



SERVICES

- * *Unsubsidized Employment*
 - * *Work Experience*
 - * *On-the - Job Training*
- * *Job Search/Job Readiness Assistance*
 - * *Community Service*
 - * *Career Technical Training*
- * *Providing Childcare Services to Individual who participate in a Community service program*
- * *Education Directly Related to Employment*

T A N F

Temporary Assistance for Needy Families

JOBS PROGRAM

Job Opportunities
&
Basic Skills



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ABOUT US

Moving Towards Self-Sufficiency TANF/JOBS PROGRAM

*Helping our TANF clients become
financially independent*

*We accomplish this goal by
rendering assistance in*

Case Management

*Career Exploration, Job Readiness,
Interview Skills & Job Retention*





WORK ELIGIBLE INDIVIDUAL

Any adult who receives TANF or any parent living in the home (whether receiving TANF or not) is required to work unless the person is one of the following:

- * A minor parent who is not head of a household or a spouse of the head-of-household*
- * An alien who is eligible to receive assistance due to his or her immigration status*
- * An adult caring for a disabled family member*

WORK REQUIREMENT

All work-eligible individuals are required to work at least 30 hours in a qualified work activity except for a single custodial parent with a child under 6 years who is required to work 20 hours. Of the required hours, the first 20 must be in a core work activity; the remaining 10 may be in a core or non-core.

CORE WORK ACTIVITIES

** Subsidized Employment- Full or part-time employment in the public or private sector that is not subsidized by TANF or any other public program specimen book.*

** Work Experience- A work activity, performed in return for welfare, that provides an individual with an opportunity to acquire the general skills, training, knowledge, and work habits necessary to obtain employment.*

** On-the-Job Training- 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 of the job.*

** Job Search/Job Readiness Assistance- the act of seeking or obtaining employment; preparation to seek or obtain employment, including life skills training, and substance abuse treatment, mental health treatment, or rehabilitation activities for those who are otherwise employable. This activity has a 6 weeks per year limit.*

** Community Service- is the performance of useful work for the community, by TANF recipients, for the direct benefit of the community, under the auspices of the public or nonprofit organization.*

** Career and Technical Training- Organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations requiring training including baccalaureate or advanced degrees. This activity has a 12 month lifetime limit and no more than 30% of a state's caseload can comprise this activity.*

** Providing Childcare Services to an Individual who is Participating in a Community Service program- Providing childcare to enable another TANF recipient to participate in a community service program.*

NON-CORE ACTIVITIES

** Job Skills Training Directly Related to Employment- Training and education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace.*

** Satisfactory Attendance at Secondary School or in a course of study leading to a certificate of general equivalency, in the case of a recipient who has not completed secondary school or received such a certificate- Regular attendance, or course of study at a secondary school, or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate; this includes ESL or literacy or literacy training.*

** Education Directly Related to Employment, in the case of a recipient who has not received a high school diploma or certificate of high school equivalency- Education related to specific occupation, job or job offer.*

DOCUMENTATION

To verify participation in work activities recipients must show at least one of the following:

- * Pay stubs, time cards/sheets*
- * Certified Employer Report*
- * Certified School Attendance Form*
- * Service Provider Attendance Form*