

Job Readiness and Job Search Program Guidelines



FY2008

**Oklahoma Department of Human
Services
and
Oklahoma Department of
Career and Technology Education**

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JOB READINESS AND JOB SEARCH PROGRAM GUIDELINES

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) (Pub. L. 104-193) created the Temporary Assistance for Needy Families (TANF) block grant that fundamentally transformed welfare from cash benefits program focused on work and temporary assistance. Under TANF, adults receiving assistance are expected to engage in work activities and develop the capability to support themselves before their time-limited assistance (maximum of five years) runs out. States are required to assist recipients in making the transition to employment. They are also expected to meet work participation rates and other critical program requirements in order to maintain their full federal funding and avoid penalties.

TANF Statutes list the set of activities that counted toward federal participation rates as follows:

- (1) unsubsidized employment;
- (2) subsidized private sector employment;
- (3) subsidized public sector employment;
- (4) work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available
- (5) on-the-job training;
- (6) job search and job readiness assistance;
- (7) community service programs;
- (8) vocational educational training (not to exceed 12 months with respect to any individual);
- (9) job skills training directly related to employment;
- (10) education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
- (11) satisfactory attendance at a secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; and
- (12) the provision of child care services to an individual who is participating in a community service program.

TANF regulations did not provide a federal definition of each of the work activities that the statute listed as “countable” toward the work participation rates, and states were able to use their own reasonable definitions of the activities.

President George W. Bush signed the Deficit Reduction Act (DRA) of 2005 on February 8, 2006 (P.L. 109-171). The law reauthorizes the Personal Responsibility and Work Opportunity Reconciliation Act as found under Title VII, Subtitle A.

The new law maintains the same 50 percent work participation requirement for states as before. Prior to reauthorization, a caseload reduction credit allowed states to reduce their work requirement by their caseload decline since 1996. Oklahoma, as most states, experienced dramatic caseloads declines. Thus, the credit has virtually eliminated the work participation requirements for states.

The reauthorization changes the base year for calculating the caseload reduction credit to 2005 and also closes a loophole to include separate state programs in the work calculation. These changes effectively re-implement the state work participation rate requirement.

The minimum work participation rate of 30 hours per week remains in the reauthorized law. But the Secretary of Health and Human Services (HHS) was required to issue regulations no later than June 30, 2006, that address the following:

- I. determining whether an activity a recipient is engaged in may be treated as a work activity.
- II. uniform methods for reporting hours of work by a recipient of assistance;
- III. the type of documentation needed to verify reported hours of work by a recipient of assistance; and
- IV. the circumstances under which a parent who resides with a child who is a recipient of assistance should be included in the work rates.

Numerous TANF recipients have few or no employability skills. The job readiness program will be funded through an annual contract between the Oklahoma Department of Career and Technology Education (ODCTE) and the Oklahoma Department of Human Services (OKDHS). The job readiness programs will enable the TANF recipient or sanctioned TANF recipient to receive the necessary job readiness training that will lead to employment.

Through this contract, Metro Technology Center will be able to offer job readiness and job search training for up to 30 hours per week from 8:00 a.m. to 2:30 p.m. to students referred by Oklahoma County OKDHS Offices. This activity is open entry/open exit for OKDHS referred clients.

ASSURANCES

Funded programs will comply with Title VI of the Civil Rights Act of 1964, as amended, which prohibits private employers, labor unions, employment agencies, state and local governments, and employees of educational institutions from discrimination on the basis of race, color, religion, sex/gender, or national origin.

Funded programs will comply with Section 504 of the Rehabilitation Act of 1973, P.L. 93-112, and the Americans with Disabilities Act (ADA) of 1990. Section 504 provides that no otherwise qualified disabled individual in the United States, as defined in Section 7(6), shall, solely by reason of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Funded programs will comply with the provisions of Title IX of the Education Amendments of 1972 (20 U.S.C., Section 1681 et. seq.) and the regulations promulgated there under by the Department of Health, Education, and Welfare insofar as may be applicable hereto.

Funded programs will comply with the provisions of the Age Discrimination Act of 1975, as amended (42 U.S.C., Section 6101 et. seq.), which prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.

Prior to the beginning of each school year, funded programs will advise students, parents, employees, and the general public through some form of media, that career and technology education opportunities are available without regard to race, color, national origin, sex/gender, or disability (policy of nondiscrimination). The applicant will officially designate person(s) to coordinate the recipients compliance activities under Title IX, Section 504, and ADA (also recommend including Title VI). Include the name, address, and phone number of person(s) designated to coordinate Title VI (race), Title IX (sex/gender), and Section 504 and ADA (disability).

