

Job Readiness and Job Search Program Guidelines



FY2007

**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

After the program was funded for FY 2007 the OKDHS County Partners requested that the program provide job search training in addition to job readiness. Metro Technology Center agreed to the modification. However, the following budget information was based on the process of continued funding just completed for FY 2006 and does not include job search language.

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 20, 2006

January 19, 2007

April 20, 2007

July 20, 2007

One-time Supplemental

August 14, 2007

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, payroll records, and time and effort reports.

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

- Costs for facilities used for the program may be allocated to the program based on a fair market value. The number of square feet and cost per square foot should be specified in the budget narrative.
- 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 80 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, life skills, 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. Personnel who work less than 100 percent in the TANF program will need to keep time and effort records to document salary expenditures. All other personnel working 100 percent of the time will need to complete time sheets.

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.)
2. TW-3-Interagency Information and Referral Form (Responses to OKDHS are made on TW-3. 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.) 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.)

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 PROGRAMS
FY2007

FISCAL AGENT:

Name of School _____

I. PURPOSE:

This application is a request for continuation of the job readiness program to the Oklahoma Department of Career and Technology Education (hereinafter "ODCTE"). The purpose of the job readiness program is to set forth a process designed to provide job readiness 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. LIFE SKILLS

Describe time frames and content of life skill component (balancing home and work, career planning, etc.) including documentation of measures of competencies:

VI. EMPLOYMENT SKILLS

Describe time frames and content of employment skill component (creating a resume; completing a job applications; 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 OKDHS (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:

June 19, 2006

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 2007. 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 2007 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 June 28, 2006, 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.

**TEMPORARY ASSISTANCE FOR
NEEDY FAMILIES (TANF)**

Oklahoma Department of Career and
Technology Education Request for
Reimbursement

Reports are due October 20, January 19,
April 20, and July 20

District or Consortium Name	Metro Technology Centers
Mailing Address & Zip Code	201 NE 48th, OKC, OK 73105
LEA Contact Person / Phone	Babara Loundermilk 405./424- 8324
Finance Contact Person / Phone	Bob Parrish 405.605.4404
School FAX Number	405.605.3349

FUNCTION	JOB READINESS TRAINING SERVICES	JOB READINESS TRAINING SERVICES EXPENDITU RES	JOB READINESS TRAINING SERVICES BALANCE
OBJECT	2199		
100 Salaries			
200 Benefits			
320 Professional Services			
530 Communications Services			
540 Advertising/Printing			
580 Travel			
610 Supplies & Books			
653 Software			
730 Equipment			
860 Staff Registration			
880 Student Assistance			
TOTAL DIRECT COST			
Total Claim			0.00

Name of Superintendent and/or Designee _____

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

**JOB READINESS
FY2007**

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

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

Attach a Federal Report printout to this Reimbursement Request form when requesting reimbursement.

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

Oklahoma Department of Career and Technology Education Request for Reimbursement
 Reports are due October 20, January 19, April 20, and July 20

Submit reports to:
 ODC TE
 louhargrave@okcareertech.org

District or Consortium Name

Mailing Address & Zip Code

LEA Contact Person / Phone

Finance Contact Person / Phone

School FAX Number

Federal

6. E-Mail Address LEA Contact
 E-Mail Address LEA Finance Contact

7. Allocation

8. Claim Date

9. Period Covered - FY 2007

10. Claim Type

From:

Partial

OBJECT	FUNCTION	JOB READINESS SERVICES 2199	JOB READINESS SERVICES EXPENDITURES	JOB READINESS TRAINING SERVICES BALANCE
100 Salaries		39,000.00		39,000.00
200 Benefits		10,000.00		10,000.00
320 Professional Services		6,000.00		6,000.00
530 Communications Services		500.00		500.00
540 Advertising/Printing		500.00		500.00
580 Travel		2,000.00		2,000.00
610 Supplies & Books		10,000.00		10,000.00
653 Software		4,000.00		4,000.00
730 Equipment		2,000.00		2,000.00
860 Staff Registration		1,000.00		1,000.00
880 Student Assistance				0.00
TOTAL DIRECT COST		75,000.00	0.00	75,000.00
				Total Claim 0.00

Name of Superintendent and/or Designee _____ Date: _____

TANF Work/Personal Responsibility Agreement

Purpose of Form

Form 08TW002E (TW-2) provides assurance that the individual in a Temporary Assistance for Needy Families (TANF) Work activity understands his or her responsibilities, rights, and benefits within the scope of the program and establishes a participation agreement between the individual and Oklahoma Department of Human Services (OKDHS). This form is provided to the applicant at the time of application or to the recipient at redetermination of eligibility, if necessary. Any changes made are initialed by the individual and the worker.

This form is used for all mandatory and voluntary TANF participants.

