

3. Employment Subsidy Program (ESP)

The Employment Subsidy Program (**ESP**) is a **statewide** subsidized employment placement program coordinated by the West Virginia Workforce Investment Boards (**WIB's**). Eligible WV WORKS participants will be referred by local WV WORKS staff to the designated Regional WIB staff for placement in full-time private or public subsidized employment positions. Priority is to be given to those WV WORKS participants who require necessary work experience and job skills in order to enter unsubsidized employment. Subsidized employment placements will be for up to 12 months. Reimbursement will be 100% of the individual's wage.

Only Work-Eligible Individuals in active WV WORKS cases may be referred for ESP placement. Referrals are made by WV WORKS staff to the designated WIB staff by completion of the Referral for Training/Services form, DFA-WVW-70.

WV WORKS staff must attach copies of the following most recent available documents to the DFA-WVW-70 on each ESP referral:

- **Initial Self-Sufficiency Appraisal (OFA-WVW-3A)**
- **WV WORKS Self-Sufficiency Plan (DFA-SSP-1)**
- **Test of Adult Basic Education (TABE)**
- **Work Keys**
- **Vocational Assessment (by WVU CED or alternate approved provider)**

WIB staff will negotiate and sign the ESP Agreement, DFA-ESP-1, when placing individual WV WORKS participants in ESP positions. WIB staff will complete the DFA-ESP-1 in duplicate and will distribute in the following manner:

- 1 original maintained by the WIB
- 1 original provided to the ESP Employer
- 1 copy to local WV WORKS staff
- 1 copy to the DFA, Family Support Policy Unit

Participants in ESP will be placed in the following components in e-RAPIDS:

CODE	COMPONENT
FV	Full-Time Subsidized Private Sector Employment
FB	Full-Time Subsidized Public Sector Employment

All ESP placements will be at least 30 hours per week.

WV WORKS Activities/Requirements

The Participant Time Sheet, DFA-TS-12, and the Employer Reimbursement Request, DFA-ESP-2, will serve as the employer's request for an ESP reimbursement. Both forms will be provided monthly by the employer to the WIB. The WIB then forwards the original DFA-TS-12 and a copy of the DFA-ESP-2 to the local DHHR staff for payment to the business/vendor via support services with copies going to DFA Family Support Policy Unit. Payment type ES in Work Programs is used. A BA-67 is not required.

C. JOB RETENTION FOLLOW-UP

NOTE: The client has the right to refuse to participate in the job retention follow-up process and is not required to respond to the Worker's request for a visit.

The Worker must complete a follow-up contact with the employed Work-Eligible Individual in the closed WV WORKS case at the 30-, 90-day intervals following AG closure or EAP starting date. The 30-day follow-up contact may be made by a face-to-face contact which may be held at the client's home, work site, at a location agreed upon by the client and the Worker or by phone. The Worker will decide if the 30-day job retention follow-up is done face-to-face or by phone. If after three attempts the Worker is unable to reach the client by phone, a full case recording must be made. The 90-day job retention contact will be accomplished by a letter which the Worker requests in RAPIDS.

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 90-day retention period. At the Supervisor's discretion, a new form may be used for each interview.