



## Workforce Development Consulting Request Form

Please complete all sections of this form electronically

Please complete all sections that apply to your request, then email this form to [marlene.poirier@vermont.gov](mailto:marlene.poirier@vermont.gov) You can also mail it to: Vermont Department of Human Resources, Center for Achievement in Public Service, 32 College Street, Montpelier, VT 05620-2801, or fax it to: (802) 828-2809. You may also contact our staff at (802) 828-2751 for more information. Please save a copy of your completed form for future reference.

Agency/Department/Division or Organization \_\_\_\_\_

### Contact person/Information at the organization:

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of request: \_\_\_\_\_

### Basic statement of request:

Type of consultation being requested (if known):

What are the time parameters? (Is a date set? Does a process need to be completed by a certain date? Etc.):

Number of people involved in the consultation:

*For Office Use Only:*

CAPS Decision:

CAPS staff/ intake person (staff only):

Notes: