

WORKFORCE SOLUTIONS

G R E A T E R D A L L A S

Policy Number: CM0416	RE: Personal Responsibility and Work Opportunity Reconciliation Act of 1996, TX Administrative Code, and other applicable State & Federal Regulations
Date Issued: 04-25-12	Effective Date: 04-18-2012

Choices Sequence of Services Policy

Background

In response to changes in the Choices program, the sequence of services policy will assist Choices customers to transition to work.

Policy

1) Employment Planning Session – unemployed Choices participants should be immediately enrolled in job search and job readiness activities upon completion of the Employment Planning Session (EPS). Choices participants under the age of 20 may be enrolled in high school or GED classes instead of job search.

2) Win-At-Work Online Training – all Choices participants must complete the Quality Win-At-Work Employability training within 30 days of attendance at the EPS. The online training is available on our website and may be completed in the workforce center, from home, or from the participant's worksite with permission of the employer. Time spent completing the employability training will count as job readiness.

3) Job Search – initial job search or job readiness activities are limited to six (6) weeks.

4) Approved Activities – after the six weeks of job search and/or job readiness, Choices participants who remain unemployed may be enrolled in Subsidized employment or On-the-Job training (OJT) when available and a suitable employer match is identified.

- **Unsubsidized employment** – participants who are already employed at the initial EPS and those who gain employment at any time during the sequence of Choices services, may continue in that employment activity until the TANF grant is denied. Self-employment is allowable provided the participant meets self-employment guidelines established by the Texas Workforce Commission. If the participant is not working enough hours to meet the weekly Choices participation requirement, any additional hours needed may be completed in other allowable Choices activities.
- **Unemployed Choices participants** – who remain unemployed after 6 weeks of job search or job readiness activities, and who are not placed in Subsidized Employment or OJT slot, must be enrolled in a Community Service or Unpaid Work Experience Activity.
- **All Community Service and Unpaid Work Experience activities** – will be arranged by the workforce center contractor and should be designed to enhance the participant's job skills. Community Service and Unpaid Work Experience placements are limited to no more than 3 months, at a time. After the 3 month period, the participant should be reevaluated and either referred for an additional 30 days of job search or referred to another community service or work

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experience site. Hours scheduled for Community Service and Work Experience must adhere to the limitations established by FLSA regulations. Any additional hours needed to meet the weekly participation requirement, may be completed in any allowable Choices activity, including additional job search.




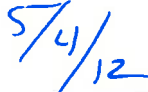
- Choices participants who are already enrolled in a **vocational skills training activity** at the initial Employment Planning Session, may continue in that activity, if the activity is planned to be completed within 90 days. Completion is defined by the issuance of an employer recognized credential in a field recognized by the Board as a targeted occupation. If the vocational skills training activity is planned to extend beyond 90 days, the Choices participant must be enrolled in job search, and ultimately community service or work experience, for those who remain unemployed.
- See the attached flow chart illustrating the sequencing of services for the Choices program.

Action Required

This policy should be distributed to all affected staff.

Contact

Inquiries regarding this policy should be directed to **Randal Wier, Vice President, Quality Systems at 214.290.1046.**

Approved for Content:	
	
Signature	Date
	
President's Signature	Date

CHOICES – Sequence of Services

Choices
Unemployed
Customer

Assessment
Employment
Planning
Session (EPS)

Quality Win-At Work
Online Training
www.wfsdallas.com
Complete within 30 days after EPS

Job Search
Limit to 6 wks

Community
Service or
Unpaid Work
Experience
Limit to 3 months

Enrollment in
Subsidized
employment

Enrollment in
OJT

Vocational
Training
If training exceeds 90 days,
must enroll in job search,
and community
service/work experience

UNEMPLOYED

EMPLOYED

Job Search
Additional 30 days

Hours scheduled for community service and work experience must adhere to limitations set by FLSA regulations. Any additional hours required to meet weekly participation requirement, may be completed in any approved Choices activity, including job search.