

24.8 JOB SEARCH AND JOB READINESS ASSISTANCE (JR)

Job Search and Job Readiness Assistance means the act of seeking or obtaining employment and preparation to seek or obtain employment. For federal participation purposes job search and job readiness assistance is a single component. This activity must be supervised no less frequently than daily.

Daily supervision does not necessarily mean daily in person. The case manager or other responsible party provides oversight; knows what the participant is supposed to be doing and is responsible for ensuring that the participant is actually performing these tasks. Contact may be by phone or electronic where available.

NOTE: There is a limit on the number of weeks that Job Search and Job Readiness Assistance may be used to meet the client's work requirement. The limit is 6 weeks per federal fiscal year, no more than 4 of which may be consecutive. If a client participates longer than this period, the participation hours will not count in meeting the work requirement.

For Job Search and Job Readiness, a week of participation may begin any day of the week and ends seven days later, regardless of the number of hours the individual participated during those seven days.

A. JOB READINESS

Job Readiness must be a structured and supervised program and includes two types of activities.

- Preparation for seeking or obtaining employment. This includes activities such as preparing a resume or job application, training in interviewing skills, instruction in work place expectations, training in effective job seeking, and life skills training.
- Substance abuse treatment, mental health treatment, or rehabilitation activities for those who are otherwise employable.

B. JOB SEARCH

Job Search must be a structured and supervised activity which may include the following:

- Making contacts with employers by phone
- Making contacts in person
- Use of the Internet to learn of suitable job openings, applying for jobs, and interviewing for jobs

NOTE: Travel time to and from job interviews does not count as participation hours. **However, the travel time between multiple interviews may be counted as participation.**

Structured Job Search follows a recognized Job Search model that is provided by a contractor, another agency, or by WV WORKS staff. Existing programs offered through WORKFORCE West Virginia, Department of Education, and other agencies must be used first when services are available without cost. These providers are not reimbursed, unless all existing training positions have been filled and it is necessary to create additional positions for WV WORKS clients, or if there is a contractual agreement between DHHR and a grantee.

SPOKES and EXCEL classes fall under job search and job readiness assistance activities.

Referrals to the SPOKES program are limited to those participants who have at least a 4th grade academic level in reading and math. Exceptions to this requirement may be made only after WV WORKS staff consults with and receives approval from the local SPOKES staff.

NOTE: Since job search and job readiness are no longer considered separate activities, they cannot be used twice in order to meet the work requirement.

EXAMPLE: Mr. C attends a structured job search activity from 10/2/06 – 10/27/06 at the WORKFORCE WV Center and completes 4 weeks of supervised job search 35 hours each week. On 12/4/06, he is placed in a SPOKES class full-time. Although his Worker may leave him in the SPOKES activity through completion, his attendance in SPOKES may only count for the first two weeks in meeting the federal work participation requirement.

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