



NCDS is here to help YOU with your Employment and Training goals

NCDS' goal is to provide all services to all clients. In order to be respectful to others accessing NCDS' services in the Rainy River District please be courteous and call NCDS promptly if you are unable to attend your appointment or workshop. This time will be reallocated to someone who requires the services we provide. This is how we can best serve the needs of our Communities.

Appointments are in high demand; early cancellation will allow the opportunity for another person to have the appointment.

If it is necessary to cancel appointments please call 274-2282. If you do not reach a staff member please leave a detailed message.

Appointments No Show Policy

A "no show" is a person who misses an appointment without notifying NCDS. "No shows" inconvenience those individuals who need access to appointments with Case Managers.

"No Shows" will be recorded. **Two (2)** "no shows" will result in temporary suspension of immediate assisted services. Clients will still have the opportunity to work independently in our facility.

In order to reinstate assisted services clients must successfully complete the "Employer Expectations" Workshop.

Workshop No Show Policy

A "no show" is a person who misses a workshop without notifying NCDS. "No shows" inconvenience individuals wishing to access workshops for employment/training needs.

NCDS requires 24 hour notice for Smart Serve and First Aid cancellation. Failure to do so will result in the forfeit of your deposit.

"No Shows" will be recorded. **Two (2)** "no shows" will result in a temporary suspension for accessing workshops. Clients will still have the opportunity to work independently in our facility.

Reinstatement of workshop access will be at the discretion of NCDS staff.

Thank you for your cooperation.