4.2.19 Strategies for Success Step-by-Step Guide: Participants enrolled in job search

1. Partners will:
   a. Ask the WFPS/WFSSS to enter the indicator code of **SW** with 0 hours and an end date that reflects the last date of the scheduled workshop.

2. WFPS/WFSSS will:
   a. Create the SW indicator code per partner request.
      i. Start date is the date the partner requests the component
      ii. Code 0 hours
      iii. End date: last date of the participant's scheduled workshop/s
   b. Document the case actions in eJAS notes, ie, scheduled workshops.

Note: The contracted JS provider will track and monitor these Strategies for Success participants through their existing Job Search component.

3. The Strategies for Success instructor will provide:
   a. Supervision: Required daily supervision.
   b. Documentation:
      i. Document attendance records every week and maintain them in the provider's participant files.
      ii. Provide this information in a State-approved format, such as individual timesheets signed by the participant and faculty member, supervisor, or other appropriate individual or document in electronic tracking systems, as appropriate.
   c. Reporting:

      i. Include Strategies for Success on the participant's Plan of Activities through their current job search reporting.
      ii. Use eJAS, to report participation to the WFPS/WFSSS on a weekly basis.
      iii. Immediately notify the WFPS/WFSSS if the participant isn't maintaining satisfactory progress, or fails to participate as required (See section 3.9.2.8 Monitoring Participation for monitoring and reporting).
   d. Verification:

      i. Provide information, documentation, and records as requested to support State Work Verification efforts.