Funded programs will adopt and disseminate grievance procedures for students and employees to use to resolve alleged complaints under Title IX, Section 504, and ADA (also recommend including Title VI).

Funded programs will include a statement of nondiscrimination on publications and other materials distributed to students, applicants, and employees; i.e., announcements, bulletins, catalogs, application forms, enrollment forms, and recruitment and promotional materials.

Funded programs will be operated in compliance with all applicable state and federal laws and with regulations and other policies and administrative issuances by the Oklahoma State Board of Career and Technology Education, including submission of such reports as may be required.

It is understood that federal funds received by funded programs will be used to supplement, not supplant, state and local funds.

The recipient of federal Job Readiness funds will be subject to review(s) and evaluation(s) of services, or activities using criteria established by the OKDHS and the ODCTE.

FINANCIAL MANAGEMENT AND DEVELOPMENT

The 1996 Personal Responsibility and Work Opportunity Reconciliation Act appropriated federal dollars to state welfare agencies. The OKDHS has sub-contracted a portion of funds under Title I – TANF to be administered by the ODCTE to provide a minimum of 30 hours per week of job readiness and job search training to eligible TANF participants for up to 6 weeks, only 4 of which may be consecutive.

ODCTE and OKDHS Contract

A state contract was developed that stipulates the purpose, financial commitment, assurances, state level OKDHS responsibilities, and ODCTE responsibilities, effective date, and termination and modification requirements agreed to by both parties in order for the ODCTE and OKDHS to jointly grant funds. The funding process is funded primarily through a cost reimbursement process whereby the technology center submits quarterly claims with documentation of expenditures. The technology center is reimbursed 100 percent.

Under Title I. of P.L. 104-193, job readiness is an approved work activity. OKDHS requires that TANF recipients' work activity be **supervised, scheduled, and structured**. Homework or a take home project does not meet all three of the aforementioned criteria for an approved work activity.

Application and Program Design

OKDHS and the ODCTE solicited Metro Technology Center to apply for a job readiness grant because of the demographics of its district. After Metro Technology Center's proposal was submitted to the ODCTE, a review team consisting of representatives from the ODCTE and OKDHS approved the proposal based on the description of operations, projected participation, and budgets. As previously stated, the primary factor determining priorities for funding was based on population demographics.

A funded program may continue through a continuation application process, unless a program review determines that the TANF recipient is not gaining quality job readiness training.

After the ODCTE and OKDHS agree to the terms of the forthcoming year's contract, a continuation packet is sent to the administrators of the funded technology center. It includes the Application for Continuation of TANF Programs, Allocation Memo, Financial Information, Budget Template, and the OCAS Codes Information and Clarification.

The **Application for Continuation of Job Readiness Program** allows the program to make adjustments in the program design with the stipulation that the technology center collaborated with community partners in the development of the application. A collaboration signature page must be submitted with the renewal application signed by

the individuals from partner entities who assisted in the development of the **Application for Continuation**. The partnering OKDHS County Director's signatures are required.

Budgets

The funded technology center receives a federal base allocation, which is budgeted for the current fiscal year. The program must develop a budget narrative as previously stated. A budget narrative required by the application for continuation explains the purpose of each budget line item.

The **Application for Continuation of Job Readiness Programs** is jointly reviewed and approved by the ODCTE and OKDHS. Funding agreements are signed by technology center and ODCTE officials.

Reimbursement of the federal base allocation is determined by actual cost incurred and must be supported by documentation. Requests for reimbursements of program expenses should be submitted on a quarterly basis no later than 24 days after the end of the quarter. The following are the claim due dates:

Quarters

October 19, 2007

January 18, 2008

April 18, 2008

July 18, 2008

One-time Supplemental

August 15, 2008

Supporting documentation must specifically identify the TANF program and activities. Such documentation should include but not be limited to OCAS printouts, copies of paid invoices and payroll records.

Addendums (new line items) to the budget should be submitted the first quarter of the fiscal year. Line item changes may be submitted throughout the year. However, programs should try to submit the last request for line item changes by the end of May in order for the technology centers' business managers to have a reasonable amount of time to obligate funds, create purchase orders, and gain invoices prior to final claims submission deadlines.

