Department of Health & Social Services
Division of Public Assistance
Food Stamp Program

EMPLOYMENT & TRAINING PROGRAM

# Technical Assistance Guide

**Food Stamp**
**Employment & Training Program**
**Technical Assistance Guide**

# TABLE OF CONTENTS


**CHAPTER 1 - INTRODUCTION ..... 1**

BACKGROUND ..... 1
E&T PROGRAM REQUIREMENTS ..... 1
EMPLOYMENT & TRAINING PROGRAM PARTNERSHIP ..... 2

**CHAPTER 2 - E&T CASE MANAGER ..... 3**

RESPONSIBILITIES ..... 3
PERFORMANCE EXPECTATIONS ..... 4

**CHAPTER 3 - PROGRAM PARTICIPANTS ..... 5**

PARTICIPANT RIGHTS AND RESPONSIBILITIES ..... 5
MANDATORY PARTICIPANT'S RESPONSIBILITIES ..... 5
E&T PROGRAM VOLUNTEERS ..... 6
PRIOR E&T PROGRAM PARTICIPANTS ..... 7

**CHAPTER 4 - PROGRAM EXEMPTIONS ..... 8**

FOOD STAMP PROGRAM WORK REQUIREMENT EXEMPTIONS ..... 8
E&T PROGRAM EXEMPTIONS ..... 9
ABAWDS (ABLE-BODIED ADULT WITHOUT DEPENDENTS) ..... 10
HOMELESS FOOD STAMP PARTICIPANTS ..... 10

**CHAPTER 5 - REFERRALS & WORK REGISTRATION ..... 11**

REFERRAL REVIEW AND EXEMPTION DETERMINATION ..... 11

**CHAPTER 6 - INITIAL ASSESSMENT INTERVIEW ..... 12**

INTERVIEW APPOINTMENT SCHEDULING ..... 12
E&T PROGRAM CALL-IN/APPOINTMENT LETTER ..... 12
INITIAL ASSESSMENT INTERVIEW ..... 13
DETERMINE EXEMPTION STATUS ..... 13
DOCUMENTATION OF ASSESSMENT ..... 14
CHANGE REPORTING REQUIREMENTS ..... 14

**CHAPTER 7 - E&T PARTICIPATION PLAN ..... 15**

PARTICIPATION PLAN REQUIREMENTS ..... 15
E&T PARTICIPATION PLAN DEVELOPMENT ..... 15
EMPLOYER CONTACT RECORD ..... 16
SUPPORTIVE SERVICES ..... 16
COUNTABLE E&T PROGRAM WORK ACTIVITY ASSIGNMENTS ..... 24

**CHAPTER 8 - JOB SEARCH ..... 25**

SELF-INITIATED JOB SEARCH REQUIREMENTS ..... 25
STRUCTURED/GROUP JOB SEARCH ..... 26
RESOURCES FOR THE SELF-INITIATED AND STRUCTURED JOB SEARCH ..... 27

**CHAPTER 9 - EMPLOYMENT COUNSELING ..... 28**

EMPLOYMENT COUNSELING DOCUMENTATION ..... 29

**CHAPTER 10 - ADULT EDUCATION ..... 30**

ADULT EDUCATION DOCUMENTATION ..... 31

**CHAPTER 11 - VOCATIONAL TRAINING ..... 32**

VOCATIONAL TRAINING DOCUMENTATION ..... 33

**CHAPTER 12 - MONITORING ASSIGNMENTS ..... 34**

FOLLOW-UP APPOINTMENTS ..... 34
PARTICIPANT CASE CLOSURE ..... 34

**CHAPTER 13 - ..... 35**

**FAILURE TO COMPLY ..... 35**

NON-COMPLIANCE FOR FAILURE TO RESPOND ..... 35
GOOD CAUSE ..... 35
DISQUALIFICATION ..... 36

**CHAPTER 14 - EIS SCREEN REVIEW ..... 37**

EIS SCREENS ..... 38
CASE RECORD CONTROL AND TRANSFER (CARC) SCREEN ..... 40
E&T PROGRAM STATUS AND WORK ACTIVITY TRACKING (JOMO/JOPH) SCREENS ..... 41

**CHAPTER 15 - DOL DBII SCREENS ..... 43**

DBII SCREENS ..... 43

**CHAPTER 16 - DEFAULT CASELOAD REFERRAL REPORT (DCRR) ..... 44**

**APPENDICES ..... 45**

EXHIBIT A: REMOTE PRINT REQUEST SCREEN (REPR) ..... 46
EXHIBIT B: DEFAULT CASELOAD REFERRAL REPORT (DCRR) AND WORK SERVICES CASELOAD REPORT ..... 48
EXHIBIT C: CASE RECORD CONTROL (CARC) ..... 50
EXHIBIT D: WORK SCREEN ..... 52
EXHIBIT E: JOMO SCREEN ..... 54
EXHIBIT F: JOPH SCREEN ..... 58

# Chapter 1 - Introduction

This publication is a guide for case managers who administer the Food Stamp Employment & Training Program (E&T). This guide provides E&T Program information to assist staff in carrying out the goals and requirements of the program.

## Background

The Food Stamp Program's federal regulations require states to implement an Employment and Training Program (E&T). Included in the rules is a requirement that employable adults participate in the E&T Program as a means of gaining paid employment. Penalties exist for those who refuse or fail to meet the requirement. Some adults are exempt from work requirements. If so, they also are exempt from E&T requirements. Some have mandatory work requirements, but are exempt from E&T participation. Exempt adults desiring help in gaining employment can volunteer to participate.

The goal of the E&T Program is paid employment for food stamp recipients. The Alaska E&T Program offers job seeking and training opportunities, adult education, and other supportive services that will improve the recipient's ability to gain paid employment.

## E&T Program Requirements

Food Stamp Program rules require most adult participants to register for work, accept an offer of employment, and provide sufficient information to allow staff to determine employment status and job availability. For those required to participate in the E&T Program, failure to comply with requirements can result in disqualification from the Food Stamp Program. Quitting a job voluntarily without good cause or reducing work hours to less than 30 hours per week also can result in a Food Stamp Program disqualification.

## Employment & Training Program Partnership

DPA has a long-standing partnership with the Alaska Department of Labor and Workforce Development (DOL). The DOL's Employment Security Division (ESD) provides E&T Program services through a Reimbursable Service Agreement (RSA). DPA relies heavily on the ESD Work Services case management staff in Anchorage, Fairbanks, Juneau, MatSu, and the Kenai Peninsula. ESD case managers have expertise in understanding the labor market, job search activities, and job placements. Adult food stamp recipients who are age 18 to 59 and live in one of the five E&T areas must participate in the E&T Program, unless otherwise exempt.

# Chapter 2 - E&T Case Manager

## Responsibilities

E&T case managers have specific responsibilities in administering the E&T Program. Case managers work directly with the participant to help them gain employment. This includes assessing their situation to determine if they are exempt from participation, their employability, and what it will take to enable employment.

1. Enter and retrieve participant data on EIS and DBII computer systems.

2. Determine if food stamp recipients referred to the E&T Program are exempt from participation.

3. For those required to participate, determine the participant's current employability. For those employable develop the E&T Participation Plan; and assign participants deemed employable to Self-Initiated Job Search. Refer to available paid employment through knowledge of local employment opportunities and through use of Internet sites.

   For those deemed lacking employable skills, screen participants for potential exemption from the E&T Program requirements.

4. Authorize a maximum of $300.00 in supportive service funds per participant when necessary to complete E&T activities.

5. Use the on-line case notes screen (CANO) to briefly record actions taken, decisions reached, and progress made toward employment.

6. Consistently emphasize the need to complete actions listed in the E&T Participation Plan. When participants fail to meet expectations, determine good cause.

7. If food stamp recipients fail to comply with E&T Program requirements, send an alert to the eligibility worker currently assigned to the case.

## Performance Expectations

The number of recipients fluctuates throughout the year. Typically there are more food stamp recipients during the fall and winter months than in the spring and summer months. The number of referrals to the E&T Program will fluctuate accordingly.

Each week the E&T case manager must review and work the Default Caseload Referral Report (DCRR) for their office, taking all necessary and appropriate actions. The number of pending E&T Program referrals on the DCRR must never exceed 20 clients at any time. As local office procedures and workloads permit, eligibility workers may refer E&T participants directly to the E&T case manager to schedule the Initial Assessment Interview on the same day as the food stamp eligibility interview.

The level of E&T Program funding impacts the number of full time and part time E&T case managers, and the number of hours a part time E&T case manager must do E&T case management. The DOL Work Services Program Coordinator works with each supervisor to determine an acceptable E&T Program caseload size and other performance expectations for each E&T case manager. A full time E&T case manager should actively case manage an average monthly caseload of 60-70 clients who are participating in the E&T Program. This is in addition to the processing time for the E&T case manager to review and work the DCRR each week.

►The DCRR description is in Appendix A.

# Chapter 3 - Program Participants

DPA eligibility workers refer Food Stamp Program participants to E&T case managers for an Initial Assessment Interview, E&T Participation Plan, and Work Activity Assignment. During the food stamp intake process, the eligibility worker informs mandatory E&T Program participants of the basic E&T Program and work requirements, rights, responsibilities, and the penalties for failure or refusal to comply. E&T case managers must accept all referrals and process as many as their individual workload allows.

## Participant Rights and Responsibilities

During the Initial Assessment Interview the E&T case manager must review and explain the following E&T Program participation information:

- Required work participation activities;
- Individual rights and responsibilities;
- Penalties for failure to comply; and
- Consequence of adding a new food stamp recipient serving a work requirement disqualification.

