MUTUAL RESPONSIBILITY AGREEMENT
PLAN OF ACTION REQUIREMENTS

Client's Name: _____ Alien Number: _____

North Carolina's Refugee Employment Services Programs are based on the philosophy that all people have the responsibility to their families and community to work and provide for their children. The family and (agency) employment services staff develop this Mutual Responsibility Plan of Action. It outlines the steps to be taken before a client can be reinstated in employment services, after a client has voluntarily quit a job.

Employment Goal: _____

Other Goals: _____
_____

Plan of Action: (Describe client and agency responsibility)

ACTIVITY / SERVICE	**EXPECTATIONS**	**TARGET COMPLETION DATE**

Comments: _____
_____
_____

Our signatures indicate that we have jointly developed this Plan of Action, and agree to the responsibilities and conditions outlined.

_____ _____
Client Signature Date

_____ _____
Employment Specialist Date

_____ _____ OR
Interpreter's Signature Date
Translation Attached ☐

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