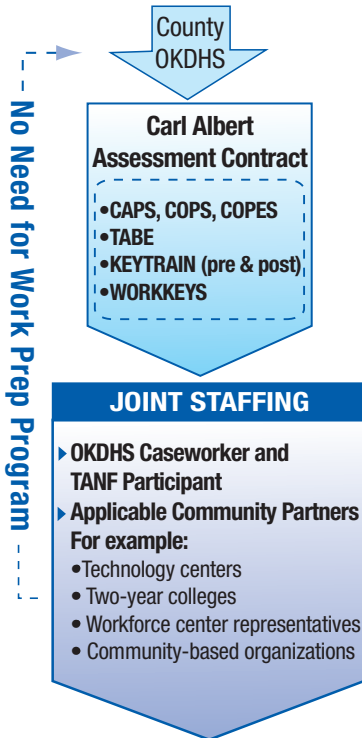


Work Prep Program

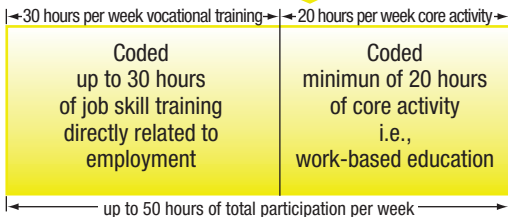
Work Prep Program Flow Chart



No Need for Work Prep Program

Individual, Sequential, or Combination Enrollment

Employment and Six Months of Follow-Up Assistance



Vocational Educational Training

Not to exceed 12 months unless plan follows Vocational Extension Guidelines (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 unless needy state status allows 12 weeks. 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.

- Job Search Skills
- Resume Writing
- Job Applications
- Interview Skills
- Work Ethics
- Job Search Techniques
- CareerSkills

Private and Public Sector Work Experience

Not time limited (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.

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.

- College Courses
- KeyTrain *
- Training for Industry Program (TIP)
- Individualized Training
- 2nd Year of Vocational Training
- Communication Skills
- Teamwork
- Remediation

Life Skills

(not an approved work activity)

TANF students learn the work ethic necessary to retain employment and balance work with home responsibilities.

- Managing Child Care and Transportation
- Balancing Home and Work
- Conflict Resolution Techniques
- Budgeting
- Interpersonal Relationships Techniques
- Self-Esteem Building
- Communication Skills

Note: Must be offered above 30 hours required or embedded in the vocational education curriculum.

* Prep for Career Readiness Certificate