## Mandatory Participant's Responsibilities

All adult food stamp recipients who are not exempt from the Food Stamp Program work requirements or the E&T Program requirements must participate in the E&T Program.

Food stamp participants who are required to meet work and E&T requirements have specific responsibilities. Failure or refusal to meet these responsibilities can result in the individual's disqualification from the Food Stamp Program.

Mandatory participants must:

- Comply with all requirements of the E&T Program;
- Report to an employer to whom referred by the E&T Program;
- Attend initial E&T Program assessment and follow up interviews;
- Continue suitable employment obtained through referral from the E&T Program;
- Contact at least 20 prospective employers during an assigned job search period;
- Accept an offer of suitable employment from an employer to whom referred by the E&T Program;
- Provide information to the eligibility worker and/or case manager about employment status or availability for work;
- Participate in 24 hours of countable activities during the 30-day assignment.

## E&T Program Volunteers

Food stamp applicants who are exempt may volunteer to participate in the E&T Program at the time of their interview or anytime while receiving food stamp benefits. The eligibility worker will code the WORK screen E&T VOL (Volunteer) field to "Y" (Yes). The "Y" will appear under the E&T VOL (Volunteer) field on the Default Caseload Referral Report (DCRR). If E&T volunteer participants fail to comply with an assigned E&T work activity, change the status to CL (closed) and the VOL field to "N" (No) on the JOMO screen. Do not impose a disqualification penalty. Only mandatory E&T participants are subject to penalties for non-compliance.

►Mandatory E&T participants take priority over volunteers in times of staff shortages or high referral numbers. If an E&T case manager is currently unable to provide services to a volunteer, the E&T case manager needs to change the status of a volunteer participant. To change the volunteer status, go to the JOMO screen and change STATUS to "CL" (Closed) and the closure reason code "DR" (Deferred). Then change the VOL (Volunteer) code from "Y" (Yes) to "N" (NO). This will automatically change the WORK screen E&T VOL (Volunteer) field code to "N" (No). See Appendix A, Exhibit E and Appendix B.

## Prior E&T Program Participants

Food Stamp Program recipients with E&T participation requirements must complete an assigned E&T Program activity once during a 12-month period. When there is a break in receiving food stamp benefits during the 12-month period, the food stamp recipient must again be referred to the E&T Program and complete another assigned E&T work activity.

Review the Default Caseload Referral Report (DCRR) for E&T participants who have completed the E&T Program requirements within the prior 12-month period. Review the E&T participant's JOPH (Program History). If the E&T participant referral is invalid, access the JOMO screen and change the Status to "CL" (Closed) and Closure Reason to "IR" (Invalid Work Search Referral). The "CL" (Closed) action will remove the individual from the DCRR.

►Reviewing E&T referrals for exemptions and prior E&T Program involvement is not an assessment. Do not code "AS" in JOMO. See Appendix A, Exhibit E.

# Chapter 4 - Program Exemptions

## Food Stamp Program Work Requirement Exemptions

The eligibility worker determines which members of the food stamp household must comply with the Food Stamp Program work requirements and E&T Program requirements at the time of their food stamp eligibility interview. The E&T case manager makes the final E&T Program exemption determination when reviewing the E&T Program referral. Appendix C lists exemption codes used in EIS.

Adult food stamp recipients that are exempt from the Food Stamp Program work requirements also are exempt from participating in the E&T Program. These exemptions include:

- Age limits: Persons under 16 years of age or 60 years of age or older. Persons 16 and 17 years of age who are not the head of household, or who are attending school, or are enrolled in a work training program at least half-time.

- Caretakers: A parent or other household member who is responsible for the physical care of a dependent child under six years old or an incapacitated person.

- Incapacitated: Recipients of SSI and persons who are physically or mentally incapable of engaging in gainful employment. If a claim of permanent or temporary disability is questionable, verification must be provided.

- Drug Addicts and Alcoholics: Drug addicts or alcoholics who regularly participate as residents or nonresidents in a drug or alcohol treatment and rehabilitation program.

- TANF: TANF (Temporary Assistance) recipients who are subject to TANF work activity requirements. Persons who are currently serving a TANF penalty continue to be subject to TANF work requirements and remain exempt from Food Stamp Program work requirements.

- Unemployment Insurance Benefits (UIB): A person receiving UIB who has an active UIB claim, or who verifies that work registration has been completed with the Department of Labor and Workforce Development (DOL) as part of the UIB application process.

- Employment: A person who is employed or self-employed and working at least 30 hours per week or earning weekly income equivalent to the federal minimum hourly

wage multiplied by 30 hours. For those receiving the training wage, this training wage will be used instead of the federal minimum wage. The applicant is responsible for providing verification of this employment.

- Subsistence Hunting/Fishing: Persons eligible to participate in the subsistence hunting and fishing purchase provisions, who are engaged in subsistence hunting and/or fishing an average of at least 30 hours weekly during the certification period.

- Students: Students enrolled at least half time (as defined by the school, program, or institution) in any recognized post-secondary school, post-secondary level training program or institution of higher education.

## E&T Program Exemptions

Adult food stamp recipients who are not exempt from Food Stamp Program work requirements are exempt from participating in the E&T Program if:

- Remote: Persons residing in an area other than the E&T Program areas of Anchorage, Fairbanks, Juneau, the MatSu area, and the Kenai Peninsula. Persons residing in remote areas within an E&T Program area, where there is not a passable road system or when a road trip of more than two hours, excluding time to transport children to and from child care, would be required for a normal work day. If transportation is unavailable, persons residing more than 2 ½ miles from the DPA office.

- Ill or Incapacitated: Persons who are ill or incapacitated, when the illness or injury is serious enough to prevent the person from engaging in employment for at least 60 days. If a claim of permanent or temporary illness or incapacity is questionable, the participant is responsible for providing verification.

- Division of Vocational Rehabilitation (DVR): Persons who are active DVR clients.

- Pregnancy: Women in their second or third trimester of pregnancy.

- Sheltered Workshop Employees: Persons working less than 30 hours per week in a sheltered workshop, or working to their maximum capacity as verified by a physician, licensed psychologist, vocational rehabilitation specialist, or mental health clinician.

- Substantial Barriers: Persons who lack job readiness to successfully complete a job search, or who lack the ability to successfully complete an E&T Program component. Job readiness is defined as the ability to engage in a job search and, if successful, reliably carry out work tasks assigned by the employer. Job readiness requires a

person to generally be punctual, reliable, sober, and clean. Persons whose physical condition does not fit these characteristics have "substantial barriers" to employment.

For additional information see the Alaska Food Stamp Program Manual sections 602-1F(1) Persons Exempt from Work Requirements and 601-1H (1) Persons Exempt from E&T Program Requirements.

## ABAWDs (Able-bodied Adult without Dependents)

ABAWDs can receive food stamp benefits for only 3 months in a 36-month period, unless they work at least 80 hours per month or participate in an approved work program 20 hours or more per week. For information on "Approved Work Programs" refer to Food Stamp Program Manual Section 602-1L.

Due to the limited three-month eligibility period for ABAWDs, it is prudent to provide E&T Program services quickly to this population. To serve ABAWDs over non-ABAWD E&T Program applicants is a local office decision.

## Homeless Food Stamp Participants

Many homeless persons have substantial barriers to employment, and will be exempt from E&T participation. Homeless individuals that are determined to be work ready must participate in the E&T Program.

# Chapter 5 - Referrals & Work Registration

E&T referral and work registration automatically occurs for all mandatory and volunteer participants when the eligibility worker enters the proper coding on the Work Requirement (WORK) screen. The E&T participant referral displays on the hardcopy of the Default Caseload Referral Report (DCRR). E&T case managers must review each referral by looking at possible exemption information found in the EIS and DBII systems before sending a call-in notice to the food stamp recipient.

Printing EIS and DBII screens for the E&T participant's Initial Assessment Interview may be useful if the mainframe's retrieval time is slow. Appendix A lists the EIS screens that may provide helpful information regarding the participant's employability, barriers to employment, and possible exemptions.

**Referral Review and Exemption Determination**

Review the DCRR weekly for new E&T Program referrals. The DCRR displays these referrals with a program type "ET" (Employment & Training) and program status "RG" (Registered). Directly under these codes are "FS" (Food Stamp) Program code and a status code "OP" (Open). This means that the individual was referred to the E&T Program and they have an open food stamp case. If the referral has different program and/or status codes, check with the eligibility worker to see if this is a valid referral. The DCRR is cumulative and referrals remain on the list until removed.

E&T case managers review referrals to determine if individuals meet one of the allowed exemptions. When the E&T case manager discovers that the referred individual meets one of the work requirement exemptions ("WR") or E&T Program exemptions ("ET"), then the referral is in error. To remove the referral from the DCRR, access the JOMO screen and change the Status to "CL" (Closed) and Closure Reason to "IR" (Invalid Work Search Referral). An exemption code must be entered on the WORK screen. In some offices, the E&T case manager changes the exemption code on the WORK screen and notifies the eligibility worker of the change in status. In other offices, the E&T case manager contacts the eligibility worker to make the change on the WORK screen.

# Chapter 6 - Initial Assessment Interview

## Interview Appointment Scheduling

Schedule all mandatory participants with the first available interview appointment.

As local office procedures and workloads permit, eligibility workers may take the E&T participants directly to the E&T case manager for an initial assessment interview the same day as their food stamp eligibility interview.

## E&T Program Call-in/Appointment Letter

Each E&T office has a specially designed E&T Call-in/Appointment Letter used to advise the participants that they are required to attend the Initial Assessment Interview. When sending the E&T Call-in/Appointment Letter to an E&T volunteer, advise the volunteer that there is no penalty for not responding. Refer to EIS Procedure 1998-11 EIS Notices.

