

4.1.4 What is the referral process to Career Scope services?

WorkFirst Staff adds ESD Career Scope activities in the participant's IRP, using the **RI** referral code with the number of hours they agreed to participate in Job Search.

Note: The end date of the **RI** referral code is either the day of the appointment with ESD, or ~~seven~~ 10 days, whichever comes first.

Job Search Components are as follows:

- **RI**- Prepare for Job Preparation/Job Search.
- **JS**- Career Scope services which include Job Preparation, Job Search.

Career Scope Services- On-the-Job training code:

- **OT**- Subsidized employment in which the employer provides training to the participant that leads to full-time employment.

Career Scope Services- ESD Work Experience code:

- **WE**- Placement into an unpaid activity to obtain work skills in a workplace setting. ESD does not have a contractor code.

Career Scope Services- Skills Enhancement Training code:

- **JT**- 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. This can be customized training for a specific employer or general training to prepare for employment.
- **SW**- Indicator code put in by the Case Manager when the participant is attending Strategies for Success while in a JS component.

4.1.11 Career Scope Services Step-by-Step Guide

WorkFirst staff:

- Opens the RI (prepare for job preparation/job search) component to match agreed hours in IRP (typically for 35 hours for full-time participation, 23 hours for part-time participation or 38 hours full-time job search when one parent is doing all the participation for both parents in a two-parent family and no less than 10 hours for part-time participation).
- The end date on the component is the day of the appointment, or the end of the time frame for participants to contact ESD. This date will pre-fill into the IRP template.

Note: An RI component can only be opened for **7-10** days. Career Scope Coaches don't have access to close the RI.

WorkFirst staff:

- Develops an IRP with the participant based on the recommendation from the Comprehensive Evaluation that includes the correct participation hours in Career Scope activities.
- Adds Career Scope services to the IRP, and the participant's requirement to have in place childcare or transportation, if these are necessary.
- Monitors the RI activities to ensure the participant childcare and transportation plans are in place prior to reporting for Career Scope activities.

Note: When a participant is accepted into Career Scope, the Career Scope Coach converts the RI component to Job Search (JS) and adds the required participation hours.

Exceptions:

For Limited English Proficient (LEP) refer to WFHB section [5.2](#) Limited English Proficiency (LEP) Pathway, the worker enters the **JS** code with the contractor code. For Tribal TANF refer to WFHB section [9.3](#) and when the tribe has employment services use the **RT** referral component (valid for 7 days). Monitor and close **RT** component when the participant starts Job Search activities with the tribe.

Expectations for Career Scope Coaches:

- Assesses participants referred to Career Scope activities to ensure they are Work Ready. Provides Career Scope Orientation, when the participant is Work Ready.
- Provides participants with WorkFirst Activity Logs, coaches participants on how to properly complete the logs with required hours of participation, collects the logs weekly, and enters the hours of participation in eJAS.
- Enters Employment Skills Assessment Summary and tracks Asset Inventory dates into the ESD job Search Activities section in eJAS.
- Records and tracks daily-required attendance, refers participants to workshops, hiring events, job openings, and Strategies for Success as appropriate.
- Keeps the Case Manager informed by engaging in CAP meetings to assess the participant's needs/progress.

- Provides support services per the Support Service Directory limitations (as appropriate) and trigger Auto-Pay for job search and employment (when verified).
- Verifies Temporary/Permanent Employment and reports employment to the Case Manager.
- Notes all progress, changes, and circumstances (adhering to confidentiality policies) in eJAS notes.