**Welcome to the [Center Name] Job Corps Center  
Trainee Employee Assistance Program (TEAP)**

The mission of TEAP is prevention, education, identification of illicit substance use, relapse prevention, and helping students overcome barriers to employability. The purpose of the program is to provide students with education regarding the use and abuse of various substances and support for being substance-free while at Job Corps. We know from experience that the use of drugs and/or alcohol makes a huge impact on a student’s ability to complete this program and to meet academic and/or career goals. Drugs and alcohol are some of the biggest stumbling blocks for students in Job Corps. When you signed up, you signed a form and agreed to remain drug and alcohol free while at Job Corps.

Important information:

* Job Corps is a substance (alcohol/drug) free living and working environment. Under the Zero Tolerance (ZT) Policy, trainees/students can only test positive for substances at entry.
* If you test positive for drugs upon entry, you will be assigned to the TEAP Program for mandatory intervention services. At this point, you will be restricted from participation in certain privileges, such as driver’s education, center trips or some work-based learning assignments. The restriction may be disclosed to appropriate staff, but not the details of why the restriction is in place.
* You will also be retested for drugs between your 37th and 40th days on center and provided with results by your 45th day. If your results are negative then congratulations but if your results are positive then one of two things will happen.
* If you have abstained from using cannabis and amount of THC in your body has decreased by fifty percent or more then you will stay in the program and continue to work with me.
* If your follow-up drug screen has not decreased by at at least fifty percent then that means you have continued to use cannabis since your arrival at Job Corps and you will be removed from the program as a zero tolerance termination.
* If you are suspected of using drugs at any time, you will be retested. If that test is positive, you will be separated from Job Corps and removed from the campus immediately.
* Narcan is widely available on center to prevent opioid overdoses.

Please remember that we take your privacy very seriously. Your drug/alcohol test results are only known by Health and Wellness staff and then shared with other appropriate staff members.

Whether or not you test positive for drug use upon entry, I am available to you. All students are eligible to see the TEAP Specialist for support and to strive towards a drug/alcohol free lifestyle. My office is located in the Health and Wellness Center and my hours and days worked are [insert schedule]. It is important for you to know that my office is a safe place for you to talk and my door is always open.

I congratulate you on your decision to enroll in Job Corps and look forward to watching you succeed!

Sincerely,

TEAP Specialist   
[Center Name] Job Corps Center