► Some E&T case managers schedule appointments, while others may have the E&T participant call and schedule an appointment date.

E&T Call-in/Appointment Letters:

| | |
|---|---|
| E106 | E&T PROGRAM ANCHORAGE |
| E107 | E&T PROGRAM FAIRBANKS |
| E108 | E&T PROGRAM KENAI |
| E109 | E&T PROGRAM MAT-SU |
| E110 | E&T PROGRAM JUNEAU |

## Initial Assessment Interview

The Initial Assessment Interview provides time for the E&T case manager and participant to discuss the E&T participant's knowledge, skills, and abilities to obtain employment and evaluate the barriers that may influence the participant's ability to find suitable employment, such as transportation and housing. Other areas discussed with the E&T participant are:

- Past work history;
- Job readiness skills;
- Community and non-profit resources to help in job search, e.g., Job Center resource room or workshops.

►E&T case managers may schedule E&T participants to come in for their Initial Assessment Interview in a group setting. The group setting can be as an orientation to the E&T Program covering general program information, exemptions, and basic requirements. After the orientation meet with participants individually to develop his or her participation plan and assign their work activity.

## Determine Exemption Status

The E&T Program has limited resources and directs its limited funding toward helping participants find paid employment. The E&T participant's Initial Assessment Interview may reveal that the participant is exempt from E&T participation. If the participant's claim of exemption is questionable, ask the participant for documentation to support the claim. If the participant fails to provide documentation showing he or she meets the exemption, the participant must comply with the assigned work activity. If the claimed exemption is not questionable, the individual is exempt.

To remove a referral for an exempt participant from the case manager's caseload, access the JOMO screen and change the Status to "CL" (Closed) with Closure Reason to "IR" (Invalid Work Search Referral). The WORK screen also needs to be updated. In some offices, the E&T case manager changes the exemption code on the WORK screen and notifies the eligibility worker of the change in status. In other offices, the E&T case manager contacts the eligibility worker and the eligibility worker makes the change on the WORK screen.

## Documentation of Assessment

Assessment of the participant has two parts:

1. Review client's EIS and DOL screens to ensure the participant is mandatory E&T.

2. Conduct the Initial Assessment Interview with the participant. After the E&T case manager has met with the participant and conducted the Initial Assessment Interview, enter "AS" (Assessment) code on the JOMO screen.

## Change Reporting Requirements

Under FS semi-annual reporting policy, only the following information is reported to an ET by a FS E&T worker:

> The information reported is related to non-compliance with a work requirement, either to impose or end a disqualification or sanction. The E&T case manager can advise the ET when a client is exempt from the E&T requirements.

The E&T case manager does not pass information regarding changes in address, household or income status to the eligibility worker assigned to the food stamp case, E&T staff should be advising the client to contact their ET if they want to report this change.

# Chapter 7 - E&T Participation Plan

The E&T Participation Plan (E&T #2) establishes the participant's E&T Program requirements and obligation to find employment by participating in one or more countable work activity assignments. The plan must clearly describe the mutually agreed upon steps required to complete the assigned E&T work activity and the ultimate goal of securing paid employment.

## Participation Plan Requirements

The following items are required elements of the E&T Participation Plan:

1. Participation Requirements

   Work Activity Components: Job Search, Adult Education, Employment Counseling, Vocational Training

   Additional requirements

2. Employment Services needed
3. Supportive Services needed
4. Signatures and dates required from the E&T participant and the case manager

►The Work Activity component is the only required element listed that meets the participation requirements.

## E&T Participation Plan Development

The E&T Participation Plan development starts with the Initial Assessment Interview. To ensure that the E&T participant will have a successful job search, review with the participant available job openings and community services that can provide employment opportunities. When possible, the case manager can help in the removal of barriers through referrals to community resources and partner-agency programs.

►The E&T case manager has the authority to assign and count more than one work activity if it can help the E&T participant find employment.

## Employer Contact Record

The Employer Contact Record, (E&T #3) lists the required job search/employer contacts made by the E&T participant. The Employer Contact Record will have the participant's name, number of required contacts and reporting date. The E&T participant will fill in the name and address and phone number of each employer contacted, including the person contacted, job applied for and contact results. The E&T participant must sign the form and return it to the E&T case manager by the end of the 30 or 60-day job search period or at the final follow up appointment.

## Supportive Services

Supportive Services often make the difference between continued unemployment or the participant's ability to get a job. E&T Program supportive service payments are issued to help E&T participants pay for items that are necessary for the client to obtain a job *or* complete the assigned E&T Program work activity. Examples of an allowable cost include tools, uniforms, a driver's license, or transportation expenses.

The need for the expenditure must be directly related to an approved activity or employment opportunity, and the only way to meet the need. E&T Program participants must be engaged in a countable work activity before supportive service payments are approved. Food stamp recipients who volunteer to participate in the E&T Program are eligible for supportive services.

<u>Limits on expenditures</u>

Supportive service funding is limited initially to $100.00 per participant. As much as possible, other resources should be used to cover work-related expenses.

Additional E&T Program supportive service payments can be approved above the $100 limit if the participant has been offered a job, and the participant needs more supportive services in order to be hired. E&T staff must verify the job offer and needed items and document the proposed use of the additional funds. E&T staff has the authority to issue supportive service payments up to $300 per participant. If more than $300 is needed, the E&T staff will contact the Work Services office in Juneau to get approval before issuing payments in excess of $300.

(*Note*: E&T Program supportive services funds do not cover dependent care costs).

Office managers set local procedures for authorization of supportive services, including special consideration for local resources and partner agencies that may provide services without charge. Based on the availability of funds, the Division may contract with qualified vendors to deliver some supportive services.

E & T staff may provide the following Supportive Services:

| Type | JASP Code(s) |
|---|---|
| Bus Transportation | BT |
| Car Insurance | CI |
| Drivers License | DL |
| Emergency Shelter | ES |
| Gas for Vehicles | GV |
| Grooming | GR |
| Interview Clothing | IC |
| Professional License | PL |
| Relocation | RL |
| Remedial Medical and Dental | RM |
| Special Tools, Clothing & Equipment | ST |
| Start Up | SU |
| Transportation | TR |
| Tuition and Education | TU; BE; PR |
| Vehicle Repair | AR |

For more on each specific type of supportive service, see the sections below.

**Bus Transportation**

(JASP Benefit BT)

Lack of transportation is one of the most common challenges to employment. For those clients who do not have their own vehicle, the bus may be their primary way to get to and from work. Use the Bus Transportation category to pay for public bus transit. Clients most commonly receive either bus tokens for individual rides, or a monthly bus pass.

**Car Insurance**

(JASP Benefit CI)

Supportive services can be used to pay for liability insurance for the primary vehicle needed to transport participants to and from employment. Clients need to demonstrate that they have explored the market to find the most affordable policy. This supportive service payment should always be made to the client with the reason specified on the authorization. Clients must provide a receipt that verifies the purchase. The duration cannot exceed a – three month term.

Note: High-risk liability insurance (SR-22) cannot be purchased under any circumstances.

**Drivers License**

(JASP Benefit DL)

An Alaska driver's license can be an important factor in finding work in the urban areas of the state. It may be a new license or a renewal. If the client lacks a driver's license, and needs one to drive to work, then authorize payment for the actual cost of fees charged by the Alaska Division of Motor Vehicles.

Pay the cost of a chauffeur's license, or other license needed to enter a driving occupation, through the "Professional License" supportive service.

Note: This cannot be used to pay fines associated with a license revoked by court-order (such as fines to be paid in order to get a license after conviction for DWI).

**Emergency Shelter**

(JASP Benefit ES)

It is appropriate to provide Emergency Shelter supportive services when it is essential in order for the client to obtain employment. Use of this type of supportive service will be rare.

## Gas for Vehicles

(JASP Benefit GV)

Since transportation is vital to finding and keeping a job, supportive services may be used to pay for fuel for clients who have their own vehicle.

Staff should sufficient supportive services for clients to purchase enough fuel to complete their work activity requirements or drive to and from work until they receive their first paycheck.

## Grooming

(JASP Benefit GR)

Appearances often make the difference in a successful work search. Grooming supportive services typically include haircuts and style, or beard grooming. Pay for grooming costs only if it is needed to get or accept paid employment.

Appropriate grooming is completely dependent upon the job the client is looking for and the customs of the local labor market. If they are seeking employment with a fish processor, the grooming standard will obviously be different than if they are looking for a job as a front desk receptionist in a law office. Staff may provide grooming supportive services so that the client's grooming "fits" with the job they are looking for (rather than to fit a general standard or preference).

## Interview Clothing

(JASP Benefit IC)

To be successful in work search, clients must wear the appropriate clothes. What is appropriate for an interview depends entirely upon the job the client is applying for and the customs of the local labor market. Use discretion in selecting a clothing vendor so that the client's clothing needs can be met at a reasonable cost.

Authorization of interview clothing must be directly related to an appointment for an interview. Only the clothing essential for success at the interview can be authorized.

This is not a general clothing allowance.

## Professional License

(JASP Benefit PL)

Professional licenses encompass a range of occupations, from plumbers to Certified Nurses Aide. Pay the cost of a professional or commercial license if the client needs one to engage in a specific occupation.

Pay the actual cost of the license as charged by the Alaska Division of Occupational Licensing.

Pay the costs of a chauffeur's license or other license needed to obtain a driving occupation.

## Relocation

(JASP Benefit RL)

Relocation should only be authorized so the client can accept an offer of a job that is located in a different community. Approval by the Work Services Program Coordinator is required prior to the authorization of relocation expenses.

