

# Career Options Intake and Employment Plan Development

May 6<sup>th</sup>, 2009

Bismarck, North Dakota

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# Intake Process

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Example of Career Options Intake is enclosed

# Career Options Employment Plan

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## *Employment Goal (Short Term & Long Term)*

### *Chosen Career Path Goal- Common Goals*

- Obtaining College degree
- Obtaining GED
- Relocating for better job opportunity
- Find own housing
- Save/Purchase Vehicle
- Obtain drivers license
- Obtain Daycare
- Maintain Employment
- Attend scheduled workshop
- Keep scheduled appointment with Career Options

## Customer Responsibilities and steps needed to obtain or maintain employment

- Meeting federal guidelines- required hours per week
- Tasks to work on eliminating barriers – Ex. Contact 5 daycares per day/ Pick up and drop off 5 applications per day, record on business contact)
- Maintain work as scheduled each day(Mon. – Fri. 5:00pm)
- Provide Career Options with paystubs/ verification of hours
- Attend scheduled appointment to take drivers test on 5/6/09 at 10:30am
- Contact housing authority to schedule appeal meeting by 5/4/09. Notify Career Options of scheduled date by 5/4/09

# Employment or Participation Barriers

- Lack of drivers license
- Lack of daycare
- Lack of housing
- Lack of GED
- Lack of reliable vehicle
- Lack of college degree
- Medical issues
- Outstanding fines
- Lack of support system

## Steps needed to eliminate barriers

- Maintain regular contact with Career Options
- Attend scheduled appointments with Williams County Social Services

## List support services needed to obtain or maintain employment

Supportive Services requesting from County Social Services

- Ex. Transportation assistance in the amount of \$125.00 (278mX .45) for the month of May 2009
- Daycare assistance



# Approved Work Activities

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- Unsubsidized Employment
- Unpaid Work Experience
- On the job training
- Job skills training directly to employment
- Satisfactory attendance at a 2<sup>nd</sup> school or GED
- Vocational Education
- Community Service
- Community service – child care
- Education directly related to employment
- Job search / Job readiness
- Other activities

# Proof of Performance (POP)

If a participant is sanctioned due to a lack of participation with the JOBS program, they are required to successfully complete a POP before being eligible for their TANF benefits.

POP Employment Plan Enclosed