

Job retention interviews are designed to monitor the client's progress towards self-sufficiency, current employment situation, and to discuss any barriers or challenges being experienced by the client that could result in job loss or fewer work hours. The goal is to prevent the loss of employment and to intervene should the client face any crisis. The results of the interviews are recorded on form **DFA-WVW-JR-1**. The form must be completed at the 30-day job retention interview and may be simply reviewed at the 60-day retention period. At the Supervisor's discretion, a new form may be used for each interview.

The 30-day job retention interview must include, but is not limited to the following: current employment situation, status and progress; concerns such as transportation, child care, ability to pay current living expenses, possible emergencies, health, family's health, other family situations, etc. The Worker must also insure that necessary support services, vision and dental services, and other agency services are being provided as necessary and appropriate. The Worker must provide client with information regarding other agency and community services available to address any identified needs. **A 30-day Self-sufficient Achievement Bonus of \$100 is issued after completion of the 30-day follow-up and DFA-WVW-JR-1.**

If the client calls or responds in writing to the 60-day follow-up letter indicating he needs additional assistance or services, the Worker must contact the client to address these issues.

Form DFA-WVW-JR-1 must be filed in the client's case record at the 30- and 60-day interval. RAPIDS recordings must be completed by the Worker. In addition, any pertinent information not shown on the form must be recorded. **A 90-day Self-sufficient Achievement Bonus of \$150 is issued after completion of the 30- and 60- day follow-up and DFA-WVW-JR-1 when the participant is still employed after 90 days.**

When possible, the Worker must contact the client's employer during the job-retention process. It is recommended the employer contact be made only after discussion with the client. The Worker must not contact the employer if the client expressly asks that this not be done. This prohibition does not apply when the Worker needs to determine the reason a client was terminated from a job or verify employment information such as pay rate, hours scheduled, start date, etc. to determine eligibility for DHHR programs. The Worker must still be careful not to jeopardize the client's job or adversely affect his work environment. A signed Release of Information is recommended.

The 60-day follow-up review must be made before the case is transferred to an Economic Service caseload. In addition, those cases due for **SNAP** redetermination in the 2nd month after case closure must have the redetermination completed prior to transferring the case to an Economic Service caseload.

EXCEPTION: WV WORKS cases which are eligible for continued support services payments must remain in the WV WORKS caseload.

NOTE: See Section 24.7,A,3 for an example of monthly participation hours for a paid work activity.

24.7 ON-THE-JOB TRAINING

On-the Job Training (OJT) means training in the public or private sector that is given to a paid employee while he or she is engaged in productive work and that provides knowledge and skills essential to the full and adequate performance on the job. OJT programs must be supervised by an employer, work site sponsor, or other responsible party, daily. Upon satisfactory completion of the training, the employer is expected to retain participants as regular employees without receiving a subsidy. There are two types of OJT programs:

A. EMPLOYER INCENTIVE PROGRAM (EIP)

The Employer Incentive Program (EIP) is administered by the West Virginia Department of Health and Human Resources. EIP contracts are negotiated by local WV WORKS staff.

The EIP provides clients, hired by either public or private employers, with subsidized training and employment. Prior to the placement, the employer must make a commitment to retain the employee after the completion of the contract. It is, then, a hire-first program, with training paid for by the Department.

EIP provides participants with structured skill training, the opportunity to improve skill level, and provides those who are marginally-employable with an opportunity to become employed. The expected outcome at the conclusion of the contract is unsubsidized employment.

1. Who May Be An EIP Employer

Any employer, including a public agency, not-for-profit organization, and private business which is licensed to conduct business in West Virginia is eligible to be an EIP employer, provided all business tax payments are current. In addition, the employer must agree to the requirements specified below in item B.

2. Requirements Of The Employer

To become an EIP employer, the employer must abide by the following requirements:

- The employer must guarantee appropriate standards for employment. See Section 24.6,B,2.
- The employer must guarantee there will be no displacement/replacement. See Section 24.6,B,1 for the definition of displacement/replacement. Also see Appendix A and B.