

## **P-2333 Job Readiness Activities (B21-08)**

### **General Procedures for Job Readiness Activities (Reach Up Services rule 2350.6)**

For Reach Up, job readiness includes a variety of activities including resume and application preparation; preparing for job interviews; job search and job search training. Activities are designed to improve the participant's employment prospects and must be supervised to some extent daily. Life skills training and necessary treatment may also be considered job readiness activities (see Reach Up Services procedures P-2333B and P-2333C).

Job readiness is an appropriate activity for any participant whose goal includes seeking unsubsidized employment or developing skills that will prepare them to seek, obtain, perform and maintain a job.

Documentation of attendance in job readiness activities should be provided to a member of the Reach Up team (such as Job Coach, case manager) as often as agreed upon in the participant's plan, but no less than once per month.

The Participant Attendance Report ([form 625AR](#)) can be used, or any other equivalent written documentation.

### **Counting Job Readiness Hours for the Federal Work Participation Rate (WPR)**

#### ***Limits on the number of hours used for job readiness***

Job Readiness activities are countable and core activities. However, federal law limits how many hours can count towards the Work Participation Rate (WPR).

Job readiness hours are limited per participant as follows:

- Up to 180 hours per year for a 30 or 35 hour/week work requirement; and
- Up to 120 hours per year for a 20 hour/week work requirement

Examples of how job readiness limits may be used with a 30 or 35 hour work requirement:

- 30 hours each week for a total of 6 weeks in a rolling calendar year
- 15 hours each week for a total of 12 weeks in a rolling calendar year
- Variety of hours per week until total number of hours equals 180 in a rolling calendar year

Examples of how job readiness limits may be used with a 20 hour work requirement:

- 20 hours each week for a total of 6 weeks in a rolling calendar year
- 10 hours each week for a total of 12 weeks in a rolling calendar year
- Variety of hours per week until total number of hours equals 120 in a rolling calendar year

**Limit on consecutive weeks of job readiness**

Job Readiness activities can only count towards the WPR for 4 consecutive weeks in a row, then requires a one week break before resuming the activities again until the total number of hours are used.

**Case management support**

For more information on what type of verification is needed for Job Readiness Activities, see the [Verification Documentation Desk Aid](#).

**CASE D TIME F11**

```

+-----Job Search Hours-----+
| Job Search Caclulation for 04/2016 |
| Week Hours F Week Hours F Week Hours F Week Hours F |
| Ending Ver Cum Ending Ver Cum Ending Ver Cum Ending Ver Cum |
| 05/09/15 T 08/08/15 T 11/07/15 T 02/06/16 T |
| 05/16/15 T 08/15/15 T 11/14/15 T 02/13/16 T |
| 05/23/15 T 08/22/15 T 11/21/15 T 02/20/16 T |
| 05/30/15 T 08/29/15 T 11/28/15 T 02/27/16 T |
| 06/06/15 T 09/05/15 T 12/05/15 T 03/05/16 21 21 T |
| 06/13/15 T 09/12/15 T 12/12/15 T 03/12/16 21 42 T |
| 06/20/15 T 09/19/15 T 12/19/15 T 03/19/16 12 54 T |
| 06/27/15 T 09/26/15 T 12/26/15 T 03/26/16 12 66 T |
| 07/04/15 T 10/03/15 T 01/02/16 T 03/26/16 T |
| 07/11/15 T 10/10/15 T 01/09/16 T 04/02/16 S |
| 07/18/15 T 10/17/15 T 01/16/16 T 04/09/16 S |
| 07/25/15 T 10/24/15 T 01/23/16 T 04/16/16 S |
| 08/01/15 T 10/31/15 T 01/30/16 T 04/23/16 S |
| Job Search Hours Used: 66 |
| The F column is the funding source. Only T (TANF) weeks are counted. |
+-----+
DO: IMS: RPTGRP NAME: 3
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
EXIT EHR$ EMPL WORK CLK$ JSER
  
```

CASE/D/Time F11 in ACCESS will show the amount of job search, job readiness, life skills and necessary treatment hours a participant has used.

