

Michigan Works! Career Alliance JET Revision
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DAY 1

1. Sign-In and collection of the Form 4785

2. **MWA Representative-** CAI grievance policy and EO policy purpose of the binders, encourage participants to make full use of the JET program.

3. Welcome - Service Provider

Welcome to the new Jobs Education and Training Program also known as JET. The JET Program was created out of need for change. This new program is a partnership between Department of Human Service (DHS), Michigan Rehabilitations Service (MRS), and the Michigan Works Association (MWA) Career Alliance Inc. is the MWA for Genesee and Shiawassee County. For those of you that have been in a Work First Orientation, this orientation will be different from what you have previously experienced.

Orientation will be a two day process beginning today we will start every day at 9am and ending at 4pm. You will have a lunch break from 12:00 until 1:00 you can not be late returning from lunch or any breaks. During the next five days you will learn about the new JET program, you will meet an array of individuals that will introduce you to programs and services that are offered through out Genesee County. During Orientation you also meet your Employment and Life Coach, you will be given a binder to store the information you receive in the course of orientation. By the end of orientation you will have a lot of information to begin your next weeks in this program, if you choose to use this information and tools, this day you can start a new journey in life.

4. Began with an Ice Breaker (Coordinate participants in this interactive activity choose an icebreaker *Each Morning* as a group activity for participants. The facilitator circulate throughout the room to ensure interaction between the participants)

- a) **Three Questions** - Participants write down three questions and find someone in the room they do not know well. Each participant then asks questions of the other. The participants then introduce their partners to the group by sharing both the questions and the answers.

- b) **Unique Characteristics** - Even if the participants already know each other, the instructor must get to know them. Instead of asking participants to say their names, the instructor shall divide the group into pairs and give participants a few minutes to interview each other. Then, each participant should introduce their partners by name and to share at least two unique characteristics about them.

- c) **Your Favorite Things** - The instructor divides the group into pairs and ask participants to tell each other their favorite food or name the animal they feel best describes them and why. This information is shared with the group when participants introduce their partners.

- d) **What Do We Have in Common?** - Split the participants into pairs. Each pair will have 30 seconds to think of five things they have in common. At the end of the 30 seconds, put two pairs together and give the group a minute to find something all four participants have in common. Finally, each group can present the list of things they have in common.

- e) **The Magic Wand** - Ask the participants what they would do if they just found a magic wand that allows them to change three community and work-related activities. They can change anything they want. How would they change themselves, the labor market, the economy, the community, etc.? Have the participants discuss why it is important to make the change. Another variation is to have them discuss what they would change if they become employed today. This activity helps them to learn about others' desires and frustrations.

5. Introduction/History

The Deficit Reduction Act of 2005 requires states to engage more TANF cases in productive work activities leading to self-sufficiency.

A primary focus of the JET Program is to assist participants with reducing their dependence on public assistance and movement toward increased self-sufficiency. This is to be accomplished through participation in core and non-core activities and must be in accordance with Michigan's Work Verification Plan. Life-skills instruction, training or education, and other work-readiness activities that promote employability skills may also be utilized. All activities used to serve participants must meet federal work participation requirement standards in order to preserve program flexibility and existing funding levels for the State of Michigan.

The Department of Human Services (DHS) establishes the minimum required hours of participation for each Work Eligible Individual (WEI) at the time of FIP eligibility determination based upon appropriately corresponding federal and state criteria. The **State of Michigan** requires work participation **up to 40** hours per week for all participants.

The result of non-compliance will have a real impact on your quality of life.

6. Excused Absences

Michigan's policy for allowing excused absences from work or from required participation in unpaid work activities is as follows:

- Michigan will count an individual's hours of paid work, including paid holidays and paid sick leave, towards the individuals' work participation requirement.
- Michigan will count an individual's hours of participation in unpaid work, including assigned hours that would have been performed including the following:
 - Regularly scheduled holidays and breaks on which a service provider or program is closed for the assigned activity;
 - A religious holiday or religious observances that are observed by a participant;
 - Observed federal, state, or local holidays; and
 - Beyond paid holidays, a maximum of 80 hours (3 days) of excused absences in any 52-week period, no more than 16 of which may occur in a calendar month, may be counted towards an individual's hours of federal participation requirements. The individual must have been scheduled to participate in an allowable work activity for the period of the absence prior to the date of the absence. Participants may be excused from more than 16 hours per calendar month on a case-by-case basis; however, any excused hours beyond 16 hours per calendar month may not count towards federal participation requirements.
- Excused absences will be determined on a case-by-case basis. MWA staff shall determine MWA clients' excused absences. The Employment and Life Coach must document the following information in the respective case record:
 - Date of the absence,
 - Reason for the absence,
 - Approval or denial of the absence, and
 - Worker initials or signature and date of determination.

7. Assessment- Work Keys testing

Each participant of the JET program will receive Work Keys testing as required by the Federal government on day one of orientation. Results of testing will be used to further develop individualized JET programming. The outcome of the testing must be available and reviewed by the Employment and Life Coach within 48 hours. Participants whose reading level score is 8th grade or below and have a high school diploma will be given a chance to participate in a remedial education program such as FAST BREAK or STEP-UP.

Participants that do not have a High School Diploma will be allowed to enroll in GED preparation classes.

8. Review and issuing of binders to participants

Each participant will be given a three ring binder or folder; the binder will be kept by the service provider during orientation. Information will be added to this binder/folder each day as the participants advance through orientation. The purpose of this binder is to provide participants with a Resource Guide to be used during and after the orientation process. Achievements, help line, documentation and other practical information will be included in this binder. Hand outs from community partners will also be stored in this binder.

9. Review and issuing of Grievance policy

The grievance policy will be reviewed step by step from the Service Providers on to the MWA grievance policy. This document will be added to the binder as quick reference for participants.

10. Review and issuing of Rights and Responsibilities

Participants' rights and responsibilities in the JET program will be reviewed. This document will be added to the binder as a quick reference for participants.

11. Review and issuing of EO Policy

The EO policy will be reviewed step by step from the Service Providers on to the MWA EO policy. This document will be added to the binder as a quick reference for participants.

12. Review and issuing of Supportive Services

The Supportive Services policy will be reviewed step by step from the at the Service Provides level on to the MWA Supportive Service policy. This document will be added to the binder as a quick reference for the participants. You interagency policy will not be enforceable unless submitted and approved by the MWA in writing.

13. Assignment of the Employment and Life Coach -

Each participant will be assigned to an Employment Life Coach. The coach will determine appointments schedules and assignments for each participant. In addition the coach will review testing scores and will assist participants with FAST completion and updates on the FSSP. The coach will also enter all MIS information and verify all documentation provided by participants for verification on hours of participation. Those who re-referred by DHS for the third time and are not required to complete the two day orientation will begin the Discovery Process with their Employment and Life Coach. The Employment and Life Coaches will schedule individual one on one appointments with each participant from 2:45p.m.- 4:00p.m. on each day of orientation.

DAY 2

Review Power Point Presentations

MRS

DHS

Community Partner Presentations

Each community Partner will be given 15-30 minutes presentation time.

Complete the Participant Survey and Form of Expectation.

The use of real life examples and interactive role play can assist in the facilitation of the JET Orientation.