## Remedial Medical and Dental

(JASP Benefit RM)

Remedial medical and dental covers care typically viewed as cosmetic in nature and not covered by Medicaid. Although Medicaid may not find the care essential, this type of care is often essential in gaining paid employment. The three most common services are: eye glasses, dentures, and hearing aids. All three are costly, and should be authorized when other resources are not available and employment prospects are in the near future.

## Special Tools, Clothing & Equipment

(JASP Benefit ST)

Some occupations and trades require special tools, clothing, or equipment. Typical requests are for safety equipment, boots, or gloves. This category can include appropriate clothing for office or other kinds of employment. Pay the cost of special gear that employees working in certain occupations or trades need to train for or enter that occupation. Authorize

purchase of special gear only when needed by the client to enter paid employment or to take part in specialized occupational training.

## Start Up

(JASP Benefit SU)

Startup expenses include low-cost items or services not otherwise listed in this section, such as alarm clocks, criminal history background checks, and fingerprinting costs that a client needs to start or keep employment. Other items which may assist them is participation in work search activities, such as "day-timers" or files for organizing and tracking their job search activities are appropriate uses of start up supportive services.

## Transportation

(JASP Benefit TR)

The most common transportation needs are for help with the costs of public transit and fuel for their own vehicle. The Transportation supportive services category is used for transportation costs other than gasoline or bus tokens or passes.

Transportation services can cover part or all of the costs of local travel by for-hire vehicle when needed by the client to travel to and from work. For-hire vehicles include taxis and private carriers, and cars driven by others who require payment in return for the ride. Use prudent judgment when authorizing use of for-hire vehicles, to assure that the provider's charges remain reasonable.

In some offices, services have been purchased with contracts or grants. E&T Program staff should check with their supervisors regarding this.

## Tuition and Education

(JASP Benefits BE-Basic Education; TU-Vocational Training; PR-Pre-Employment Training)

It is appropriate to use supportive services when training or education will lead directly to employment and is short in duration (less than 24 hours of instruction). Because of the limits on amount of funds that can be used for E&T supportive services and the number of hours spent in required activities, other funding must generally be used to pay for vocational

training. E&T supportive services could be used to pay for a one to three day refresher training or a course required for certification in an occupation.

Tuition payments cover enrollment fees and training costs. Authorize a tuition payment only when other agencies and funding sources cannot cover job training costs. Some other resources include scholarships, WIA funds, STEP funds, BEOG/SEOG grants, and Pell grants.

Use Tuition Payments to meet the following costs:

- Tuition.
- Books and workbooks.
- Lab and activity fees.
- Short-term workshop fees (registration fees).
- Testing fees as charged for specialty licenses.

Note on Self-Initiated Training & Education: "Self-initiated" refers to training or education a client has started outside the E&T Program. A client and their E&T Program specialist may evaluate self-initiated training or education and identify it as an allowable activity if it leads to increased employability or wages quickly and does not interfere with employment. When self-initiated training or education becomes an identified activity on a client's plan, E&T staff may use supportive services to help fund it.

Note: When documenting this supportive service please use the appropriate JASP benefit type code:

• BE-Basic Education for adult basic education (ABE) such as GED tutoring or improving literacy or basic math skills;

• PR-Pre-Employment Training for skills training targeting workplace behavior and life skills

• TU-Vocational Training for all other Training & Education

**Vehicle Repair**

(JASP Benefit AR)

Vehicle repair can help clients to obtain a job they would otherwise be unable to get due to lack of transportation. Authorize reasonable car repairs only when other methods of transportation to and from work or approved activities are unavailable or unreliable.

Pay only for the cost of an automotive mechanic's labor charges and/or the cost of replacement parts necessary to repair a client's personal vehicle. Expect the repairs to return the vehicle to a safe and reliable working condition An auto repair shop must confirm in writing the need for the repairs and their estimated cost, and must conduct the repairs or supervise them.

.

## Countable E&T Program Work Activity Assignments

Most E&T participant assignments are in a single work activity based on the Initial Assessment Interview. Countable activities are:

1. Self-initiated Job Search
2. Structured Job Search
3. Adult Education
4. Employment Counseling
5. Vocational Training

►The primary E&T work activity assignment is the Self-Initiated Job Search.

The E&T case manager assigns one or a combination of work activities to best meet the E&T participant's job readiness skills and employment goal needs. The minimal level of effort of these activities should be comparable to spending approximately 12 hours a month for two months. Typically, participants will be required to complete 24 hours of activity within 30 days, including time spent at the Initial Assessment Interview and follow-up interviews with the E&T case manager. Give a 30-day extension to a participant that does not complete the Self-Initiated Job Search within the first 30 days. E&T case managers may reduce the number of E&T Program participation hours required in relation to the hours of employment by that person during the 30-60 day period.

Participants may work in the Alaska Job Center resource room applying for job openings, developing computer skills, preparing a resume and/or may attend job hunting and skill building workshops that help in their job search. Participants receive credit towards their required E&T job search work activity for time spent in the resource room and attending workshops.

A participant must have 24 hours of activities. Applying for jobs, time spent in the Alaska Job Center resource rooms, attending workshops, making employer contacts, and employment hours count toward the 24 hours of activities. Participation can be a single activity or a combination of activities.

►Appendix E contains a conversion chart to calculate countable hours.

# Chapter 8 - Job Search

Self-Initiated Job Search is the typical first assignment for most E&T participants. Self-Initiated Job Search requires an E&T participant to make a specified number of job contacts (up to 20) with different prospective employers over a period of 30 calendar days. This time period may be extended another 30 days. An E&T participant must complete the Self-Initiated Job Search activity as described in the E&T Participation Plan and must return the signed E&T Employer Contact Record (E&T#3) after completing the employer contacts. See Appendix D: Forms.

►The job search begins on a date agreed upon by the E&T participant and E&T case manager, typically the day following the E&T Program Initial Assessment Interview.

### Self-Initiated Job Search Requirements

The following are requirements for a Self-Initiated Job Search assignment:

1. Contact up to 20 different prospective employers during a 30-day period. If the participant fails to meet this requirement within 30 calendar days, then extend for another 30 days.

2. Use the Employer Contact Record to track each employer contact. The participant must include on the form the job title they are applying for, employer's name, address and telephone number. E&T participants are not required to conduct in-person job contacts.

3. Attend the follow-up appointment. The participant will return their signed Employer Contact Record at the follow-up appointment.

Each employer contact is considered the equivalent of one hour of job search activity.

- Clients applying for specific job openings while working in the Alaska Job Center resource room receive credit for one employer contact for each job opening for which they apply.
- Attending employer presentations on employment opportunities will count as job contacts. Attending employer presentations is an option and not a requirement of the E&T Program.
- Attend union calls. Individuals who typically obtain work in a principle occupation through a trade union may claim one job contact per week for attendance at union calls, if they can verify that they are seeking work and are eligible for dispatch by the local chapter having jurisdiction over the geographical area.

## Structured/Group Job Search

The Structured/Group Job Search activity increases job readiness skills. This activity provides additional services to help the E&T Program participant find and keep employment. Participants may work in the Alaska Job Center resource room developing computer skills, preparing a resume and/or attend job readiness workshops to help them prepare resumes, develop employment goals and learn how to conduct a successful job search. The number of hours spent on this activity will vary depending on the participant's individual needs.

During the Initial Assessment Interview, the E&T case manager may identify a candidate for the Structured/Group Job Search activity if the participant has:

- Received food stamps during the prior 12 months;
- Previous E&T participation in Self-Initiated Job Search without finding work;
- Been identified as lacking interviewing skills and/or self-esteem;
- History of not retaining employment; or
- No recent work history.

Structured/Group Job Search is combined with the self-initiated job search. Actual time spent in workshops varies between 3 hours (one-half day) to 21 hours (three full days). Time spent in Alaska Job Center resource rooms and attending job readiness workshops is

counted on an hour for hour basis. E&T participants receive one hour credit for each employer contact.

## Resources for the Self-Initiated and Structured Job Search

### Alaska Job Center Resource Room

Encourage the E&T participant to use the Alaska Job Center resource room to conduct their job search via the Internet, using Workplace Alaska and other job-posting Internet sites. Alaska Job Center resource rooms have access to the Internet, other job readiness programs, and offer on-site assistance. To document time spent in the resource room on the JOMO screen, enter the work activity code "J1" (Self-Initiated Job Search) for time spent applying for job openings and "J3" (Structured Job Search) for time spent working on resumes or other job readiness activities.

### Alaska Employment Service

The Alaska Employment Service lists their job openings on the Internet through Alaska's Job Bank and America's Job Bank. The description of most job openings includes referral instructions, giving job seekers the ability to self-refer. To access Alaska's Job Bank and America's Job Bank and other job opening links, go to the Alaska Job Center Network website: www.jobs.state.ak.us.

### Job Search Documentation

To record hours spent on the Self-Initiated Job Search, enter the work activity code "J1" (Self-Initiated Job Search) on the JOMO screen. In most cases, this will be 24 hours in a 30 or 60-day period.

To record hours spent on the Structured/Group Job Search, enter the work activity code "J3" (Structured Job Search) on the JOMO screen.

►If the client obtains employment at 30 or more hours a week prior to completing the job search, this is considered a successful completion of the E&T Program requirement. Code JOMO "WK" (work) to reflect completion due to employment. See Appendix A, Exhibit E.

# Chapter 9 - Employment Counseling

Employment counselors can assist participants with setting an employment goal consistent with their individual abilities, interests, and local employment opportunities. They also can provide employment testing and evaluate results before a vocational training activity begins. Employment counseling improves employability by connecting the E&T participant's skills or trade training with existing employment opportunities.

Refer E&T participants assigned to employment counseling to an on site employment counselor. Under the employment counselor's direction, E&T participants may complete interest and aptitude tests that help establish employment goals. The E&T case manager continues to monitor the participant's activities, efforts, and progress during this assignment.