Line item change request should include justification for the movement of funds. Every amount moved must show exactly which function/object code it is being moved from and to which function/object code(s) it is being moved. See example below:

<p>Justification: The program will have a surplus of funds in 2113/320 because we did not need to contract for a substitute as originally planned. We would like to move a portion of the funds into supplies for instruction and student assistance line items.</p>

From:	To:
2113/320 Social Work Services/ Professional Services - \$500.00	1500/610 Occupational Training Expenses +\$500.00
2113/320 Social Work Services/ Professional Services - \$250.00	2113/880 Social Work Services/Student Assistance +\$250.00

The Job Readiness Quarterly Claim Form includes the federal base allocation expenditures. State or local match is not required.

Technology centers should use project reporting dimension code 452 to identify all budget line items and expenditures associated with the federal base.

Federal grant funds may not be used for out-of-state travel expenses without permission of ODCTE and OKDHS. Out-of-state speakers or consultants may not enter into a contract with local TANF programs without the approval of ODCTE and OKDHS. Requests for such expenditures should be made in writing and directed to the TANF coordinator of the ODCTE.

Budget line item changes that exceed 10 percent can be made only with written permission from the ODCTE and OKDHS.

10% Rule

The agreement with ODCTE and OKDHS states the following:

Budget line item changes that result in a deviation of more than ten percent (10%) can only be made with written permission from ODCTE and OKDHS.

However, the TANF Coordinator for ODCTE must have written notification of such changes in order to reconcile reimbursement requests.

The 10% allowable amount is based on the approved budget line items submitted with the continuation application. This is a one time action, which means such changes can only be done one time per line item.

Historically, ODCTE has made these allowable adjustments on behalf of the technology centers in order to maximize reimbursement amounts. ODCTE will continue to do so when technology centers exceed their budget line item.

Business managers should always be consulted when requesting any changes, whether it is within the 10% allowable or not.

Appropriate documentation of expenditures must be maintained and available during on-site reviews and upon request. The technology center will be responsible for reimbursing OKDHS for any federal funds expenditures disallowed. All products or information developed with grant funds become property for use by ODCTE and OKDHS.

Allowable Expenditures

- OKDHS will only pay grantee staff travel expenses (including per diem) up to the maximum amount allowed by the Oklahoma State Travel Reimbursement Act (see Appendix, page 37). OKDHS will not reimburse travel expenses in excess of the rate established by the Act. The grantee shall be responsible for all travel arrangements and provide supporting documentation when submitting claims for reimbursement.
- It is not anticipated that the program will need any additional equipment. Therefore, equipment may not be leased and charged to the grant without prior approval from the ODCTE and OKDHS.
- Books and supplies necessary for classroom instruction are allowable.

Non-allowable Expenditures

- Students' tools and fees may not be paid from the grant.
- Food may not be purchased from the grant unless staff members are in travel status to attend approved school-related events and activities in accordance with state travel policy.
- At no time may food for participants be paid with grant funds.
- Services to take children to and from daycare may not be paid from the grant.
- Daycare registration fees may not be paid from the grant.
- The grant may not pay for glasses. OKDHS will provide them.

PARTICIPATION REQUIREMENT

OKDHS requires TANF students to participate in a minimum of 30 hours per week in the TANF Job Readiness program or in combination with other OKDHS approved TANF work activities. This means that, with the exception of the OKDHS-approved holidays (federal and state) the Job Readiness Program is responsible for coordinating a minimum of 30 hours of employability training for each student, including life skills training, basic academic education, employability training, and structured career exploration of a chosen field of employment.

The Individual Educational Plan should include a schedule of job readiness training that is individualized for each TANF student. Time spent in the program may be coded by OKDHS as TX (job readiness).

STATISTICAL REPORTS

To facilitate program evaluation and federal reporting, it is necessary to collect data related to TANF program participants. This data primarily includes enrollment. TANF participant information must be kept up-to-date. Electronic student accounting records maintained by local TANF programs may be accessed by the ODCTE at any time in order to prepare performance reports. ODCTE and OKDHS have legal privilege to this information and will not disclose any confidential information about individual records without the permission of the individual. No individual file or information may be released to any individual or entity other than those who have a legal right to the information. Only directory information may be provided to the public. It is recommended that a student sign a confidential information waiver before information is shared.

EVALUATION

State

ODCTE staff, OKDHS state staff, and other agencies' staff members (when designated as team members) will conduct a review and/or an evaluation of the funded program. Reviews will be conducted for the purpose of monitoring programs to assure adherence to approved program goals, objectives, purpose, and fiscal expenditures. Evaluations will be conducted to determine if the program meets quality standards. The program's student accounting records, student files, and program expenditures may be reviewed during each review and evaluation.

