbs, scars, etc.</p> <ul style="list-style-type: none"> Gives original forms to the client. Emails SCD 2379 to brittany@sjdress.org EC forwards copy of SCD 2379 to IDM workstation and enters CalWIN Case Comments. Service provider forwards copy of SCD 2379 to Assigned EC to submit form to IDM Workstation.
2.	EC	<ul style="list-style-type: none"> Receives copy of SCD 2379 from service provider and submits to IDM Workstation. Enters CalWIN Case Comments.
3.	Dress for Success San Jose Representative	<ul style="list-style-type: none"> Receives referrals from designated and authorized staff. Contacts client within 24 hours and schedules an appointment within 48 hours. Meets with client to provide services. Notifies EC directly if client no shows or not interested in services within two weeks of the appointment scheduled. <p>Note:</p> <p>The EC may contact Dress for Success directly by calling (408) 935-8299 if outcome information is needed immediately.</p>
4.	EC	<ul style="list-style-type: none"> Receives referral outcome information and enters Case Comments in CalWIN.