

Once a referral is received, or an EHS client expresses interest in the WPP program, they receive this email: [Next Steps](#)

After completing the steps listed in the email, they click the link at the bottom to apply and are taken to our Submittable platform that reviews the program guidelines and allows them to submit their application.

Work Proudly Program Guidelines

Program Guidelines

Claire's Place Foundation has created the Work Proudly program, which provides young adults with CF and CF caregivers with certificate job training and equipment so they can secure sustainable work-from-home opportunities. This program is being funded by grants that require us to meet and collect criteria: In order to participate in this service, your information will be shared in a general way so that we can show the impact of the program.

- Ensure that all equipment is kept in good order and utilized for the intended purpose.
- Answer all surveys promptly and submit a video testimonial at the completion of the program as requested.
- WPP participants are required to notify us immediately if you can no longer participate in the program or complete your training within a reasonable amount of time. *You will be required to return any technology provided in this case.
- Claire's Place Foundation does not guarantee that a participant will find a suitable career but we are here to help with everything from training, equipment, career counseling and job search in order to help you be successful.

What to expect:

Following the acceptance of a referral and an application:

1. Intake Interview – The participant and the case manager will meet over the phone or through video conference. The case manager will have reviewed the participant's application and all documents prior to this meeting. Together, they will discuss training opportunities and next steps in order to assist clients in identifying appropriate remote career choices based on experience, interest and education. If the participant is not sure and would like to work with your Career Consultant to identify opportunities and explore their interests, we will cover the cost of a one-hour session. If additional support is needed at this stage, we will address in a case-by-case manner.

2. Tuition Assistance - Claire's Place Foundation will connect participants with training resources and will cover the full cost of certificate training for participants. Any certificate or skills training that will provide the participant with marketable skills and allow them greater job flexibility for remote positions will qualify. This program does not cover 2- or 4-year college degree programs.

3. Tools and Equipment – Claire's Place will provide qualified participants with laptop computers and software to support them in their job search.

4. Ongoing Support – Our Career Consultant, case manager and Executive Director will work closely with the participants in the first month getting them registered for courses and setting them up for success. Participants will be asked to provide either survey or video updates at 3 months, 6 months, and one year from being accepted in to our program.

Questions should be directed to: melissa@clairesplacefoundation.org and joyce@clairesplacefoundation.org

If you have technical questions while submitting, please contact Submittable's Customer Support:
support@submittable.com

Our Founder, Claire Wineland did not allow CF to keep her from living a full life. As an activist, speaker, philanthropist, and author, she encouraged others to "Live a life you are proud of." As Claire's Place continues her legacy, we are committed to helping CF patients and caregivers "Work Proudly."

Work Proudly Program Application

Submission Name

Participant Name (First and Last)*

The answer to this question will be used as the unique identifier for each submission.

Gender: How do you identify?*

Male
Female
Non binary

Participant Date of Birth (month/day/year)

CF Patient Name (if other than Participant)

Which applies to you?*

I have Cystic Fibrosis
I am a parent of a minor with Cystic Fibrosis
I am a caregiver of a family member with Cystic Fibrosis
Other
Describe "Other" as selected above

Participant Address*

Country

Select...

Address
Address Line 2 (optional)
City
State, Province, or Region
Zip or Postal Code

Phone number*

Please provide your email address*

Best way to reach you?*

Phone
Email
Text

What is your age?*

17 - 25
26 - 35
36 - 45
46 - 55
55 +

What is your ethnicity?*

This question is simply to acquire demographics to our funding sources. You will not be discriminated against based on race or ethnicity.

Caucasian/White
Black or African American
Hispanic or Latino
Native American or American Indian
Asian/ Pacific Islander
Other

Are you currently employed?

