



**SKILLS BUILDING INCENTIVE PROGRAM  
WORKSITE REMOVAL REQUEST**

I am requesting that youth \_\_\_\_\_, Client ID# \_\_\_\_\_ be removed from the \_\_\_\_\_ worksite for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Worksite Supervisor

\_\_\_\_\_  
Date

**OR**

\_\_\_\_\_  
Case Manager/Group Leader

\_\_\_\_\_  
Date

**OR**

\_\_\_\_\_  
Skills Building Program Coordinator

\_\_\_\_\_  
Date

PC Date of Receipt: \_\_\_\_\_

Staffing Date: \_\_\_\_\_

- Reason for Removal:     Result of Staffing                       Poor Performance Evaluation  
                                  COC Violation Report                       Serious Incident

Original to:              Skills Building Program Coordinator

Copies to:              Worksite Supervisor  
                                 Parent/Guardian (off-campus only)  
                                 Youth Portfolio