8.3 Community Jobs

Created on:
Feb 18 2015
Revised ~~July 1, 2016~~<u>March XX, 2017</u>

Legal References:

- *RCW 74.08A.320*
- *WAC 388-310-1300*
- *WAC 388-450-0050*

The Community Jobs section includes:

The Department of Commerce contracts with local community-based organizations to provide and manage the Community Jobs and Career Jump Programs for WorkFirst participants. The provisions in WFHB 1.2.<u>2</u>~~3~~ to add additional hours don't apply to the Community Jobs or Career Jump Program.

8.3.1 What is Community Jobs?

Community Jobs (CJ) is a WorkFirst (WF) activity ~~that~~ provid<u>ing</u>~~es~~ participants with paid, temporary subsidized employment. ~~.~~ CJ gives participants the opportunity to gain experience in an employment setting while increasing their income, skills and self-confidence. CJ also provides participants with opportunities to build references, develop networking connections, and demonstrate their work skills directly through employment by performing jobs within their chosen field. The worksite opportunities are nonprofit, tribal, and government agencies. Commerce ~~will~~ recognize<u>s</u> local ordinances that mandate a higher minimum wage.

Full-time CJ is a paid work experience of up to six months, ~~which~~ combin<u>ing</u>~~es~~ 20 hours per week in a temporary subsidized job (considered employment) with 20 additional hours per week of a combination of stacked activities and issue resolution (considered preparing for work)<u>.</u> ~~.~~ Commerce contracted staff provide case management to ~~assist~~ <u>help</u> participants to ~~either~~ resolve barriers or learn to self-manage barriers that might

affect the ability to obtain and keep employment. A participant may participate for an additional three months with the Department of Commerce's (Commerce) documented approval.

Part-time CJ is available to single parents with a child under the age of six. Part-time CJ is paid work experience of up to six months, which combines 20 hours per week in a temporary subsidized job (considered employment) with 3 hours per week of life skills (LS), coded barrier removal (such as mental or physical health, chemical dependency, and family violence), or a combination of LS and barrier removal. A participant may participate for an additional three months with the Commerce documented approval. The following stacked activities may be used **only** if the participant would not benefit from life skills:

- ~~Basic education (JTBE)~~
- High school equivalency ~~(GE)~~
  - o Use the GE component for participants 20 years of age or older
  - o Use the HS component for participants 19 years of age or younger
- High school completion ~~(HS)~~
  - o Use the BE component for participants 20 years of age or older
  - o Use the HS component for participants 19 years of age or younger
- Basic Education and Skills enhancement (JT)
- English as a Second Language (ES)

Note: The stacked activity cannot be Job Search (JS) in the first three months of enrollment.

A Community Jobs enrollment:

- Creates a bridge to unsubsidized employment
- Allows the individual to gain marketable skills while providing support to address barriers
- Increases a participant's income and gives them access to the Earned Income Tax Credit
- Makes training available and addresses skill attainment
- Helps individuals come to terms with their child support obligations
- Provides intensive support, mentoring and engagement
- Pays the state or local minimum wage, whichever is higher

8.3.7 How do Commerce contractors calculate homework hours when they are the contractor of record for education-stacked activities (JT, GED, HS, BE, ES)?

Commerce Contractors will use the Education & Training Homework Requirements Worksheet to determine and report actual hours including homework. The Commerce Contractor will:

- Obtain a completed Education & Training Homework Requirements Worksheet from the education provider for each class a participant is attending
- Verify the participant's weekly homework expectation
- Notify the WFPS/WFSSS to create the education component for the total scheduled class hours for the IRP. The IRP will include language requiring the participant to complete all assignments such as homework
- Collect classroom attendance logs to report actual hours of classroom participation
- Use the homework requirements from the Education & Training Homework Requirements Worksheet to add additional weekly homework hours to the actual hours reporting
  - o Homework hours may not exceed the number of scheduled class hours
  - o Partial weeks within a month must be prorated

- o Homework hours can be claimed if a student was absent from the class as long as they remain enrolled that entire month. If a student drops out and is referred back during the month only one hour of homework time for each hour they **actually** attended class can be documented as participation
- Keep a copy of the completed Education & Training Homework Requirements Worksheet in the participant's file with their attendance records

8.3.18 Community Jobs - Step-by-step guide

1. The WFPS/WFSSS will:
    1. Refer the participant to the Contractor using the **CJ** component code and CJ IRP template.
    2. Enter the CJ component code for 20 hours for 6 months. (Note: For part-time CJ referrals, select the part-time CJ IRP template to require 23 hours instead of 40 hours.)
    3. Advise the participant ~~that~~ they:
        1. Must meet with the Contractor within five business days.
        2. Need to bring valid employment identification to the meeting with the Contractor. (The most common types of employment ID include driver's license or state identification card and social security or U.S. Permanent Resident Card.)
    4. Authorize support services for engagement with the CJ program.
    5. Refer participant to Working Connections Child Care (WCCC) authorizing workers to apply for child care subsidy as needed.
2. Upon receipt of the **CJ** referral, the Contractor will:
    1. Review the participant's eJAS file for program eligibility.
    2. Attempt to contact the participant to arrange the First Contact meeting.
    3. Accept the referral and complete the First Contact note with the specific details of the meeting, if First Contact is made within 5 business days.
        1. Reject the referral on the 6th business day if First Contact is not made within 5 business days, unless the meeting has been rescheduled 2-3 days after the 5th business day.
3. During the First Contact meeting for **full-time CJ**, the Contractor will:
    1. Develop an initial IDP with the participant outlining their specific program activities including any pre-placement activities.
    2. Develop a host worksite for the participant.
    3. Identify and arrange for up to 10 hours per week of participation activities to resolve barriers or in employment related activities. These activities are not coded components in eJAS.
    4. Develop action plans to address barriers.
    5. Develop stacked activities up to 18 hours per week.

