

### 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. **ESP** placements will be for up to 12 months. Reimbursement will be 100% of the individual's wage. **ESP placements must not provide more than 50% of the employer's labor force.**

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 **DHHR** 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.