

Work Prep (TANF) Program

Work Prep (TANF) Program Flow Chart



Individual, Sequential, or Combination Enrollment

Vocational Educational Training
Not to exceed 12 months (core activity—minimum of 20 hours per week)

Organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations requiring training other than a baccalaureate or advanced degree. Vocational educational training must be supervised on an ongoing basis no less frequently than daily and may include work-focused general education and language instruction. Students in technology center programs will need to do a minimum of 20 hours of vocational training or a combination of vocational training with another core activity.

- Full-Time
- Short-Term
- Niche Market
- Work-Based Learning
 - Clinical Experiences
 - Work-Site Learning

Job Search and Job Readiness Assistance
Time limited to 6 weeks per year where no more than 4 weeks may be consecutive (core activity—minimum of 20 hours per week)

The act of seeking or obtaining employment, preparation to seek or obtain employment, including life skills training, and short-term substance abuse treatment, mental health treatment, or rehabilitation activities for those who are otherwise employable. Such treatment or therapy must be determined to be necessary and certified by a qualified medical or mental health professional. Job search and job readiness assistance activities must be supervised by the TANF agency or other responsible party on an ongoing basis no less frequently than daily.

Note: Substance abuse and mental health treatment or rehabilitation activities for those who are otherwise employable are counted under this definition but will not be a service we deliver.

- Life Skills
 - Managing Child Care and Transportation
 - Balancing Home and Work
 - Conflict Resolution Techniques
 - Budgeting
 - Interpersonal Relationships Techniques
 - Self-Esteem Building
 - Communication Skills
- Job Search Skills
 - Resume Writing
 - Job Applications
 - Interview Skills
 - Work Ethics
 - Job Search Techniques
 - Career Skills

Work Experience
Limitation of 90 days (core activity—minimum of 20 hours per week)

A work activity, performed in return for welfare, that provides an individual with an opportunity to acquire the general skills, training, knowledge, and work habits necessary to obtain employment. The purpose of work experience is to improve the employability of those who cannot find unsubsidized employment. This activity must be supervised by an employer, work-site sponsor, or other responsible party on an ongoing basis no less frequently than daily.

Note: This might be combined with vocational training to reach the core activity minimum of 20 hours per week.

Community Services Programs
Time limited to be used for technology center breaks (core activity—minimum of 20 hours per week)

Structured programs in which TANF recipients perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. Community service programs must be limited to projects that serve a useful community purpose in fields such as health, social service, environmental protection, education, urban and rural redevelopment, welfare, recreation, public facilities, public safety, and child care. Community service programs are designed to improve the employability of recipients not otherwise able to obtain employment and must be supervised on an ongoing basis no less frequently than daily. A state agency shall take into account, to the extent possible, the prior training, experience, and skills of a recipient in making appropriate community service assignments.

Note: This might be combined with vocational training to reach the core activity minimum of 20 hours per week or as a "stand-alone activity" during technology center breaks.

Education Directly Related to Employment
Not time limited (non-core activity—cannot count without 20 hours per week of core activities)

Education related to a specific occupation, job, or job offer. Education directly related to employment must be supervised on an ongoing basis no less frequently than daily.

- Knowledge and Skill for Specific Occupation or Work Setting
- Adult Basic Education
- General Educational Development (GED) or High School Equivalency Diploma

Job Skills Training Directly Related to Employment
Not time limited (non-core activity—cannot count without 20 hours per week of core activities)

Training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. Job skills training directly related to employment must be supervised on an ongoing basis no less frequently than daily.

- KeyTrain
- Training for Industry Program (TIP)
- Individualized Training
- Communication Skills
- Teamwork
- Remediation

Employment and 6 months of Follow up Assistance