The following standards must be met:

INTAKE

The technology center that is a job readiness and job search grant recipient will provide all TANF participants with the information on career options and advise them on appropriate educational paths to meet career goals.

COMPLETION

The minimum standard for completion rate of those who enter job readiness and job search is 70 percent. Completion rate is based on the individual educational plan as indicated by their assessments.

JOB READINESS (remediation, life skills, and employability skills)

All TANF participants will receive remediation, and employability skills training necessary for the enrollment in the Metro Technology Center's TANF program or employment.

OPERATIONS

Each technology center that is a TANF grant recipient will provide all the necessary personnel, equipment, facilities, and office supplies and be responsible for the performance of TANF program staff.

The technology center is responsible for the performance of staff employed to operate the Job Readiness program.

Daily time sheets for staff employed 100 percent of the time in the operation of the TANF program must be maintained locally. Time sheets should indicate hours worked per day and have a place for the supervisor and employee signatures.

The technology center will provide monthly training and attendance reports as required by **OKDHS (TW-13)**. Copies of completed TW-13 forms signed by the instructor will be kept on file by the TANF program. The original TW-13 should be sent to OKDHS.

Written notification of any modification in participant training status must be provided to the local OKDHS office.

LOCAL COUNTY HUMAN SERVICE CENTERS

Referral Process for TANF Recipients

Each Human Service Center (as per state contract requires) will identify a liaison to develop and maintain a relationship with the TANF area technology center staff and administration. Each Human Service Center is responsible for identifying and referring eligible TANF participants to the program.

The TW-3 (referral and information form) with attached copy of the TW-2 and the most recent Carl Albert State College assessment scores should be sent to the technology center for those participants most likely to benefit from the Job Readiness and Job Search Program.

The following forms and process will be used for referrals.

Forms

1. TW-2-Mutual Agreement and Employability Plan (Coordinator files the copy.) (**See Appendix, pages 45-48**).
2. TW-3-Interagency Information and Referral Form (Responses to OKDHS are made on TW-3 page 2. The original copy of the responses is kept in coordinator's files and a copy that includes the responses is sent to the county OKDHS office.) (**See appendix, pages 49-50**). TANF recipients and caseworkers signatures must be present on the TW-3 at the time of referrals to the programs. Student records must contain this completed form for audit purposes.
3. The TW-13-TANF recipient's time sheet (Must be signed and dated in ink and the progress reports completed by the TANF coordinator or instructor on the appropriate line and returned to the OKDHS office. A copy of the TW-13 must be filed in the program office.) (**See Appendix, pages 51-52**).

Eligibility

The program is open to:

- TANF recipients who are 52 A (sanctioned and have signed a Compliance Agreement to get their case opened.)
- TANF recipients who have undecided or unrealistic career pathway plans.
- TANF recipients that have significant barriers to employment as compared to most TANF recipients.

Length of the Program

- A minimum of 30 hours for up to 12 weeks, with no more than 4 consecutive weeks.
- Open entry -Open exit—Students as indicated by the TW-2 and TW-3.

Termination from the Program

- Program may terminate a TANF student for lack of participation preventing them from completing the agreed upon employability plan.
- Participants may be terminated for failure to comply with technology center policies and procedures.

Holidays

- The program may not be used during the holidays by other OKDHS partnerships that have agreements to provide work activities.
- OKDHS workers may not refer TANF recipients to the program during the holidays in order to comply with the 30 hours work activity when TANF recipients do not meet the program eligibility requirement.

Attendance

- TANF students are expected to attend 100% of the time unless they have an excused absence.
- Potential excused absences for good cause are as follows:
 - 1) appropriate child care for the child(ren) is not available. Appropriate child care is care provided by:

- (A) a licensed, contracted child care facility;
 - (B) an approved in-home caregiver;
 - (C) a dependable relative who is able and willing to assume responsibility for care and supervision of the child for a part of the day;
 - (D) a free or low cost facility, such as a day care, pre-school, or Head Start program operated by a community action agency; or
 - (E) informal arrangements made by the parent with a neighbor or friend for occasional care;
- (2) the custodial parent caring for a child who has not attained six years of age has demonstrated an inability to obtain needed child care. This is demonstrated by the unavailability:
- (A) of appropriate child care within a reasonable distance from the individual's home or work site. A reasonable distance is a distance determined and agreed upon by the parent and the worker and is dependent upon the individual needs of the parent and child(ren);
 - (B) or unsuitability of informal child care provided by a relative or provided under other arrangements. Unsuitability of informal child care is an arrangement that does not:
 - (i) afford the child(ren) adequate care and supervision. Supervision of a child(ren) means the function of observing, overseeing, and guiding a child;
 - (ii) encourage social development or stimulate the child(ren)'s mental capabilities; and
 - (iii) afford the child(ren) a safe and stable environment that provides for learning opportunities; or
 - (C) of affordable child care. Affordable child is defined as not exceeding the maximum child care cost as indicated on OKDHS Appendix C-4, Child Care Eligibility/Rates Schedule;
- (3) the illness or incapacity of the participant or any household member who cannot give self-care and for whom special care is unavailable. If the illness or incapacity of the participant or any household member does not appear temporary, refer to OAC 340:10-2-8(c)(7), Disability Advocacy Program;
- (4) a court-required appearance or incarceration of the participant;
- (5) the participant's attendance at parent and teacher conferences;
- (6) a family crisis or markedly changed individual or family circumstances;
- (7) the unavailability of planned transportation when needed or the inability to arrange for transportation;
- (8) the occurrence of inclement weather which prevented the participant, and other persons similarly situated, from traveling to, or participating in, the prescribed activity;
- (9) the lack of necessary social services or work activity;

(10) the assignment or job referral does not meet the appropriate criteria as defined in OAC 340:10-2-3 (d);

(11) the refusal to accept major medical services even if such refusal precludes participation in the program;

(12) racial, ethnic, religious, sexual, physical or mental disability, or age discrimination or harassment by an employer or other employees;

(13) a participant is engaged in another work activity that is consistent with the employability plan;

(14) the lack of available treatment in the community for substance abuse or mental health issues affecting the family; or

(15) crisis intervention due to domestic violence issues.

The above attendance policy was taken directly for OKDHS State Policy.

- **Pregnancy**
 - Good cause –doctor’s statement. Exempt from the 30 hours work activity.
- Make-up for time not in attendance is allowable.

Classroom Capacity

- The program has a maximum daily capacity limit of 25 students.

APPLICATION FOR CONTINUATION OF
JOB READINESS JOB SEARCH PROGRAMS
FY200_

FISCAL AGENT:

Name of School _____

I. PURPOSE:

This application is a request for continuation of the job readiness/job search program to the Oklahoma Department of Career and Technology Education (hereinafter "ODCTE"). The purpose of the job readiness/job search program is to set forth a process designed to provide job readiness and job search skills needed to gain employment for eligible recipients in the Oklahoma Department of Human Services' (ODHS) TANF WORK Program.

The following will allow individual technology center applicants to design a program that best suits their community. This application should be completed in collaboration with local DHS County partners.

II. DESCRIBE REFERRAL PROCESS

Describe the program's documentation process that proves the program has adhered to the agreed upon referral process:

III. DESCRIBE THE PROGRAM'S STUDENT ACCOUNTING SYSTEM

Describe how and what information pertaining to students' characteristics (race, gender, disability, etc.) and competencies gained will be collected:

IV. BASIC ACADEMICS

Describe time frames and content of basic academic component as it relates to plan of studies that incorporate best practices of career cluster pathways. Include documentation of measures of competencies:

V. EMPLOYMENT SKILLS

Describe time frames and content of employment skill component (creating a resume; completing a job applications, etc.) including documentation of measures of competencies:

VI. JOB SEARCH SKILLS

Describe time frames and content of employment skill component (professional dress; interview techniques) including documentation of measures of competencies:

VII. COMPLIANCE WITH THE THREE Ss (Structured, Supervised, and Scheduled)

Describe how the program will comply with the OKDHS clients' requirement that their work activity be structured, supervised, and scheduled.

VIII. HOLIDAYS AND BREAKS

Describe the instructional components that will be conducted during holidays and breaks disallowed by ODHS (holidays and breaks that are not state holidays):

IX. STUDENT ACCEPTANCE POLICY

Describe the policy and procedure that the program will follow when the clients are referred who will not benefit from the program.

X. TERMINATION POLICY

Describe the policy and procedure that the program will follow to terminate students.

XI. ANTICIPATED NUMBERS TO BE SERVED _____.

XII. DETAILED BUDGET AND BUDGET NARRATIVE

Complete detailed budget using the ODCTE Job Readiness Budget Template (Standardized OCAS Codes) and a budget narrative.

