INTERIM JOB SEARCH

Approved: Signature on file Date: 6/2009

(R02/2010)

Number 226

PURPOSE

If the Welfare-to-Work (WTW) activity or activities that are to be provided under the WTW Plan – Activity Assignment are not immediately available after Assessment and will not be available within seven (7) calendar days, the participant may participate in active job search services or other appropriate activity as the assigned activity until the planned activity is available. This activity, Interim Job Search (IJS), counts towards the time limits for WTW Job Search and Job Readiness Assistance. Therefore, in some circumstances the participant will have exhausted the six weeks job search limits in JSR, but will still be expected to participate in Interim Job Search.

NOTE: IJS is a post-Assessment WTW activity. If the participant has not attended Assessment, they will need to be referred for Assessment prior to referral for IJS, or they will need to be referred to Job Search and Job Readiness Assistance (JSR) (See P&P 204) instead of IJS.

ASSIGNMENT TO INTERIM JOB SEARCH (IJS)

Interim Job Search (IJS) is not to be a primary WTW activity; it is intended to be short term either pending the start of another activity or employment. The Case Manager can evaluate for IJS when:

- The WTW Plan activity is not available to start within seven (7) calendar days
- The participant is in a post-Assessment Vocational Training (VTR) where there is a break in the school schedule of over one week (See P&P 200)

When it is determined that a participant will be assigned to IJS job search services pending the start of his/her activity, the Case Manager will:

- Complete the WTW 2 (WTW Plan Activity Assignment), review it with the participant and obtain his/her signature.
- Inform the participant that he/she is expected to treat this assignment as a job. This means meeting the following participation requirements (Refer to P&P 202 Work Participation Hours and Activities):
- Single Parent a recipient in a one-parent assistance unit shall participate in this and any concurrent WTW activities for a minimum of 32 hours each week.
- Two-parent a recipient whose basis for aid is unemployment shall participate in this and any concurrent WTW activities for 35 hours each week.
- Review and respond to the participant's supportive service needs (Refer to P&Ps 301 Child Care, 310 Transportation, and 315 Ancillary).
- Refer and schedule IJS in CalWIN. When the other activity begins and the IJS ends, close the IJS component by entering a completion status.

JOB SEARCH PLAN & ACTIVITIES FOR IJS

The Case Manager will be responsible for the following activities. However, an Arbor E&T Job Developer (JD) may perform some or all of these. These activities are to be provided either through workshops, small groups, or individual counseling sessions depending upon the resources available and the participant's needs:

1. Develop an individual Job Search Plan (F063-41-89) with the participant that is based on the participant's previous job search activities, assessment, education/training, input from the participant and any information available in the case file including information from the Self Appraisal

form (F063-41-03). The plan is to include:

- The job search skills needing assistance, training and/or counseling which the participant needs to obtain employment. This should include whether or not the participant has an up-to-date master job application and resume.
- Goals and objectives with timelines for completion. This should include specific assignments that will assist the participant in fully utilizing this job search time period.
- The dates and times for at least <u>one weekly</u> <u>meeting</u> with the Case Manager for each of the weeks of the activity.
- 2. Refer the participant to the One-Stop Centers to assist in locating appropriate job openings and to any of the other resources that could lead to a job match.
- Refer the participant to the Regional Office Resource Rooms for job search assistance by Arbor E&T Job Developers.
- Prepare a WTW Job Search Report form (F063-41-26), review with the participant how to use the form, and instruct him/her to bring the form to the next scheduled appointment.
- 5. Establish with the participant the number of employer contacts that he/she is expected to make per day as well as the number of these contacts that are to result in completed applications being submitted to the employers, including:
- There are to be a minimum of 3 contacts with a minimum of one application on those days that the participant is assigned to job skills training assignments.
- There are to be a minimum of 5 contacts with a minimum of three applications for those days with no other assignments.

- 6. Explain to the participant that this form will be reviewed with him/her at weekly appointments to:
- Allow the Case Manager to offer constructive criticism and recommend further resources to assist him/her with continued job search efforts.
- Insure that the required number of employer contacts has been made and the information on the report supports the number claimed.

PARTICIPANT RESPONSIBILITIES

- Complete appropriate follow-up to employer contacts such as sending resumes with cover letters, completing informational interviews and attending scheduled job interviews.
- 2. Cooperate fully with the Case Manager and the Job Developer in their attempts to assist the participant in obtaining employment.
- Notify the Case Manager immediately when he/she finds employment and accepts any legitimate job offer.

NOTE: If a participant does not find employment during the Interim Job Search assignment, he/she will begin the activity agreed to in the WTW plan.

FOLLOW-UP JOB SEARCH APPOINTMENTS

At the follow-up job search appointments the Case Manager is to:

- Complete a weekly evaluation of participant's progress towards achieving his/her Job Search Plan goals and objectives. This will include making any appropriate changes in the original plan to meet the goals and objectives.
- Review the WTW Job Search Report form with the participant giving him/her guidance on any identifiable areas needing

improvement. If the WTW Job Search Report form does not meet the requirements established, a cause determination would be required (Refer to P&P 240 Good Cause).

- 3. Provide any other employment counseling which is required to assist the participant with decision-making and to identify barriers affecting his/her job search activities.
- Record the amount of time spent in the job search activity on the Job Services Log (FO63-41-42) and in CalWIN Case Comments per the <u>Participation Tracking</u> <u>Resource Guide</u> and the <u>Case Comments</u> Resource Guide.
- Retain in the participant's file a copy of the Job Search Plan and a copy of the WTW Job Search Report Form collected each week from the participant.

COMPLETION OF INTERIM JOB SEARCH

The IJS assignment is completed either when the participant finds employment or when the pending activity starts.

- At any point during the activity that the participant notifies the Case Manager that he/she has located employment, the Case Manager is to request necessary information from the participant required for Unsubsidized Employment in CalWIN.
- If the participant does not find employment during the job search activity, he/she is to enter the activity agreed to in the WTW plan. Any time spent in this activity not previously recorded on the Job Services Log is to be recorded.
- The Case Manager will complete the Case Comments per the <u>Case Comments</u> <u>Resource Guide</u> and update CalWIN per the <u>Participation Tracking Resource Guide</u> to show attendance and completion of this activity.

REFERENCES AB 1542

ACL 97-72

Policy 200 Welfare to Work Overview Policy 204 Job Search and Job Readiness

Assistance (JSR)

Policy 240 Good Cause/Compliance/Sanction Policy 301 Child Care Eligibility and Application

Process

Policy 310 Transportation Payments Policy 315 Ancillary Supportive Services

REQUIRED FORMS Welfare-to-Work Plan - Activity Assignment

(WTW2)

WTW Job Search Report Form F063-41-26
WTW Job Services Log Form F063-41-42
WTW Job Search Plan Form F063-41-89

RESOURCE Case Comments Resource Guide

GUIDES Participation Tracking Resource Guide