Instructions

On the first page the individual's responsibilities are listed, as well as what OKDHS agrees to provide to assist the individual to move toward self-sufficiency and self-support. Consequences from the individual's refusal to participate are also given. The form is signed and dated by both the individual and the worker.

Section 1. Work history: The individual completes this section with his or her most current employment history including any self-employment.

Section 2. Education/training history: The individual indicates any education or training he or she is currently participating in, any education or training he or she has received in the past, and his or her educational level.

Section 3. What you want in a job: The individual completes this section to reinforce the idea of permanent employment. Questions regarding what was the best job he or she had and why, what job he or she would like, what would it take to be prepared for this job, and would it support his or her family are asked to assist the individual to determine if the work goal is achievable, if the job can be found in the community, and if the individual has the training or education to meet this work goal.

Section 4. Child care: The individual is asked to make plans for child care arrangements and to provide information to allow OKDHS to assess the need and availability of child care.

Section 5. Transportation: The individual is asked to assess his or her transportation options and provide OKDHS with information to assess the need for transportation.

Section 6. Family development and support services: The individual is asked to complete this section to provide OKDHS with information to identify possible family problems and provide for referrals for any requested social services.

Section 7. Participation agreement/employability plan: This section is completed for each assigned work activity. Each assigned work activity is signed and dated by the participant and the worker. Additional copies of Section 7 (page 5) can be added to the Personal Responsibility Agreement when necessary. Any changes made on the assigned work activity are initialed by the participant and the worker.

Routing

The original is filed in the case record and a copy is given to the participant. Any pages on which changes are made are copied and given to the participant.

STATE OF OKLAHOMA
DEPARTMENT OF HUMAN SERVICES
INTERAGENCY REFERRAL 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)

- Education/skills assessment
- Job placement services/OJT
- Job readiness activities
- Welfare-to-Work eligibility determination
- Other _____
- Skills training
- Literacy/ABE/GED classes
- Employment retention services
- Behavioral health evaluation
- Youth services

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

- TANF 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

Purpose of Form

This form is used to refer and provide information about participants of the TANF Work Program, Diversion Assistance, non-custodial parent(s), current or former foster care recipients, custodial parents whose income is 100% of the poverty guidelines, and recipients of the Food Stamp or the Food Stamp E&T Program. It is used by DHS and other agencies, organizations, facilities and providers of education, training, and employment services.

Instructions for Preparation of Form

Form 08TW003E is prepared in triplicate.

TO: Enter the name and address of the organization to which the individual is being referred.

DATE: Enter the current date.

REPLY TO: Enter the name of the DHS staff member making the referral.

COUNTY/OFFICE: Enter the name of the county and office location.

I. IDENTIFYING INFORMATION:

Enter the name of the individual being referred.

Enter the date of birth and the Social Security number of the individual being referred.

Enter the mailing address.

Enter the case number and the case name if different than the individual who is being referred.

II. THE ABOVE-NAMED INDIVIDUAL IS BEING REFERRED FOR: Check all services for which the individual is being referred. If other is checked, please explain.

III. THE INDIVIDUAL IS A: Check all items which apply and enter the appropriate information.

SIGNATURES. The individual referred and the DHS staff member sign and date the form.

PAGE 2

FROM: Self-explanatory.

TO: Enter the name and address of the DHS office to which the referral is being sent.

DATE: Enter the current date.

APPLICANT: Enter the name of the individual being referred.

SOCIAL SECURITY No.: Enter the Social Security number of the individual being referred.

IV. THE INDIVIDUAL IDENTIFIED: Check the items which describe the actions taken regarding the referral and enter the appropriate information.

Comments: Additional information is entered as appropriate.

Signature: The individual who conducted the interview signs and dates the form.

Routing of Form

The original referral is mailed to the agency where the individual is being referred. A copy is given to the individual. A second copy is filed in the case record and is deleted upon receipt of the response.

The referral agency returns the response upon the completion of service provision, i.e., when the individual has been placed in an active component or a job; when testing has been completed and no further action is being taken; when the individual refused to cooperate; or when services have been terminated.

NOTE: Page 2 may be initiated by any Education, Training, or Employment agency by completing the information at the top of the page and Section IV when DHS clients apply without referral from DHS.

Facility name		Date
Participant's name		Case number
Scheduled hours per week	Performance period through	Activity

Part I: Attendance. ALL actual hours of participation must be recorded.

Date	Hours	Time in	Time out	Participant initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

Participant makes appropriate daily entries, which document actual hours in attendance. Lunch hours and travel time are not included. 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). Participant signs, dates, and lists his or her phone number.

Note: Submit this form 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.**

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

Signature of participant

Phone number _____
Date

- Codes:
AE - Absent/excused
 AU - Absent/unexcused
 H - Holiday
 S - Sick
 W - Weekend/regular day off