XIII. FISCAL AGENT SIGNATURE

Technology Center Superintendent responsible for the administration of the program:



March -/ 200_

MEMORANDUM

TO: James Branscum, Ed.D., Metro Technology Center Superintendent

FROM: Lou Ann Hargrave, Ed.D., TANF Coordinator

SUBJECT: Application for Continuation of TANF Programs for FY 2007

Attached are the documents you will need to complete the Application for Continuation of the Job Readiness Program for FY 200_. They may be opened using WORD and EXCEL. This packet contains the following:

- **Application for Continuation of Job Readiness Program** This document must be completed and signed by the superintendent of the technology center.
- **Budget** FY 200_ allocation is \$75,000. Please use the OCAS codes approved by the ODCTE Finance Division.
- **OCAS Codes Information and Clarification** We ask your cooperation in using the OCAS codes for Job Readiness programs.

Please submit two (2) copies of the completed application no later than April 28, 200_, to Lou Ann Hargrave, TANF Coordinator, ODCTE, 1500 West Seventh Avenue, Stillwater, OK 74074-4364. If you have questions or we can be of assistance, please contact us.

Job Readiness and Job Search FY 2008 Proposed Budget

Object		Function 2199 Job Readiness
100 Salaries Total Compensating Package	\$	44,824.50
320 Professional Services	\$	6,000.00
530 Communications Services	\$	500.00
540 Advertising/Printing	\$	500.00
580 Travel	\$	2,000.00
610 Supplies & Books	\$	10,000.00
653 Software	\$	4,000.00
730 Equipment	\$	2,000.00
860 Staff Registration	\$	1,000.00
880 Student Assistance	\$	2,000.00
Total Direct Cost	\$	72,824.50

Name of Superintendent and/or Designee Date

**OCAS CODES INFORMATION AND CLARIFICATION
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
JOB READINESS
FY200_**

**PROJECT REPORTING CODE: 452
SOURCE OF REVENUE CODE: 4619**

The **FUNCTION** codes available to be used for TANF projects are listed below. Please use **ONLY** these codes.

Function 2199 Job Readiness

The **OBJECT** codes available to be used for TANF projects are listed below. Please use **ONLY** these codes.

100 Series Salaries	610 Supplies and Books
200 Series Benefits	653 Software
320 Professional (Contracted) Services	730 Equipment
530 Communications Services	860 Staff Registration
540 Advertising/Printing	880 Student Assistnace
580 Staff Travel	

If you have any questions about this report, please contact Lou Ann Hargrave at (405) 743-5128.



OKLAHOMA DEPARTMENT OF HUMAN SERVICES

Temporary Assistance for Needy Families (TANF)



TANF Work/Personal Responsibility Agreement

Name #####	Case number #####
---------------	----------------------

This document is considered an agreement between the participant and the Oklahoma Department of Human Services (OKDHS) that contains terms and conditions governing the participant's receipt of cash assistance under the TANF Program.

After discussion with your worker:

- Do you understand that it is mandatory to appropriately participate in the TANF Work activities? Yes No
- If you have a child in the home under the age of four months, are you volunteering to participate in TANF Work activities? Yes No

Your responsibilities are to:

1. help complete Form 08TW002E (TW-2);
2. keep all appointments as scheduled;
3. participate in assigned work activities **100%** of the time, unless excused for a good-cause reason;
4. notify your worker, instructor, or training supervisor ahead of time of the reason for your absence on the days you miss;
5. complete Form 08TW013E (TW-13), Time and Progress Report, indicating the number of hours each day of the month you have attended your assigned work activity(s);
6. make sure that Form 08TW013E, pages 1 and 2, are received by your worker no later than the 20th of the current month and pages 3 and 4 are received by your worker no later than the 5th of the next month;
7. participate in assessments to determine your level of job readiness;
8. seek, accept, report, and keep a job;
9. understand failure to attend and complete the assigned work activity(s) or accept a job offer may result in the closure of your cash assistance benefit; and
10. turn in all child support payments and cooperate in establishing support unless good cause is requested.

OKDHS agrees to:

1. help you develop a plan to get a job by reviewing your work experience, training, skills, education, and child care needs;
2. help you look for a job;
3. help you find and pay for child care when you participate in the assigned work activities outlined in Form 08TW002E;
4. help you enter training programs to improve your skills;
5. provide a participant allowance when you are eligible;
6. provide a work activity payment up to \$40.00 when you are eligible;
7. provide flexible funds for specified items when you are eligible;
8. provide other work support services;
9. make appropriate referrals to other agencies for necessary services;
10. provide an opportunity for an alternative referral if referred to a faith-based organization; and
11. conduct a fair hearing when needed to resolve complaints.

