



Policy Regarding Counseling Appointments:

You have been scheduled to meet with

OTI CalWORKs/WIA Counselor: _____

Your appointment is on the following date: _____

at the following time: _____

If you are unable to attend your scheduled appointment, please call (408) 864-8869 or (408) 864-8457 to inform an OTI staff person.

If you do not show up to your appointment, and you do not call to inform an OTI staff member, it will be noted. After two "no shows" of scheduled appointments, you will not be issued any books, supplies or services, until you meet with the CalWORKs/WIA counselor for an educational plan, or other needed service.

In order to clear your ability to receive services, you will need to have the approval from the OTI Supervisor.

Thank you

OTI Management