►DPA's formal contractual relationship with the Department of Labor and Workforce Development excludes employment counselor services, so E&T participants receive the same services as the general public.

E&T participants referred to employment counseling must complete 24 hours of activity within 30 calendar days, which includes time spent at the Initial Assessment Interview and follow-up interviews with the E&T case manager. The E&T participant can meet their E&T Program requirements through a combination of:

Time with an employment counselor

Self-initiated and/or structured job search

Adult education

Preparation for entry into vocational training

If necessary, assign the E&T participant to a short job search activity while working with the employment counselor. Adjust the number of hours assigned to the job search, depending on the E&T participant's individual abilities. See Appendix E.

## Employment Counseling Documentation

To record hours spent on employment counseling activities, enter the work activity code "VC" (Vocational/Employment Counseling) on the JOMO screen.

►If the client obtains employment at 30 or more hours a week prior to completing the employment counseling, this is considered a successful completion of the E&T Program requirement. Code JOMO "WK" (work) to reflect completion due to employment.

# Chapter 10 - Adult Education

Adult Education improves basic employability skills. This component includes assignments to Adult Basic Education (ABE) and General Educational Development (GED) test preparation classes, literacy improvement workshops, and English as a Second Language (ESL) tutoring.

The Initial Assessment Interview may identify an E&T participant as a candidate for an adult education activity if the participant has:

- No high school diploma or equivalent;
- Literacy level below 8th grade; or
- Limited English speaking ability.

E&T participants referred to adult education must complete 24 hours of activity within 30 calendar days which includes time spent at the Initial Assessment Interview and follow-up interviews with the E&T case manager. The E&T participant can meet their E&T Program requirements through a combination of time in:

- Adult education;
- Employment counseling;
- Self-initiated and/or structured job search;
- Preparation for entry into vocational training.

After completing the assigned activity, the E&T participants may continue to pursue adult education goals. E&T case managers have the authority to approve subsequent adult education placements. Participants referred to adult education classes may be placed on a waiting list and may be required to pay fees.

►Local ABE/GED providers determine their own supply and testing fees. Check with your local provider to see if they will waive ABE fees for your E&T participant.

## Adult Education Documentation

To record hours spent on Adult Education activities, enter the work activity code “E6” (GED), “E7” (Literacy Improvement), or “E3” (English as a Second Language) on the JOMO screen.

►If the client obtains employment at 30 or more hours a week prior to completing adult education this is considered a successful completion of the E&T Program requirement. Code JOMO “WK” (work) to reflect completion due to employment.

# Chapter 11 - Vocational Training

The Vocational Training activity assignment is available to provide marketable skills related to the E&T participant's employment goals. Participants with outdated job skills or with skills no longer in demand may benefit from training designed to bring their qualifications in line with those required by local employers. An E&T case manager may refer E&T participants directly to the Division of Vocational Rehabilitation or Job Training and Work Readiness staff for assistance.

►DPA's formal contractual relationship with the Department of Labor and Workforce Development excludes vocational training services. E&T referrals receive the same preferences and services as the general public.

The Initial Assessment Interview may identify an E&T participant as a candidate for a vocational training assignment when:

- They are displaced from their usual occupation; or
- Their work experience does not fit the local labor market.

E&T participants referred to Vocational Training must complete 24 hours of activity within 30 calendar days which includes time spent at the Initial Assessment Interview and follow-up interviews with the E&T case manager. The E&T participant may meet their E&T Program requirements through a combination of time in:

Preparation for vocational training

Employment counseling,

Self-initiated and/or structured job search

Adult education

## Vocational Training Documentation

If a local service provider accepts an E&T participant referral, record the hours spent on the Vocational Training activity code "V1" (Vocational Education/Training) on the JOMO screen.

►If the client obtains employment at 30 or more hours a week prior to completing the vocational training, this is considered a successful completion of the E&T Program requirement and meeting requirements. Code JOMO "WK" (work) to reflect completion due to employment. See Appendix A, Exhibit E.

# Chapter 12 - Monitoring Assignments

E&T participants must appear for scheduled appointments. Depending on staff workloads, participants report E&T work activities to the E&T case manager at least once a week. During these interviews, the case manager reviews the participant's progress in the job search, provides suitable job referrals, and helps the E&T participant conduct an effective job search.

### Follow-up Appointments

All E&T participants must appear for a final follow-up appointment near or at the end of the first 30 days. For those in Job Search, participants submit their completed and signed Employer Contact Record. Extend the assignment 30 days when an E&T participant fails to complete the required number of hours within the initial 30-day period.

### Participant Case Closure

When the E&T participant completes the assigned E&T work activity, access the JOMO screen and change the STATUS field to "CL" (Closed) and the REASON field to "MR" (Met Requirement). If closure is due to employment, change the REASON field to "WK" (Work).

# Chapter 13 - Failure to Comply

An E&T participant who fails to appear for the scheduled Initial Assessment Interview and fails to contact the E&T case manager with a "good cause" explanation is non-compliant. An E&T participant who fails to complete the assigned work activity per the E&T Program Participation Plan is also non-compliant, unless good cause is shown.

## Non-Compliance for Failure to Respond

When the mandatory E&T participant fails to respond to the E&T Call-in/Appointment letter:

1. On the JOMO screen, the E&T case manager enters "SU" (Suspended) in the STATUS field, and enters "EA" (Failed to Participate in Employment Assessment) in the PENALTY REASON field. The "EA" code generates an electronic alert to the eligibility worker.
2. Document action taken on the CANO.
3. The eligibility worker sends the Member Disqualified – Work Requirements EIS notice informing the food stamp household of the food stamp disqualification.

## Good Cause

If the E&T participant responds to the disqualification notice before the effective date of the penalty, the eligibility worker or E&T case manager will determine if good cause exists. See the Food Stamp Program Manual 602-1M Good Cause Provisions.

If good cause exists, the eligibility worker removes the penalty and reinstates the E&T participant's food stamp benefits. The E&T case manager schedules another Initial Assessment Interview within two weeks.

1. The eligibility worker codes the E&T participation as "IN" for the food stamp case and re-registers the individual on the WORK screen. The individual will show as "RG" registered status on the JOMO screen.

2. The E&T participant's name appears on the E&T Default Caseload Referral Report (DCRR) as a new referral. The E&T case manager must attempt to contact the participant to schedule an Initial Assessment Interview.

3. At the end of the disqualification period, the eligibility worker must refer the participant to the E&T Program. Once referred, the E&T case manager sends a call-in notice to the participant.

If the participant fails to establish good cause, the penalty remains and no further action is necessary.

## Disqualification

If the E&T participant fails to respond to the disqualification notice before the effective date of the penalty, the penalty must be imposed. Follow these procedures. The E&T case manager, after reviewing the E&T Caseload Report for those clients in "SU" (Suspended) status, changes the E&T participant's JOMO STATUS to "CL" (Closed), CLOSURE REASON "NC" (Non-compliance).

►For additional information, see EIS Procedures 1998-4 and Food Stamp Program Manual 602-1K. Appendix A contains more information on JOMO.

# Chapter 14 - EIS Screen Review

The Eligibility Information System (EIS) provides automated support for DPA programs, including the E&T Program. A mainframe-based computer system, EIS uses on-line and batch processes to interact with a central database. DPA and ESD staff across Alaska input and update most EIS data on-line.

For the E&T Program, case managers track participant activities, obtain status reports, and authorize supportive services on EIS. EIS produces statistical information on E&T participants.

Interfaces enable exchanges with various state and federal agencies. The batch process authorizes public assistance benefits, performs mass database updates, produces notices, and provides extensive financial and management reporting.

Reviewing client information on EIS screens can assist an E&T case manager in determining the participant's employment situation, possible barriers, and exemptions.

## EIS Screens

Below are EIS screens that provide client information to determine if a referral is valid and to obtain needed information.

| EIS SCREENS |
|---|
| **CANO** (CASE NOTES) |
| **CAP1 & CAP2** (CASE PROFILE) |
| **CARC** (CASE RECORD CONTROL) |
| **CLPM** (CLIENT PROFILE) |
| **EAIN** (EARNED INCOME) |
| **FSBH** (FOOD STAMP BENEFIT HISTORY) |
| **JOMO** (JOBS MONITORING/WORK ACTIVITY TRACKING) |
| **JOPH** (JOBS PROGRAM HISTORY) |
| **NOHS** (NOTICE HISTORY) |
| **NORE** (NOTICE REQUEST) |
| **VEHI** (VEHICLE) |
| **WORK** (WORK REQUIREMENTS) |
| **WOSA** (WORK SANCTION) |

The following is a list of the screens commonly used during E&T case management.

