Hennepin County Diversionary Work Program
EMPLOYMENT SERVICE PROGRAM
Important Questions and Answers

Mission Statement:
The mission of the DWP Employment Services Program is to help you find and keep a job that lessens or takes away your need for public assistance.

Is DWP Employment Service a required program?
Everyone must take part in DWP, except for those who are excluded from DWP or are unlikely to benefit from DWP.

What is an Employment Plan (EP)?
An EP is a written plan that describes the employment goal you and your Job Counselor (and maybe your advocate) agree upon. Your EP takes into account your skills, interests, personal situation, past work, education history, and the job market and wage levels. Your EP will include required activities such as job search, getting a job, getting a GED, attending parenting classes, completing a short-term training program, or following Family Violence Waiver activities. The EP will also describe how long it will take to meet your employment goal.

The **Employment Plan** includes:

- your employment goal
- the exact activities and steps you will need to do to reach your employment goal
- your long-term plan to support and take care of your family and yourself
- How much time it will take you to reach your employment goal
- Signatures that you and your Job Counselor (and Family Violence Advocate if appropriate) agree to the EP

What if I am dealing with domestic violence?
Domestic violence is what someone says or does to make you feel afraid or to control you. A person who can help you deal with domestic violence, you and your Job Counselor will work together to develop your EP. The main goal of the plan is to be sure that you and your children are safe. Your activities depend on your safety needs.

After I enroll in DWP Employment Services, what must I do?

- Do your work and meet your goals on time
- Keep and turn in required activity logs, go to classes regularly, turn in required records and receipts, keep in touch with your Job Counselor, and take care of yourself
- Follow the rules and regulations of DWP
- Ask questions if you don't understand something
- Talk to your Job Counselor and get approval for any changes in your plan **before** you make the change
- Look for a job and accept any job that will lessen or eliminate your need for public assistance
- Report any changes in your household or employment

Will DWP get me a job?
DWP staff will help and support you as you look for a job. They may assist you with job applications, interviewing skills, resources for job leads, and job keeping skills. DWP can help pay for some job search expenses.

(OVER)

What happens when I get a job?
You must tell your DWP Job Counselor and Financial Team within 10 days of starting any job or other job changes, such as fewer or more hours worked.

Will DWP help me with training?
First you will have an assessment, which will tell us if training is needed. If it is, it will be included in your EP. To be approved, you must be able to complete all training and education by the end of your DWP eligibility.

What if I do not participate with DWP?
If you fail to comply with your EP, and cannot show good cause for failing, you will be disqualified. All DWP support services, including child care, will end immediately.

What is the disqualification?
When you fail to comply and are disqualified, your DWP grant is reduced by 100%.

What happens after I have been on DWP for 4 months?
If you have not found work to support your family in the 4 months you are on DWP, you may apply for the Minnesota Family Investment Program (MFIP). You may complete, sign and submit an MFIP Transition Application form, rather than a Combined Application Form (CAF), only if you make the request within 30 days of the end of the 4th month of DWP.

Will my Job Counselor share information with my Financial Team?
Yes. Data privacy laws allow your DWP Financial Team and DWP Job Counselor to share information. Your Job Counselor is required to report certain information to the Financial Team, such as your employment.