

TANF Policy 16 – Eligibility for Referral from Employment Connections to Keep a Job Services

An individual is eligible for enrollment into Keep a Job services when the following conditions are met:

- Complete three (3) four week periods of continuous participation at the appropriate level.
- Not be in Job Search Job Readiness (does not include Job Search Job Readiness completed as part of participation in Work Experience) or in work experience with a public or non-profit employer at the time of transfer (if the EC contractor has a justification for a work experience individual to remain in a private non-profit or public sector work experience assignment, they may request a waiver of this portion of the policy. Upon a written request, DET, at its sole discretion, may approve the transfer to Keep a Job)
- If the individual is in work experience. They must have a minimum of four (4) weeks remaining on their current work experience assignment at the time of transfer.

Additional Provisions

1. A referral participating in Work Experience when transferred to the Keep a Job contractor may remain in that assignment for up to 10 weeks following transfer (the 4 weeks required above plus 6 additional weeks). The Employment Connections contractor must insure that the assignment has a reasonable expectation that it can last for the 10 week period. If the assignment does not last the full period, the Employment Connections contractor may lose their Enrollment into Keep a Job payment at the sole discretion of DET.
2. When requesting a waiver that a KAJ referral to be permitted for an individual in a private non-profit or public sector work experience assignment, the justification for the referral will include a summary of the job placement efforts of the Employment Connection contractor.
3. Up to 20 percent of the total hours of participation in an activity may be hours in an activity other than the predominant activity. For example an individual in work experience for 17 hours may be doing 3 hours of Job Search/Job Readiness but for referral purposes they are simply classified as work experience.
4. All referrals from Employment Connections to Keep a Job services are expected to be have a current complete Individual Service Strategy (ISS). In this case “current” will refer to a plan of activities through the first four weeks of Keep a Job services. A complete ISS will include at a minimum “Attachment II – Work Strategy Plan” found in TANF Policy 04. The plan will be signed, (not found in Attachment II) include CASAS scores and updates will be initialed (found in attachment II). When the ISS requirement is not met at the time of referral, the Employment Connections contractor will not be eligible for payment for the “enrollment into Keep a Job”. This requirement will not impact the Keep a Job contractor.

TANF Policy 16 – Eligibility for Referral from Employment Connections to Keep a Job Services

5. Contractors may request a waiver to any portion of this policy. Requests will be in writing and will provide the justification for the request. Waivers may be granted at the sole discretion of DET. All approved waivers will be approved in writing.