

## E MAIL CONTRACTOR REFERRAL FORMAT

*(Please note the referring individual from the Contractor must contact the netWORKri office prior to sending this email.)*

Contractor: \_\_\_\_\_

Referring Individual: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Name of Program: \_\_\_\_\_

This is to confirm that \_\_\_\_\_  
is being referred to you by for entrance into the above program. I understand that he/she must complete the WIA registration process and determined to be eligible for participation. Please complete the following information and reply by email.

Individual has been determined to be eligible for participation in your program.

Individual has been determined not to be eligible for participation in your program for the following reason (s).

\_\_\_\_\_  
\_\_\_\_\_

Other

\_\_\_\_\_  
\_\_\_\_\_

Name of netWORKri Representative: \_\_\_\_\_

Date of Reply: \_\_\_\_\_

*Note: Once a decision has been made to enroll or not to enroll this individual, the Contractor is asked to email the netWORKri contact person to whom this email is sent. If the individual has been accepted into the program, enter the scheduled start date. If the individual has not been accepted into the program, include the reason (s) for that decision.*