
Adult DET Contract Policy 7 – Upgrade Placement Definition

An upgrade is defined as an assignment to a higher position, and/or an increase in hourly wages of at least \$1.00 with their current employer or a new employer. As part of this policy, DOL recognizes the addition of health benefits as an increase in wages or salary.

Any individual who is working 25 hours or more a week will require the contractor to email a request to the DOL Contract Manager **prior to enrollment**. This request must be sent prior to the start of the program. The request should include the current employment information including: employer, location, job title, hours worked and wages paid. **Only with DOL approval will the placement count.** DOL approval documentation must be included with the Day One Placement documentation.

Individuals employed less than 25 hours per week will be considered eligible for the enrollment in the program without prior approval. The contractor must still document an assignment to a higher position, and/or an increase in hourly wages of at least \$1.00 with their current employer or a new employer to be eligible for the Day 1 Placement. Verification of underemployment must be documented by obtaining a paystub that reflects the hours worked. Paystub should be uploaded to DJL with eligibility documentation.

Listed below are two scenarios related to the Upgrade Placement Definition

Scenario 1

Individual is working 24 hours a week as a medical receptionist making \$10.00 an hour; therefore prior DOL approval is not required to enroll the individual into the program. The individual enrolls and completes a C N A program and obtains employment as a C N A working 24 hours a week making \$9.00 an hour. This placement is not considered an Upgrade Placement just because the individual obtained training related employment.

Scenario 2

Individual is working 26 hours a week as a truck driver making \$15.00 an hour; therefore prior DOL approval is required to enroll this individual. The individual successfully completes a HVAC program and obtains employment as a truck driver with another employer working the same hours at the same wage. This individual is not eligible for an Upgrade Placement and his new employment would not count as a Day One Placement.