| EIS SCREEN | DESCRIPTION |
|---|---|
| **Case Notes (CANO)** | The CANO screen is used to record contacts with the client and provides a synopsis of eligibility documentation and work activities. A note on this screen may provide information that the E&T participant is exempt from participation in the E&T Program. (Refer to EIS Procedures 1999-11 Case Notes.) |
| **Case Profile (CAP1 and CAP2)** | The CAP1 and CAP2 screens display client address, phone number, and eligibility status information. |
| **Case Record Control (CARC)** | The CARC screen displays the name of the client, case number, office, unit, and the assigned eligibility worker and case manager. Eligibility worker and case manager caseload assignments are changed on the CARC screen. |
| **Client Profile (CLPM)** | The CLPM screen displays client data such as SSN, DOB, and current and prior status of eligibility programs. (Refer to EIS Procedure 1999-8) |
| **Earned Income (EAIN)** | The EAIN screen displays earned income, indicating whether a household member is currently employed. |
| **Food Stamp Benefit History (FSBH)** | The FSBH screen displays a listing of authorized food stamp benefits. |
| **Food Stamp Issuance History (FSIH)** | The FSIH screen displays a listing of issued food stamp benefits. |
| **Jobs Monitoring (JOMO)** | Use the JOMO screen to enter or change E&T Program status and work activity codes. Clients automatically display a Register “RG” status on this screen when the eligibility worker passes through the WORK screen. |

| | |
|---|---|
| **Jobs Program History (JOPH)** | The JOPH screen displays a history of prior E&T program involvements and work activities. |
| **Notice History (NOHS)** | The NOHS screen lists the EIS automated notices sent to the client. (Refer to EIS Procedure 1998-11.) |
| **Notice Request (NORE)** | Use the NORE screen to enter notice numbers to send electronic notices to a client. (Refer to EIS Procedure 1998-11 EIS Notices.) |
| **Vehicle (VEHI)** | The VEHI screen lists the household's vehicles. Review this screen to determine whether the participant has a vehicle for transportation for job search. |
| **Work Requirements (WORK)** | The WORK screen provides information on the participant's work requirements and exemptions. Proper coding on this screen fulfills the E&T Program requirement for a participant to be registered for work. |
| **Work Sanction (WOSA)** | The WOSA screen shows Food Stamp Program and Temporary Assistance Program disqualification reasons and penalty periods. |

## Case Record Control and Transfer (CARC) Screen

The EIS CARC screen identifies the office number, unit number, and eligibility worker assigned to a case. It also identifies the case manager that is assigned to each participant.

After completing a review of E&T participant referrals on the DEFAULT CASELOAD REFERRAL REPORT (DCRR) and the E&T case manager determines the participant is not exempt, access the CARC screen and transfer the appropriate E&T participants to the E&T case manager's individual caseload. Enter the new unit field and caseload numbers in the appropriate field and hit <ENTER>. The new E&T case manager's name displays after pressing <ENTER>.

►Both the eligibility worker and case manager display on the CARC screen. Only change the E&T case manager. It is imperative to transfer the participant's case to the E&T case manager from the default CARC before assigning any E&T Program work activities.

## E&T Program Status and Work Activity Tracking (JOMO/JOPH) Screens

The JOMO and JOPH screens accept data to track E&T Program status and work activities. Access these screens through the EIS Work Requirement (WORK) screen. Use these screens to monitor E&T participants' work activities and the status of their involvement in the E&T Program.

Use the Jobs Monitoring (JOMO) screen to record and track the work activities performed by the E&T Program participant during the calendar month. Use the JOMO to make changes to the E&T Program involvement and work activities. When an E&T participant fails or refuses to comply with E&T Program requirements, an automated alert can be sent from this screen to the eligibility worker assigned to the food stamp case.

The Jobs Program History (JOPH) screen displays a participant's program history for each phase of a current or previous involvement. Use the JOPH to look up past involvements in the E&T Program. A Food Stamp Program recipient who is required to participate in the E&T Program must complete an assigned E&T work activity once during a 12-month period. When there is a break in food stamp participation during the 12-month period, the food stamp recipient must again be referred to the E&T Program and complete another assigned E&T work activity.

## JOMO Data Entry

The E&T case manager makes changes on the JOMO screen to open or close a participant's involvement in the E&T Program and to enter work activities. To open or close a participant's involvement, enter "OP" (Open) or "CL" (Closed) in the STATUS field Closure Reason code, in the REASON field.

To enter work activity hours, go to the JOMO; press PF4 to add a WORK ACTIVITY code. Enter the correct code, START DATE and ACTUAL HOURS. To make changes to a work activity, press PF5 and type in the changes. To delete an activity press PF6, enter an X under the DEL field next to the work activity and press <ENTER>.

If activity hours are split between two months, enter the actual hours for each month. To move from the current month to the next, change the month/year field from the current month to the next (MMYY). This is called "Initializing".

►Entering hours in the SCHEDULED HOURS field on the JOMO screen is optional. This can be used as a case management tool to show how much time the E&T participant is expected to spend on an activity and is used to compare with the actual hours of participation. See Appendix A, Exhibit E.

**Open E&T Program Involvement**

Open the E&T Program involvement by accessing the JOMO screen. Change the E&T participant referral STATUS field from "RG" (Registered) to "OP" (Open). Send the appropriate E&T Call-in or Appointment Letter from the Notice Request (NORE) screen. Do not code "AS" on JOMO. See EIS Procedures 1998-11 EIS Notices.

Use the JOMO screen to record and track the work activities performed by the participant during a calendar month. Use the JOMO to make changes to the status of the participant's E&T Program involvement, and send failure to comply alerts to the eligibility worker assigned to the participant's food stamp case.

►See Appendix A, Exhibit E.

# Chapter 15 - DOL DBII Screens

Registering clients in the DOL DBII computer system is not mandatory. It can be useful to register a participant to conduct a job match by comparing a client's registration with open job orders listed in the DBII system. The Electronic Processing Manual (EPM) within the DBII system has instructions on how to register participants or conduct a job match. See EPM, Volume 3: Client Intake and Volume 6: Job orders and referrals.

Information displayed on the DOL DBII system reports Unemployment Insurance and wage information for individuals who have worked or are working in Alaska. Use the participant's Social Security Number to retrieve information. For more information on DBII screens go to the DOL DBII Electronic Policy Manual (EPM) Volume 47.

**DBII Screens**

| DOL DBII SCREENS |
|---|
| **BB01** (PSEUDO MONETARY) |
| **BB10** (UI BENEFIT YEAR) |
| **BB52** (UI WEEK ENTITLEMENT) |

| DBII SCREEN | DESCRIPTION |
|---|---|
| **BB01** | The BB01 screen reports wages and shows unemployment insurance eligibility. |
| **BB10** | The BB10 screen displays dates of unemployment insurance claims. |
| **BB52** | The BB52 screen reports if the client filed for Unemployment Insurance Benefits. |

# Chapter 16 - Default Caseload Referral Report (DCRR)

The E&T case manager reviews each referral and determines if it is a valid referral before transferring the participant's case to his or her own caseload. When an eligibility worker determines that a food stamp recipient must participate in the E&T Program, they enter a date (MMDDYY) in the FS WR field on the Work Activities (WORK) screen. This automatically refers the participant to the E&T Program and assigns the participant to a default unit and case manager. The Default Caseload Referral Report (DCRR) is a hard copy report that reflects all assignments to the default unit and case manager. Case managers must print the report to review it.

►See Appendix A, Exhibit B.

# APPENDICES

# Appendix A: EIS Screens

## Exhibit A: Remote Print Request Screen (REPR)

Sample:

```
EIS REPR                    REMOTE PRINT REQUEST                    052600 17:55



FULL SERVICE OFFICE: 077 MAT-SU



PLEASE PRINT THE FOLLOWING FOR   OFFICE:      256          AT PRINTER: H915

                                 UNIT:         7

                                 CASELOAD:    72



E. T. CASELOAD REPORT

CASES NOTIFIED FOR LATE MMRS REPORT __ _______

JAS CASELOAD REPORT - -WEEKLY        __ __X____

JAS CASELOAD REPORT- - MONTHLY       _ ________

                                                                  NEXT→
```

| FIELD NAME | DESCRIPTION |
|---|---|
| **OFFICE** | Use this field to enter the office number for the request. |
| **AT PRINTER** | Use this field to enter the printer identification number where the report will print. |
| **UNIT NUMBER** | Use this field to enter the unit number for the request. |
| **CASELOAD NUMBER** | Use this field to enter the caseload number for the request. |
| **CASES NOTIFIED FOR LATE MMRS REPORT** | For use by the eligibility worker. |
| **JAS CASELOAD REPORT -- WEEKLY** | Mark an X for a weekly JAS Caseload Report. |
| **JAS CASELOAD REPORT -- MONTHLY** | Mark an X for a monthly JAS Caseload Report. |
| **NEXT** | Entry of another screen's acronym in the NEXT field will prompt EIS to display the screen requested. |

## Exhibit B: Default Caseload Referral Report (DCRR) and Work Services Caseload Report

Sample:

```
REPORT JCR01  256131                    WORK SERVICES CASELOAD REPORT                    06/05/00

                                  FOR THE WEEK MAY 26,2000 TO JUNE 02, 2000              PAGE:  40

                                          CASELOAD DETAILS


OFFICE      : 256  AWP WASILLA  OFFICE

UNIT        :   7

CASELOAD:  72   CASE MANAGER: CLERK: C.O.


                         WORK SERVICES INVOLVEMENT----------------------—WORK ACTIVITY ----

                      CLIENT ID# E&T  PROGRAM  CLOSE PRTY  JAS          CURR            --HOURS--  START AUTO  CUM

PARTICIPANT NAME / SSN  EIS CASE   VOL  TYPE STAT  RSN    POOL START   2P MONTH  TYPE  SCHD ACTL  DATE  THRU  WKS.D-

------------------------------------  ------------   -----   ------- -------   -----    -------  ----------   --   ---------   -------   ------- -------  ---------- --------  ----------

ADAMS, MICHAEL C     0600214618  N     ET   RG                 06/02/00     05/00    - CASE NOT INITIALIZED TO 06/00

                538441199      05114660    FS   OP


BUTAN, SEYRAN        0600473747  Y     ET   RG                 05/28/00     05/00       --NO WEEKLY ACTIVITIES FOUND

               574294456      05355068    FS   OP
```

| FIELD NAME | DESCRIPTION |
|---|---|
| **OFFICE** | Displays the office number and name to which the case is assigned. |
| **UNIT** | Displays the unit number to which the case is assigned. |
| **CASELOAD** | Displays the case manager number and name assigned to the participants listed on this report. |
| **PARTICIPANT NAME** | Individual name of the person referred to the E&T Program. |