I understand my rights and responsibilities and agree to cooperate and participate in the appropriate work program activities.	
Participant signature	##### Date
Worker signature	# Date

Section 1. Work history:

[1] Last employer #####	Start date #####	End date #####
Job classification #####	Wages #####	Reason for leaving #####
Job duties: #####		

[2] Next-to-last employer #####	Start date #####	End date #####
Job classification #####	Wages #####	Reason for leaving #####
Job duties: #####		

Section 2. Education/training history:

Check all activities you are participating in:

- General Educational Development (GED) College
 Reading skills class Vocational training
 High school Other

You have received training in:
 #####

The highest grade you completed in school is:

- 8th or lower 9th 10th 11th 12th GED

College level: _____ Number of hours: _____ Degree: _____

Section 3. What you want in a job:

What was the best job you ever had and why?
 #####

If you had only a year or less to prepare for a job, what would the job be?
 #####

Could you support your family with this job? Yes No

Is this type of work available in your area? Yes No

What skills do you have to help you get this job?
 #####

Section 4. Child care:

You have the following plan for child care for your child(ren) under age 13:

- Purchased Self-care Volunteer

If this plan does not work, your backup plan is:

#####

Age(s) of child(ren) needing child care:

#####

Do you have a child(ren) with special needs for child care?

#####

Section 5. Transportation:

Do you have the use of reliable transportation? Yes No

If yes, please explain. #####

Do you have current automobile insurance? Yes No

Do you have a valid driver license? Yes No

Will you need assistance with transportation? Yes No

If yes, please describe: #####

Section 6. Family development and support services:

Helping your family help themselves is part of the purpose of OKDHS. If you have more children while you are working on your plan for self-sufficiency, you may not be able to meet your goals. Family planning/birth control services are available and include information, counseling services, and medical referrals.

Do you need information on family planning? Yes No

Do you or any member of your family have any problems or circumstances that would prevent you from participating in TANF Work? Yes No If yes, explain:

#####

A felony conviction may prevent you from working in some jobs. Do you have a felony conviction? Yes No

If yes, for what and date of conviction?

#####

Have you ever been a victim of domestic violence? Yes No

Do you or a household member have a substance abuse problem that would interfere with seeking employment? Yes No

STATE OF OKLAHOMA
DEPARTMENT OF HUMAN SERVICES

INTERAGENCY REFERRAL AND INFORMATION

FROM DHS:

TO: _____

Date: _____
 Reply To: _____
 County/Office: _____

I. IDENTIFYING INFORMATION:

Individual referred		Date of birth	Social Security no.
Address	City	State	Zip
U.S. citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	No. in household	Case no.	Case name, if different from above

II. THE ABOVE-NAMED INDIVIDUAL IS BEING REFERRED FOR: (Check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Education/skills assessment | <input type="checkbox"/> Skills training | <input type="checkbox"/> Youth services |
| <input type="checkbox"/> Job placement services/OJT | <input type="checkbox"/> Literacy/ABE/GED classes | |
| <input type="checkbox"/> Job readiness activities | <input type="checkbox"/> Employment retention services | |
| <input type="checkbox"/> Welfare-to-Work eligibility determination | <input type="checkbox"/> Behavioral health evaluation | |
| <input type="checkbox"/> Other _____ | | |

III. THE INDIVIDUAL IS A: Check all that apply.

- TANF applicant Diversion Assistance (DA) applicant
- TANF recipient Benefit amount: \$ _____ Certification date: _____
- DA recipient. Eligibility period from: _____ to _____
- Long-term AFDC/TANF recipient. Total months: _____
- Non-custodial parent of a minor child eligible for or receiving TANF, food stamps, Medicaid, or Supplemental Security Income (SSI).
 Case no. of minor child: _____
 Date of minor's last receipt of TANF: _____ Total months of TANF: _____
- Current foster care recipient under age 18 or former foster care recipient under age 25.
- Custodial parent not receiving TANF with income below 100% of poverty with a minor child receiving:
 Food stamps SSI Medicaid
- Food stamp recipient. Benefit amount: \$ _____ Certification date: _____
- Food stamp recipient/E&T Program.
Benefit amount: \$ _____ Certification date: _____

With the exception of TANF and DA applicants, DA recipients, non-custodial parents, and former foster care recipients, this certifies that the above-named individual has received assistance as indicated from the certification date through the month of signature.

Individual referred Date

Telephone: () _____

Referring DHS staff member Date

Telephone: _____

PLEASE USE REVERSE SIDE FOR RESPONSE



OKLAHOMA DEPARTMENT OF HUMAN SERVICES

Time and Progress Report



Facility name #####		Date #####
Participant's name #####		Case number #####
Scheduled hours per week #####	Performance month #####	Activity #####

Part I: Attendance. ALL actual hours of participation must be recorded. Participant makes appropriate daily entries, which document actual hours in attendance. Do not include lunch hours and travel time. For persons in Job Search, travel between job interviews and job applications are part of the activity and can be counted. Participant initials daily entries in appropriate block(s).