Yes
No

Please briefly describe your current or most recent employment (company name, title, length of employment)*

What is your current annual household income?*

combined income

\$0 - \$25,000
\$26,000 - \$50,000
\$51,000 - \$100,000
\$101,000 +

What is your current annual (individual) income?*

participant income only

\$0 - \$25,000
\$26,000 - \$50,000
\$51,000 - \$100,000
\$100,000 +

How many people are in your household?*

Do you currently receive Social Services? Check all that apply.*

SSI/SSDI
Branch 1
Food Stamps

No Branch Assigned
WIC

No Branch Assigned
IHSS (In Home Support Services)

No Branch Assigned
None of the above

No Branch Assigned

*It is important that you understand your income limits as they pertain to your social service benefits.

SSI/SSDI requirement for the Work Proudly Program

You answered that you currently receive SSI/SSDI benefits which means we need you to schedule a phone consultation with CF Legal regarding your ability to earn an income and not jeopardize your benefits. This is very important because of income limitations and we would never want to risk you losing this important benefit. However, there are options where you can earn an income and still keep your SSI/SSDI, you just need to be clear on income limits for your particular situation/family size.

Step 1: Please contact the CF Legal team by sending an email to: CFLegal@sufianpassamano.com

In your email to the team at CF Legal, please let them know that you are a candidate for the Claire's Place Foundation Work Proudly Program.

Step 2: After your call, please reply to the message you will receive from Submittable soon letting us know that you have spoken with them so that we can then schedule an intake interview with you.

Please upload your email confirmation from COMPASS

Choose File

Once you submit your application, we will open your application to EDIT mode and you will have access to upload your confirmation email here once you receive it. *Please move forward and submit your application now.

Do you have access to the following?*

Computer/Laptop

Internet

Cell Phone

Hotspot

Head set with microphone

Please provide the name of your internet service provider.

What is your highest level of education? *

Less than high school (you have not finished high school yet)

High school (you have a high school diploma or GED)

2-year degree (you have an A.A. or A.S. or similar degree)

Undergraduate degree (you have a Bachelor's degree)

Graduate degree (you have a Master's or Ph.D. degree)

Certificate/Trade training

Branch 2

Please describe your Certificate/Trade Training

Job Search Tools

As mentioned in the email invitation, please complete an O*Net Interest Profiler and copy the link to your results below - this step is mandatory before moving forward with our Work Proudly Program*

Based on your O*Net Interest Profiler, list at least 3 remote careers that were identified as a good fit for you and your skills and interests. *If you are not sure, please indicate that in the box below so we can have further discussions.*

As mentioned in the email invitation, please upload the resume you created on TEAL HQ. *

Choose File

*If you have not yet created a free TEAL HQ profile and exported a resume, you must do that before submitting this application as stated in the message you received. Website: <https://www.tealhq.com/>

Please provide your LinkedIn profile URL below. Your LinkedIn account does not need to be perfect, just create a free page and add a photo and any previous work history, schooling or certificate training.*

On TEAL HQ, there are tips on how to create your LinkedIn profile.

This program is funded by organizations that require us to collect certain information from our clients. Please use the questions below to further explain your personal situation and why you feel you will benefit from this program.

Has CF affected your ability to support yourself or your family financially? Please describe*

Tell us why you think you might benefit from participating in the Work Proudly Program?*

How did you hear about the Work Proudly Program? *

Please upload a current photo of yourself*

Choose File

Upload photo.

I understand that the picture will be used, in conjunction with other images, to represent grant recipients, program participants, donors, supporters, or support families. I warrant that said picture is free of any abuse of copyright law.*

I freely grant Claire's Place Foundation, Inc. irrevocable permission to publish this image, in whole or in part and for a length of time determined by CPF, Inc., on their website or in their Annual Report or Newsletter without remuneration.*

I will hold harmless the aforementioned Claire's Place Foundation, Inc. from any liability by virtue of any image distortion or alteration unless it can be proven that such alterations and or distortions were done with malicious intent.*

Date*

Electronic Signature*

By typing my name, I am agreeing to have read the Guidelines for the Work Proudly Program and I declare that the information furnished on this application is true and correct to the best of my knowledge.