| | |
|---|---|
| **SSN** | Displays the participant's social security number. |
| **CLIENT ID #** | Displays the ten-digit client identification number assigned to the individual participant. |
| **CASE NUMBER** | Displays the eight-digit case identification number assigned to the case. |
| **E&T VOL** | Indicates whether the participant volunteered to participate. "Y" means yes; "N" means no. |
| **PROGRAM TYPE** | The top two letters indicate what work activity program the participant is assigned to "ET" (E&T Program) or "JB" (Temporary Assistance, Work Services). The two bottom letters indicate eligibility program(s) - "FS" (Food Stamps) or "TA" (Temporary Assistance). |
| **PROGRAM STAT** | Displays the status of the program - "RG" registered for services, "OP" open, "CL" closed, "SU" suspended, "DJ" disqualified. |
| **CLOSE RSN** | Indicates the reason the program was closed - "WK" work, "IR" invalid referral. |
| **JAS START** | Displays the date the participant was registered for services to participate in the E&T Program or TA work activities. |
| **2P** | Indicates if they are in a two-parent family. "Y" means yes; and "N" means no. |
| **CURRENT MONTH** | Displays the most recent month a participant had been registered and/or work activities had been entered. |
| **TYPE** | Indicates the type of activity the individual is in. For example, "J1" job search, "AS" assessment. |
| **HOURS SCHD** | Displays the hours an individual is anticipated or required to complete. This is an optional field. |
| **HOURS ACTL** | Displays the actual hours the individual completed. |
| **START DATE** | Indicates the date the activity begins. |
| **AUTO THRU** | Use this feature when you know the individual will be doing the same number of hours in future months. You may use auto thru for up to six months. This is not typically used for E&T Program participants. |
| **CUM WKS** | Displays the number of weeks the individual has been in the activity. |

►E&T participant cases should not be assigned to the E&T case manager's caseload when the food stamp case is not in open "OP" status.

## Exhibit C: Case Record Control (CARC)

Sample:

**EIS CARC** **CASE RECORD CONTROL** **041700**
**13:05**

KATHY K

**CASE NAME:** ADAMS, MICHAEL C **CASE NUMBER:** 05114660

**FULL SERVICE OFFICE:** 077 **UNIT:** 2 **CASELOAD:** 73

**FILE LOCATION:** **DATE:**

**LIMITED SERVICE OFFICE: FEE AGENT:**

**REPORT TO IVR?** Y **FILE:**

**CLIENT NAME:** **OFC U CS LOC PGM** CASE MANAGER

**ADAMS, MICHAEL C** 256 1 31 ET KOWLOW, KATHY

**NEXT→**

| FIELD NAME | DESCRIPTION |
|---|---|
| **NAME** | The name listed on the top right displays the name of the eligibility worker to which the case is assigned. |
| **CASE NAME** | Displays the surname and given name of the primary person on the food stamp or Temporary Assistance case. |
| **CASE NUMBER** | Displays the eight-digit case identification number assigned to the participant. |
| **FULL SERVICE OFFICE** | Displays the office to which the case is assigned. |
| **UNIT** | Displays unit number to which the case is assigned. |

| | |
|---|---|
| **CASELOAD** | Displays the eligibility worker's caseload number assigned to the food stamp or Temporary Assistance case. |
| **FILE LOCATION** | Displays the location of the file if it is in the process of being transferred. |
| **REPORT TO IVR?** | Integrated Voice Response – A "Y" in the field allows client access to his or her case when using the IVR system. |
| **CLIENT NAME** | Displays surname and given name of the participant. |
| **OFFICE/UNIT/CASELOAD/LOC** | Displays office, unit, and caseload number to which the participant is assigned. |
| **PGM** | Displays "ET": (Employment and Training) or "JB": (Temporary Assistance). |
| **CASE MANAGER** | Displays the name of the case manager to which the case is assigned. |
| **NEXT** | Entry of another screen's acronym in the NEXT field will prompt EIS to display the screen requested. |

## Exhibit D: WORK Screen

Sample:

```
EIS WORK                                WORK ACTIVITIES                                  121500 15:12


CASE NAME: HYPOTH, MOM                                                   CASE NUMBER 0002521 MTH: 0800

                        FS  WR          EX          REVIEW          BA EX   EDU  LIT  ATD    FSSP     W2

  NAME          REL  EX/DATE    PGM  RC   VR     PEND    VOL   MONTHS  LVL  LVL  SCH    REVIEW   WK

01 HYPOTH, MOM  PI              WA:             040101    N             12

                        E       ET:          AG 040101    N

02 FRANK, F     NR              WA:                       N             12

                        051000  ET:          AG  040101   N

03 HYPOTH, A    CH              WA:  CH      AG  100101   N             10

                        L       ET:          HC  100101   N


JOMO:           WOSA:           JPMN:           JOPH:           MORE CLIENTS:           NEXT→
```

| FIELD NAME | DESCRIPTION |
|---|---|
| **CASE NAME** | Displays the surname and given name of the primary person on the food stamp or Temporary Assistance case. |
| **CASE NUMBER** | Displays the eight-digit case identification number assigned to the participant. |
| **MONTH** | Displays the current calendar month for benefits. |
| **FS WR EX/DATE** | Displays the exemption code for the food stamp E&T Program. |
| **PROGRAM** | Column heading only. Displays the program to which the participant is exempt. ET means Employment and Training Program. (WA means Temporary Assistance work activities.) |
| **EX RC** | Displays exemption reason code. |

| | |
|---|---|
| **VR** | Indicates the type of verification used to confirm the exemption reason. |
| **REVIEW PEND** | Displays the due date of the next review. |
| **VOL** | Indicates whether the participant volunteered to participate. "Y" means yes; "N" means no. |
| **BA EX MONTH** | Displays number of baby exempt months used. |
| **EDU LVL** | Displays highest grade level completed. |
| **LIT LVL** | Displays literacy level. |
| **ATD SCH** | Displays attending school. "Y" means yes; "N" means no. |
| **FSSP REVIEW** | Displays due date for review of the family self-sufficiency plan. |
| **W2 WK** | Displays welfare to work status. |
| **NEXT** | Entry of another screen's acronym in the NEXT field will prompt EIS to display the screen requested. |

►You may access the screens listed across the bottom by entering an x in the field next to the acronym.

## Exhibit E: JOMO Screen

Sample:

```
JOMO-I DISPLAYED INFO IS THE CLIENT'S MOST CURRENT W/S INVOLVEMENT

JAS JOMO                    SET MONTH                    082200   15:20

                                              START DATE:  052300

CLIENT NAME:  ADAMS, M                        CURRENT MO:  0900

   NUMBER: 0600214618   FS CASE:  05114660    LAST EIS BENEFIT:  0800

FS MONTH:  0800  FS CASE STATUS:  OP   FS CLIENT PARTICIPATION: IN

                         CLOSURE--                              PENALTY/DISQUAL

PROGRAM   MONTH   STATUS   REASON/DATE   VOLUNTEER     OFF/UNIT/CSLD  REASON ALERT DT

   ET       0700      OP                     N              256   7    72

----------------WORK ACTIVITY-------------------------+  +-----        -----MONTHLY ACTIVITY------------   ---------+

        WORK     START     END    AUTO  SCHEDULED  ACTUAL  HOURLY  PROVIDER  CONTRACTOR

DEL  ACTIVITY    DATE      DATE   THRU   HOURS      HOURS   WAGE      CODE       CODE

         AS      052300    052400                    001

         J1      060100


NOTES:


WORK ACTIVITY:    PF4=ADD     PF5=CHANGE     PF6=DELETE                    NEXT- ->
```

| FIELD NAME | DESCRIPTION |
|---|---|
| **CASE NAME** | Displays the surname and given name of the primary person on the food stamp or Temporary Assistance case. |
| **CASE NUMBER** | Displays the eight-digit case identification number assigned to the participant. |
| **FS (TA) CASE** | Displays the eight-digit number assigned to the participant's food stamp or Temporary Assistance case. If this participant is in the Temporary Assistance Program, the name of this field would be "TA Case". |
| **START DATE** | Displays the date the current involvement started. |
| **CURRENT MONTH** | Displays the current month and year of the involvement. |
| **LAST EIS BENEFIT** | Displays the month and year the last food stamp or Temporary Assistance benefit was authorized. For Temporary Assistance benefits, 1P (one parent) or 2P (two parent) will display. If the month and year displays in white, the benefit has not been authorized. If the month and year displays in blue, the benefit has been authorized. |
| **FS (TA) MONTH** | Displays the current food stamp or Temporary Assistance benefit month. |
| **FS (TA) CASE STATUS** | Displays the status of the participant's food stamp or Temporary Assistance case: RE (received), OP (open), PE (pended), SU (suspended), FR (frozen), CL (closed). |
| **FS (TA) CLIENT PARTICIPATION** | Displays participation codes from the EIS Set Participation (SEPA) screen for the food stamp or Temporary Assistance case. The most common codes appearing in this field are IN, OU, DJ, DF, or DI. Code IN indicates the participant remains included in the food stamp or Temporary Assistance case. Code OU indicated the participant is excluded from the case, and may not be subject to work activity requirement. Codes DJ, DF, or DI indicate the participant became disqualified for food stamp or Temporary Assistance benefits. |
| **PROGRAM** | Displays ET for Employment & Training Program or JB for Temporary Assistance. |
| **MONTH** | The calendar month in which the information was recorded. |
| **STATUS** | Displays the current status of the involvement. |