Codes: A = Absent; H = Holiday; W = Weekend/regular day off

Date	Time in	Time out	Time in	Time out	Time in	Time out	Total hours	Participant initials
1	#####	#####	#####	#####	#####	#####	#####	#####
2	#####	#####	#####	#####	#####	#####	#####	#####
3	#####	#####	#####	#####	#####	#####	#####	#####
4	#####	#####	#####	#####	#####	#####	#####	#####
5	#####	#####	#####	#####	#####	#####	#####	#####
6	#####	#####	#####	#####	#####	#####	#####	#####
7	#####	#####	#####	#####	#####	#####	#####	#####
8	#####	#####	#####	#####	#####	#####	#####	#####
9	#####	#####	#####	#####	#####	#####	#####	#####
10	#####	#####	#####	#####	#####	#####	#####	#####
11	#####	#####	#####	#####	#####	#####	#####	#####
12	#####	#####	#####	#####	#####	#####	#####	#####
13	#####	#####	#####	#####	#####	#####	#####	#####
14	#####	#####	#####	#####	#####	#####	#####	#####
15	#####	#####	#####	#####	#####	#####	#####	#####

Participant signs, dates, and lists his or her phone number.

I certify the record of my hours is true and correct.

Signature of participant Phone number Date

Note: Submit pages 1 and 2 to the local human services center no later than the 20th of the current month. Participant allowances **will not be paid in excess of \$10.00 per day.**

Part II. Progress report. Completed by facility supervisor, instructor, or OKDHS worker.

Facility supervisor, instructor, or OKDHS worker checks the appropriate column to describe the participant's performance.

	Excellent	Satisfactory	Needs counseling
Attendance	##	##	##
Punctuality	##	##	##
Work attitude	##	##	##
Quality of work	##	##	##
Progress	##	##	##
Willingness to learn	##	##	##
Follows instructions	##	##	##
Shows initiative	##	##	##
Accepts correction	##	##	##
Relationship with others	##	##	##
Personal appearance	##	##	##

Part III. Facility signature. The appropriate individual signs and dates the form to indicate approval of the total report.

 Signature Title Phone number Date

OKDHS use only			
Payment approval. Completed by the OKDHS worker and his or her supervisor. For participants in two or more activities, a separate form is completed for each activity.			
	#####		#####
Worker	Date	Supervisor	Date

Facility name #####		Date #####
Participant's name #####		Case number #####
Scheduled hours per week #####	Performance month #####	Activity #####

Part IV: Attendance. All actual hours of participation must be recorded. Participant makes appropriate daily entries, which document actual hours in attendance. Do not include lunch hours and travel time. For persons in Job Search, travel between job interviews and job applications is part of the activity and can be counted. Participant initials daily entries in appropriate block(s).

Codes: AE = Absent; H = Holiday; W = Weekend/regular day off

Date	Time in	Time out	Time in	Time out	Time in	Time out	Total hours	Participant initials
16	#####	#####	#####	#####	#####	#####	#####	#####
17	#####	#####	#####	#####	#####	#####	#####	#####
18	#####	#####	#####	#####	#####	#####	#####	#####
19	#####	#####	#####	#####	#####	#####	#####	#####
20	#####	#####	#####	#####	#####	#####	#####	#####
21	#####	#####	#####	#####	#####	#####	#####	#####
22	#####	#####	#####	#####	#####	#####	#####	#####
23	#####	#####	#####	#####	#####	#####	#####	#####
24	#####	#####	#####	#####	#####	#####	#####	#####
25	#####	#####	#####	#####	#####	#####	#####	#####
26	#####	#####	#####	#####	#####	#####	#####	#####
27	#####	#####	#####	#####	#####	#####	#####	#####
28	#####	#####	#####	#####	#####	#####	#####	#####
29	#####	#####	#####	#####	#####	#####	#####	#####
30	#####	#####	#####	#####	#####	#####	#####	#####
31	#####	#####	#####	#####	#####	#####	#####	#####

Participant signs, dates, and lists his or her phone number.

I certify the record of my hours is true and correct.

Signature of participant Phone number Date

Note: Submit pages 3 and 4 to the local human services center no later than the fifth of the next month. Participant allowances **will not be paid in excess of \$10.00 per day.**