# Entering job readiness activities on the FDP

## Step 1: Getting to Work Screen.

```
12/03/15 10:18          IV-A SELECT FUNCTION          ASTCA1

~~~~~  Function Codes (FNX)  ~~~~~          ~~~~~  Function Codes (FNX)  ~~~~~
ABWD - ABAWD Food Stamp History          MANA - Managed Care Maintenance
APPL - Application                       MONY - Financial Subsystem
CASE - Case Status Display               NAME - User Name/Number Lookup
CATN - Case Action Log                   PCOL - Premium Collections
CATS - Cost Allocation/Time Study         PERS - Person Search
EDS - Medicaid Management System         PMGT - Premium MGT Report
ELIG - Eligibility Results/Approval      PREM - Premium Management
FIAT - Fiat Eligibility                  QUAL - Quality Review
FUEL - Supplemental Fuel                 RECO - Recoupment Schedule
GAEL - General Assistance                 REPT - Report Selection
IDEA - System Change Request             SPEC - Special Functions
INFC - Interfaces                       STAT - Statement of Need
INQB - Benefit History                   SUBS - Substitute Reporter/Payee
INQD - Benefit Disbursement History      TODO - Daily To-Do Report
IV-D - IV-D Select Function              UNLK - Releases Locked Cases
LOGO - Logoff                            VEND - Vendor Search
MAIL - Send or Read Mail                 VNDA - Vendor Issuance

~~~~~

USER:          FNX: WORK MODE: C RPTGRP: XXX-XX-XXXX  PERIOD: 12 15  COMMAND:
                                                    F8 = MORE
```

Enter "WORK" for the Function (FNX)

Enter "C" for the Mode

Enter the participant's Social Security Number  
**Note:** In a two parent household make sure to enter the SSN of the participant taking part in Job Readiness.

Current month and current year. Hit enter when done.

**Step 2:** Select "Job Search/Readiness" or "Life Skills" blocks

Double click or click once and "enter"

```

12/03/15 10:18          *** FAMILY DEVELOPMENT PLAN ***          ASQWOHF1
Participant: Name          SSN: XXX-XX-XXXX          Financial Status: Active
Phone#: 999-999-9999          Phase: EP 12/01/2015
Date FDP Signed: 12 02 2015          Participation Code: 02 NE
Employment Goal: 43-4051.00 Customer Service Clerk_          Review Date:
Case Manager: PTH          FSM          Activty          Matrix
Location: PATH / ST. ALBANS          History          History
*****
Strengths/Supports: **Shelter/Transportation/Health & Safety/Child Dev          Click &
Interferes:          Comment
*****
Job Search/Readiness          Education/          Work          Other          Life Skills
Training          Placements          Activities
1 of 1          Activity          Hrs/Wk          Start          Target          Act End date          Outcome
Job Search          30          12/06/2015          01/02/2016          - - - - -          P
USER:          FNX: WORK MODE: C RPTGRP: XXX-XX-XXXX          PERIOD: 12 15 COMMAND:
DO: A IMS: GA1 REPORTING GROUP: Name of HOH
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Quit Retrn Exit Print Goal Hours PgBk PgFd CMH St/Sp Intrf C&C
  