| | |
|---|---|
| **CLOSURE REASON/DATE** | Displays the reason the involvement closed and the date of closure. |
| **VOLUNTEER** | Indicates whether the participant volunteered to participate. "Y" means yes, and "N" means no. |
| **PENALTY/ DISQUAL REASON** | The reason a penalty or disqualification was imposed. |
| **ALERT DT** | The date the penalty alert was sent to the eligibility worker assigned to the participant's food stamp or Temporary Assistance case. |
| **DEL** | Accessed by pressing PF6. Entry of "D" in this field deletes the work activity in the current month of involvement. |
| **WORK ACTIVITY** | The work activities performed by the participant in the month. |
| **START DATE** | The date the participant starts performing a work activity. Entry is a six-digit month-date-year (mmddyy). |
| **END DATE** | The date the participant will end or ended a work activity. Entry is a six-digit month-date-year (mmddyy). |
| **AUTO THRU** | The future month and year a work activity will automatically roll through. Entry is a four-digit month-year (mmyy). |
| **SCHEDULED HOURS** | The number of hours of an activity the participant is scheduled to attend. Entry is a three-digit number. This is an optional field. |
| **ACTUAL HOURS** | The number of hours of an activity to be completed in the month. This field requires an entry for each recorded work activity. Entry is a three-digit number. |
| **HOURLY WAGE** | The hourly wage paid to the participant for taking part in certain work activities. |
| **PROVIDER CODE** | A free form field identifying the activity's provider. This is an optional field. |
| **CONTRACTOR CODE** | Indicates the contractor that provided the activity. |

| | |
|---|---|
| **NOTES** | A free form field used for notes about work activities. You may enter up to two lines of text. When completed, press enter. Text appears in subsequent months unless deleted or replaced with other text. No record of deleted or replaced text is retained. |
| **PF4= ADD** | Adds work activity codes. |
| **PF5= CHANGE** | Changes data on work activities. |
| **PF6-DELETE** | Allows access to the DEL field to delete a work activity or the current month of involvement. |
| **NEXT** | Entry of another screen's acronym in the NEXT field will prompt EIS to display the screen requested. |

## Exhibit F: JOPH Screen

Sample:

```
JAS     JOPH                          PROGRAM HISTORY                 121900 15:24

                                                                      MELINDA C

CLIENT NAME: HYPOTH, MOM                                   CLIENT NUMBER: 01928374655

PGM     PGM     PGM     STA     CL      CUR                  ----------------------WORK ACTIVITIES----------------------

TYPE    START   END     TUS     RC      MTH     VOL  OFC  TYPE  START   END     TYPE    START   END

ET      070499  022900  CL      WK      0200    N    254  W1    110199  022900  B2      080199  100100

ET      061099  103099  CL      WK      1099    N    254  W1    061599  103099

                                                                MORE: N                 NEXT→
```

| FIELD NAME | DESCRIPTION |
|---|---|
| **CASE NAME** | Displays the surname and given name of the primary person on the Employment & Training or Temporary Assistance participant. |
| **CLIENT NUMBER** | Displays the ten-digit client identification number assigned to the participant. |
| **PGM TYPE** | Displays the name of the program: ET for Employment & Training Program or JB for Temporary Assistance. |
| **PGM START** | Displays the date the participant was referred via the WORK screen. |
| **PGM END** | Displays the date the involvement ended on the JOMO screen. The PGM field is blank if the involvement remains open. |
| **STATUS** | Displays the status of the involvement. The most current involvement will be displayed first. Any prior involvements will be displayed in descending (newest to oldest) date order. |
| **CL RC** | Indicates the reason and involvement closed. The CL RC (closure reason code) field is blank if the involvement remains open. |
| **CUR MTH** | Displays the most current month of an open involvement, or the final month of participation in a closed involvement. |

| | |
|---|---|
| **VOL** | Indicates if the participant volunteered to participate in a program. |
| **OFC** | Displays the office to which the participant has been assigned. |
| **TYPE** | Displays the type of work activity performed by the participant. |
| **START** | Displays the date a work activity began. |
| **END** | Displays the date an activity ended. The END field remains blank if the work activity is incomplete. |
| **MORE** | If additional JOPH pages exist, there will be a "Y" in the MORE field. To view additional pages of the JOPH, press ENTER. To return, press PF9. |
| **NEXT** | Entry of another screen's acronym in the NEXT field will prompt EIS to display the screen requested. |

# Appendix B: Work Activity and Closure Reason Codes for JOMO

| COUNTABLE EMPLOYMENT AND TRAINING WORK ACTIVITY | |
|---|---|
| **E6** | GED PREPARATION - ADULT AND AGE 18 HIGH SCHOOL |
| **E7** | LITERACY IMPROVEMENT/ADULT EDUCATION COMPONENT |
| **E3** | ESL – ENGLISH AS A SECOND LANGUAGE |
| **J1** | SELF-INITIATED JOB SEARCH |
| **J3** | STRUCTURED JOB SEARCH |
| **VC** | EMPLOYMENT (VOCATIONAL) COUNSELING |
| **V1** | VOCATIONAL TRAINING |

| NON- COUNTABLE EMPLOYMENT AND TRAINING WORK ACTIVITY | |
|---|---|
| **AS** | ASSESSMENT |
| **S2** | GAP DUE TO GOOD CAUSE |

| EMPLOYMENT & TRAINING PROGRAM CLOSURE REASON CODES | |
|---|---|
| **DR** | DEFERRED DUE TO LACK OF OFFICE CAPACITY |
| **DV** | INVOLVEMENT ENDED DUE TO DOMESTIC VIOLENCE |
| **EX** | EXEMPT |
| **IR** | INVALID WORK SEARCH REFERRAL |
| **MH** | INVOLVEMENT ENDS DUE TO MENTAL HEALTH |
| **MR** | MET E&T REQUIREMENTS |
| **NA** | NEVER APPEARED FOR WORK SEARCH |
| **NC** | PENALIZED PARTICIPANT FAILS TO CURE NON-COMPLIANCE |
| **NE** | ATAP OR FS CASE CLOSED FOR REASONS OTHER THAN EMPLOYMENT |
| **SA** | INVOLVEMENT ENDS/SUBSTANCE ABUSE |
| **SB** | INVOLVEMENT ENDS/OTHER BARRIERS |
| **WK** | INVOLVEMENT ENDS/EMPLOYMENT |

# Appendix C: Exemption and Disqualification Codes

| FOOD STAMP WORK REGISTRATION (WR) EXEMPTIONS | |
|---|---|
| A | UNDER AGE 16 OR OVER AGE 60 OR OLDER |
| B | PHYSICAL OR MENTAL INCAPACITY |
| C | CARETAKER OF CHILD UNDER 6 OR INCAPACITATED ADULT |
| E | SUBJECT TO ATAP WORK REQUIREMENTS |
| G | DRUG/ALCOHOL REHABILITATION PROGRAM PARTICIPATION |
| H | WORKING 30+ HOURS PER WEEK |
| I | POST-SECONDARY EDUCATION OR VOCATIONAL TRAINING STUDENT |
| J | SUBSISTENCE HUNTING/FISHING 30+ HOURS PER WEEK |
| K | RECEIVING UNEMPLOYMENT INSURANCE BENEFITS |
| L | AGE 16-17 AND NOT HEAD OF HOUSEHOLD; OR 16-17 ATTENDING SCHOOL OR TRAINING |

| EMPLOYMENT & TRAINING PROGRAM EXEMPTION CODES | |
|---|---|
| DV | ACTIVE DIVISION OF VOCATIONAL REHABILITATION CLIENT |
| IC | ILL/INCAPACITATED |
| PG | PREGNANT 2ND OR 3RD TRIMESTER |
| RM | REMOTE |
| SB | SUBSTANTIAL BARRIERS TO EMPLOYMENT |
| SW | SHELTERED WORKSHOP EMPLOYEE |
| MR | MET REQUIREMENT |

| EMPLOYMENT & TRAINING PROGRAM DISQUALIFICATION CODE | |
|---|---|
| NC | NON-COMPLIANCE |

# Appendix D: Forms

E&T Participant Assessment Information (E&T #1)

Food Stamp Employment and Training Program (E&T) Participation Plan (E&T #2)

Employer Contact Record (E&T #3)

Work Registration and Employment and Training Requirements (E&T #4)

# Appendix E: Conversion Chart

## CONVERSION CHART

| Minimum Hours Working | Maximum Hours Working | Equals | Countable Hours | Employer Contacts Needed |
|---|---|---|---|---|
| 1 | 7 | Equals | 1 | 19 |
| 8 | 13 | Equals | 2 | 18 |
| 14 | 19 | Equals | 3 | 17 |
| 20 | 25 | Equals | 4 | 16 |
| 26 | 31 | Equals | 5 | 15 |
| 32 | 37 | Equals | 8 | 14 |
| 38 | 43 | Equals | 9 | 13 |
| 44 | 49 | Equals | 10 | 12 |
| 50 | 55 | Equals | 11 | 11 |
| 56 | 61 | Equals | 13 | 10 |
| 62 | 67 | Equals | 14 | 9 |
| 68 | 73 | Equals | 15 | 8 |
| 74 | 79 | Equals | 16 | 7 |
| 80 | 85 | Equals | 17 | 6 |
| 86 | 91 | Equals | 19 | 5 |
| 92 | 97 | Equals | 20 | 4 |
| 97 | 103 | Equals | 21 | 3 |
| 104 | 109 | Equals | 22 | 2 |
| 110 | 115 | Equals | 23 | 1 |

- 24 countable hours per 30 days meets requirements.
- 1 hour in the resource room is 1 countable hour.
- 1 employer contact equals 1 countable hour; maximum countable contacts are 20 per 30 days.