

New Mexico STEPup! Participant Checklist

Expectations for the STEPup! Program are:

- ☐ Must make timely child support payments on your case(s) as ordered.
- ☐ Complete and sign *Release of Information* (ROI) with CSSD.
- ☐ A DWS Career Consultant will contact you by phone within 48 hours. It is important that you attend this appointment on the scheduled date and time as you will **only be given one (1) chance to reschedule.**
- ☐ The DWS Career Consultant will provide the participant with contact information to insure effective communication throughout the STEPup! process.

During your orientation appointment, the DWS Career Consultant will:

- ☐ Help you build an Individual Employment Plan (IEP). This IEP is based on your education, skill set, and past employment. **Please have a list of previous employment ready to share with the Career Consultant. If you have a current resume, please bring with you to the appointment.** In this appointment you will also:
 - ☐ Discuss any barriers you may have to finding or maintaining employment.
 - ☐ Provide your email address so that you can create a profile in DWS's system.
 - ☐ Assess eligibility for Unemployment Compensation Benefits.

Next steps for STEPup! after your appointment with DWS:

- ☐ If your license has been suspended, immediately after meeting with the DWS Career Consultant, you will need to contact your CSSD Child Support Legal Assistant (CSLA), at 800-283-4465 to go over next steps. Certificate of Compliance for any license revocations will not be processed until after these appointments take place.
- ☐ Follow-up on your referrals for employment opportunities and/or referrals that assist in overcoming barriers to employment.
- ☐ Contact CSSD every 30-days (and as directed with DWS) to report progress on job search activities or notify CSSD if you found employment. Also, you must report any change of address, email, or phone number to CSSD and DWS.
- ☐ Once you find employment, you must maintain employment for at least 90 days and make timely child support payments as court ordered.
- ☐ If you fail to attend appointments, respond to mail, phone calls, or check-ins with the CSLA (or your DWS Career Consultant, if applicable) every 30 days will result in termination of your participation in the STEPup! Program and your child support case will be referred for enforcement actions to include legal and administrative actions.

Signature

Date