```

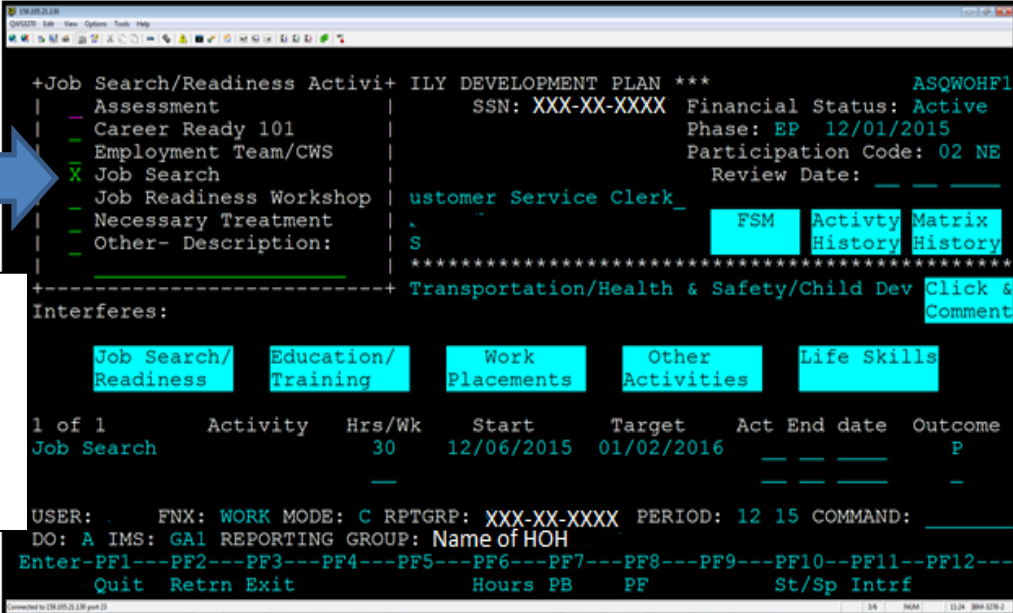
Job Search/Job Readiness includes the following:

- Assessment
- Career Ready 101
- Employment Team/CWS
- Job Search
- Job Readiness Workshop
- Necessary Treatment
- Other- Description:

Life Skills includes the following (not all selections are available in each district):

- Life Skills Activities-----
- Arranging Childcare
- Driving Test Prep Activity
- Financial Management Workshop
- Life Skills Workshop
- Rocking Horse Circle of Supp.
- Transportation Planning
- Transportation Workshop
- Vocational Exploration
- VAL 'Essential Skills'
- VAL Basic Computer Classes
- VT Works for Women Empl. Supp.
- VT Works for Women Mentoring

**Step 3:** Select the Job Readiness activity the participant is taking part in.



Place an "X" on the line next to the activity, in this case "Job Search" and press enter

```

+Job Search/Readiness Activi+ ILY DEVELOPMENT PLAN *** ASQWOHF1
| Assessment | SSN: XXX-XX-XXXX Financial Status: Active
| Career Ready 101 | Phase: EP 12/01/2015
| Employment Team/CWS | Participation Code: 02 NE
| X Job Search | Review Date:
| Job Readiness Workshop | Customer Service Clerk_
| Necessary Treatment | FSM Activity Matrix
| Other- Description: | S History History
+-----+
Interferes:
Transportation/Health & Safety/Child Dev Click & Comment

Job Search/ Education/ Work Other Life Skills
Readiness Training Placements Activities Life Skills

1 of 1 Activity Hrs/Wk Start Target Act End date Outcome
Job Search 30 12/06/2015 01/02/2016 P

USER: FNX: WORK MODE: C RPTGRP: XXX-XX-XXXX PERIOD: 12 15 COMMAND:
DO: A IMS: GA1 REPORTING GROUP: Name of HOH
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Quit Retrn Exit Hours PB PF St/Sp Intrf
  
