

P-2333 Job Readiness Activities (continued)

P-2333A Job Search (B21-08)

Participants that take part in job search must provide documentation of their job search efforts and contacts they have made during job search. This information 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 Reach Up Job Search Log ([form 643JOB](#)) can be used, or any other equivalent written documentation.

Reviewing the job search

The job search documentation should be reviewed by a member of the Reach Up team. Ask the participant for further documentation for any contact that is incomplete or questionable.

A member of the Reach Up team is responsible for daily supervision of job search. Daily supervision does not necessarily mean there is daily contact, but that there is an agreed upon plan (what job search will look like) which is documented in case notes. There should be some form of contact between the participant and a member of the Reach Up team on a weekly basis to make sure the job search is continuing.

Sample Job Search Log Page 1

		Do NOT scan in					
Reach Up Job Search Log							
Participant: _____ Jane Doe _____		Weekly hours required: _____ 20 _____		Week ending: _____ 08/07/2021 _____			
Last 4 SSN: _____ 0000 _____		Employment goal: _____ Dog Trainer _____					
Copy Distribution: White – Case Worker; Yellow – Participant							
Date of activity (mm/dd/yy)	Activity type <small>(examples: resume preparation, in person or phone interviews, online search, completing applications, discussion with someone in this field, etc.)</small>	Business or employer's name and contact information	Type of position applied for	Comments	Length of activity <small>(15 min, 1 hour, etc.)</small>	Travel Time <small>(does not include to and from home)</small>	Num case n app
08/02/21	Online Job search	Indeed	various	looked up jobs online	2	0	
08/03/21	Worked on resume			updated and formatted resume	1	0	
08/04/21	Complete Application	Fido's Doggie Daycare 802-123-4567	Play Supervisor	completed application	1	0	

Sample Job Search Log Page 2

	Clean dogs place	assistant dog groomer	Met groomer, asked about training	30 min	30 min	1
	Petco	associate	picked up application	15 min	0	.25
				Total Case Manager Approved Hours: <u>11.25</u>		
<small>can be included in the Length of Activity. Travel time to and from home is not countable.* r differ from hours entered by participant, Case Manager should enter case note to explain.***</small>						

The Job Search Log (or equivalent written documentation) should include the following:

- The participant's name
- Dates the job search took place
- The length of time each job search effort took
- The type of job search effort that was made (reviewing websites or newspapers, obtaining or completing applications, taking part in interviews, etc).
- Specific employer's name and contact information when appropriate

Meetings with a Job Coach and/or Employment Specialist who is a member of the Reach Up team may be documented on the Job Search Log as well if job search efforts were made during the meeting (but do not double count the time spent job searching as CWS/Employment Team time).

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

Job search for self-employment

A person receiving Reach Up could potentially use job search to look for and/or increase self-employment hours. These efforts can be documented on a job search log (or equivalent documentation).

Job search hours can be used to look for self-employment when the business is established and produces net income. The business should be viable in the current market. Also, their work skills (both general and skills specific to the area of work desired) should be adequate to be self-employed.

The search for self-employment may be combined with the search for traditional employment as back up.

Consider if self-employment has been unsuccessful in the past or if basic work skills are lacking before counting job search hours to look for self-employment.

The self-employment should not be commission based or purely seasonal if there is not a plan for supporting oneself throughout the year. Those jobs should be reviewed as seasonal jobs.

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