

WORKFORCE SOLUTIONS

GREATER DALLAS

Policy Number: CM0416, change 1

RE: Personal Responsibility and Work Opportunity Reconciliation Act of 1996, TX Administrative Code, and other applicable State & Federal Regulations, WD Letter 08-13

Date Issued: 10-23-13

Effective Date: 05-31-13

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. This policy has been updated to include changes within WD Letter 08-13 and updates to Texas Administrative Code for the Choices program.

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, except those already employed or in-school teens. 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) consecutive weeks.

4) Approved Activities – after 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.

- **Unemployed Choices participants** – who remain unemployed after 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. 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 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 approved 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

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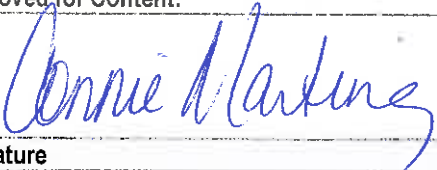

- job search, and ultimately community service or work experience, for those who remain unemployed.
- **Subsidized employment** will last a maximum of 16 weeks setting a cap of \$7,000 per Choices customer.
- See the attached flow chart illustrating the sequencing of services for the Choices program.

Action Required

This policy should be distributed to all affected staff.

Contact

Inquiries regarding this policy should be directed to **Connie Martinez, Vice President, Resource Development and Deployment, at 214-290-1008.**

Approved for Content:	
	10/23/13
Signature	Date
	10/24/13
President's Signature	Date

CHOICES – Sequence of Services



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.