```

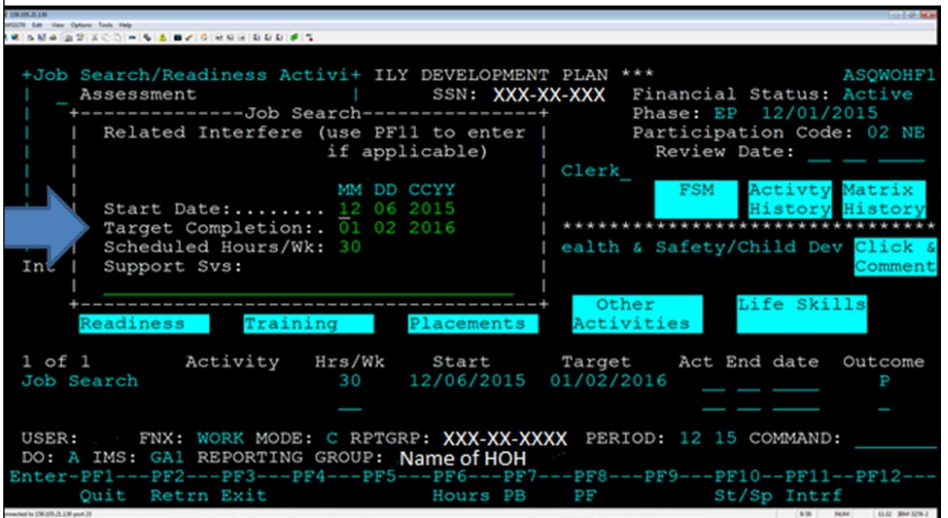
**Step 4:** Entering specific activity information.

**-Start Date:** Date participant will start (remember the federal calendar always starts on a Sunday).

**-Target Completion:** Date the participant expects to complete the activity (remember the federal calendar always ends on a Saturday). Last day of the month can provide a clean ending if exact date is not known.

**-Scheduled Hour/wk.:** Number of hours participant will take part in activity per week.

**-Support Svs:** indicate any support services being offered to the participant that pertain to their activity (example: childcare).



```

+Job Search/Readiness Activi+ ILY DEVELOPMENT PLAN *** ASQWOHF1
| Assessment | SSN: XXX-XX-XXXX Financial Status: Active
|-----Job Search-----+
| Related Interfere (use PF11 to enter | Clerk_
| if applicable) | FSM Activity Matrix
| Start Date:..... MM DD CCYY | History History
| Target Completion:.. 12 06 2015 |
| Scheduled Hours/Wk: 30 |
| Support Svs: |
+-----+
Int health & Safety/Child Dev Click & Comment

Readiness Training Placements Other Life Skills
Activities Life Skills

1 of 1 Activity Hrs/Wk Start Target Act End date Outcome
Job Search 30 12/06/2015 01/02/2016 P

USER: FNX: WORK MODE: C RPTGRP: XXX-XX-XXXX PERIOD: 12 15 COMMAND:
DO: A IMS: GA1 REPORTING GROUP: Name of HOH
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Quit Retrn Exit Hours PB PF St/Sp Intrf
  
```

**Step 5:** View after hitting "ENTER" once.

```

12/03/15 10:18          *** FAMILY DEVELOPMENT PLAN ***          ASQWOHF1
Participant: Name          SSN: XXX-XX-XXXX          Financial Status: Active
Phone#: 999-999-9999          Phase: EP 12/01/2015
Date FDP Signed: 12 02 2015          Participation Code: 02 NE
Employment Goal: 43-4051.00 Customer Service Clerk_          Review Date:
Case Manager: PTH          FSM          Activity          Matrix
Location: PATH / ST. ALBANS          History          History
*****
Strengths/Supports: **Shelter/Transportation/Health & Safety/Child Dev Click &
Interferes:          Comment

Job Search/          Education/          Work          Other          Life Skills
Readiness          Training          Placements          Activities

1 of 1          Activity          Hrs/Wk          Start          Target          Act End date          Outcome
Job Search          30          12/06/2015          01/02/2016          - - - - -          P

USER:          FNX: WORK MODE: C RPTGRP: XXX-XX-XXXX          PERIOD: 12 15 COMMAND:
DO: A IMS: GA1 REPORTING GROUP: Name of HOH
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Quit Retrn Exit Print Goal Hours PgBk PgFd CMH St/Sp Intrf C&C

```