Note: The combination of barrier removal and stacked activities must meet 18 hours per week but not exceed 20 hours per week.

6. Notify the WFPS/WFSSS of all stacked activities via e-message so the WFPS/WFSSS can create the appropriate component codes to support the activity.

Note: Job Search (coded to ESD) shouldn't be coded as a co-enrollment activity while enrolled in the CJ program unless the participant is job ready and would benefit from job search with ESD. Please refer to section 8.3.12 - Stacking CJ with Part Time Job Search.

4. During the First Contact meeting for **part-time CJ**, the Contractor will:
    1. Develop an initial IDP with the participant outlining their specific program activities including any pre-placement activities.

2. Develop a host worksite for the participant
3. Develop stacked activities for 3 hours per week. Stacked activities may include:
   - Life Skills (LS)
   - Basic education (JT)
   - High school equivalency (GE for participants 20 years of age or older. HS for participants 19 years of age or younger)
   - High school completion (HS for participants 19 years of age or younger. BE for participants 20 years of age or older)
   - Skills enhancement (JT)
   - Job Search **(Only after three months of the stacked activities and the participant can no longer benefit from those stacked activities. See 8.3.1 for more information about stacking activities with part-time CJ.)**
   - English as a Second Language (ES)
4. Notify the WFPS/WFSSS of the stacked activities via e-message so the WFPS/WFSSS can create the appropriate component codes to support the activity.
5. During the First Contact meeting for **Career Jump**, the Contractor will:
   1. Develop an initial IDP with the participant outlining their specific program activities including any pre-placement activities.
   2. Develop a host worksite for the participant.
   3. Identify and arrange for up to 18 hours per week of stacked activities and notify the WFPS of all stacked activities via e-message so s/he can create the appropriate component codes to support the activity.
6. Once participation begins at the worksite, the Contractor will:
   1. Enter the date the participant started at the worksite in the Actual Start Date column of the Contractor Caseload Screen.
   2. Create an Employment Screen in eJAS with the worksite information, and
   3. Update the participant's IDP to reflect the worksite information and requirements.
7. Once the Contractor enters the **Actual Start Date**, the WFPS will:
   1. Fix the discrepancy between the **Scheduled Start Date** and **Actual Start Date** on the Component/Contractor/IRP Update Screen by changing the **Scheduled Start Date** to match the **Actual Start Date** and the **End Date** to be 6 months from the **Actual Start Date**. This will ensure the component will remain open for the correct timeframe.
   2. Document in eJAS whether the client is receiving state or local minimum wage and notify others as needed.
   3. Enter CJ wage information into eJAS and ACES. See EA-Z Manual for CJ income budgeting information.
   4. Refers participant, if appropriate, to the local Division of Child Support office to discuss a possible modification of his/her support order.
8. Upon notification of the stacked activity, the WFPS/WFSSS will create the appropriate component with the provider's contractor code and number of hours per week. Creating the additional component will generate an IRP for that activity.
9. For the duration of the Community Jobs program, the Contractor will:
   1. Update the IDP monthly, regarding all activities and progress.
   2. Enter monthly status reports in eJAS between the 1ˢᵗ and 10ᵗʰ of the following month on the previous month's activities.
      - Participation reporting will include attendance documentation in the eJAS actual hours reporting screens.
      - Progression reporting will be entered in the IDP that will include information from the worksite supervisor monthly evaluations of the participant's progress at the worksite. (Note: Skills progression reporting is entered every two months.)
   3. Maintain attendance records for all activities.
   4. Ensure the IDP details full-time participation (40 hours a week) for full-time CJ or Career Jump and part-time participation (23 hours a week) for part-time CJ.

5. Provide support services related to the participants work activity and document in eJAS.
6. Send an immediate notification in eJAS to the WFPS upon 2 excused or 2 unexcused absences in a calendar month. Please refer to section 8.4.4.4- Reporting.
7. Enter case notes into eJAS. Document issues related to the work activity. Contractors will attempt to resolve worksite issues with the participant. Contractors will involve the WFPS/WFSSS immediately when issues arise that the Contractor is unable to resolve or the issue isn't related to work but is affecting the participant's ability to participate.

10. Two weeks prior to the completion of a participant's CJ Program (or anytime the participant leaves the CJ Program), the Contractor will:
    1. Initiate the final review of the CJ enrollment with the participant and the WFPS, recommending next steps to move them into unsubsidized employment.
    2. Close or update the CJ worksite Employment Screen as applicable.
    3. Enter the date and select the "reason" code on the Contractor Caseload Screen and~~to~~ electronically refer them back to DSHS.
    4. If they have obtained unsubsidized employment, the Contractor will create a new Employment Screen with the new information; or update the current worksite with unsubsidized employment information.
    5. Complete the Exit Section and close the IDP.
    6. Send an e-message to the WFPS/WFSSS notifying them ~~that~~ the participant is no longer enrolled in the program.
11. Upon completion of the CJ Program, the WFPS will:
    1. Close the CJ component and the contractor code by entering the actual end dates in the Actual End field in the Component/Contractor/IRP Update screen.
    2. Update the CJ wage information (when CJ ends) in eJAS and ACES.
    3. Initiate the final review of the CJ enrollment with the participant and the WFPS/WFSSS, recommending the next steps to move the participant to appropriate Career Scope services if the participant hasn't obtained unsubsidized employment.
    4. Refer the participant to ESD for Career Scope services using the RI referral code if applicable.