

## TANF Policy 12 - Seamless Delivery of Services between Employment Connections and Keep A Job

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In order to facilitate a seamless service delivery for clients completing their 3<sup>rd</sup> 4 Week period with Employment Connections and transitioning to the Keep A Job Program, the following procedure is being implemented.

1. Clients who have completed their 2<sup>nd</sup> 4 Week period of activity, are currently meeting participation, and Employment Connections has **verified activity** (*verified is a lower standard than documented. It simply means that the contractor knows*), will be referred from Employment Connections to Keep a Job via a paper referral. Information included at time of referral is:

- Clients' name, address, contact information
- ISS
- Summary of how the 2 (4 week periods) were achieved and the current activity if different.

When documentation is not obtained within 14 days of the end of the 2<sup>nd</sup> 4 week period (and all other milestones) a sanction will be requested.

2. Keep a Job does no data entry at the time of the paper referral.
3. It is expected that Keep a Job and Employment Connections will jointly work with the client during the 3<sup>rd</sup> and 4<sup>th</sup> 4 full week periods of activity.
4. It is the responsibility of the Keep a Job provider to engage the clients immediately following the referral (paper). The Keep a Job provider is expected to orient the client as soon as possible after referral and Keep a Job is responsible for assisting the client in maintaining participation assisting Employment Connections in this activity until the DCIS referral can be completed.
5. The Employment Connections provider in addition to obtaining the documentation for the 3<sup>rd</sup> 4 full week period will be responsible for insuring that the client is meeting participation during the period of time following the 3<sup>rd</sup> 4 week period. During this period (4<sup>th</sup> 4 full week period of activity) it will be the responsibility of Employment Connections to actively assist Keep a Job in documenting activity, but it is not the Employment Connections provider's responsibility to do any data entry.
6. When documentation is obtained for the third 4 week period of satisfactory participation on an individual maintaining participation, the Employment Connections provider will:
  - Finalize their entry of data into both DCIS & DOL for the third full week period
  - Transfer the case to Keep a Job in DCIS II E & T.
  - Create a Case Close in the DOL Internet Reporting System. The Case Close date will be the last day of the 3<sup>rd</sup> full 4 week period

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7. If it is determined that the client is not participating in the period following the 3<sup>rd</sup> 4 week period, it is the responsibility of the Employment Connections provider to re-engage the individual. An individual must meet participation for 2 consecutive full weeks before they can be re-referred to the Keep a Job contractor. The 2 consecutive full weeks referred to in the previous sentence may count as participation toward the enrollment payment for Keep A Job.
8. When the Keep a Job provider receives a referral in DCIS of an individual from Employment Connections, the provider will:
  - Assign and Enroll the client in DCIS
  - Create a Referral in the DOL Internet Reporting System (assumes that Keep a Job is in contact with the client). The Referral date will be the day after the Case Close date entered by the Employment Connections contractor.
  - Enter hours, when documented, into DCIS & DOL. Hours can be entered back as far as the referral date.
9. Under no circumstances should a client be referred to Keep a Job in a Job Readiness/Job Search activity.
10. Contractors may request a modification to this policy. The requested modification must be submitted in writing approved by both the Employment Connections and Keep a Job contractors. The approval of modifications will be at the sole discretion of DET and are not considered approved until a contract modification has been executed incorporating the change into the contracts of both the Employment Connection and Keep a Job contractors.