

**OFFICE OF ECONOMIC DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT
COMMUNITY BASED TRAINING**

These guidelines pertain to agencies and organizations that are willing to provide volunteer work experience for individuals on Temporary Aid to Needy Families who choose Community Based Training as one of their activities to meet federal requirements. Community Based Training is an opportunity for the TANF participant to meet required hours; to demonstrate appropriate work habits; to gain relevant work experience and to utilize skills that will be needed for the employment goal of the participant.

This activity allows us to formally determine their current skill sets and work ethic in conjunction with their job search efforts and/or educational or career training. The length of time that participants remain in Community Based Training will depend on the individual situation and the agency's needs.

Those agencies and supervisors requesting Community Based Training participants must agree to provide an adequate job description and outline skills that the participants will learn or become more proficient in during their tenure with the agency. There also must be adequate supervision. When participants are referred agencies are asked to interview and provide information about the expectations of their volunteer responsibilities. Corrections in performance and behavior should be handled the same as any employee.

Priority Placements for Community Based Training will be for those agencies that have or may have a full time paid position attached to the Community Based Training work experience. In this manner, Supervisors may work with an individual to determine if they are good candidates for the position. This type of Community Based Training position should never last longer than one month. **Any concerns or problems should be addressed to the responsible Workforce Advisor so that issues may be resolved as quickly as possible.** If necessary, participants will be moved to another Community Based Training site or will be given time to resolve conflicts or issues.

Community Based Training Placements that are not attached to a full time position may not expect a guaranteed time of placement with agency. However, the usual time has been one to three months.

When an individual is hired they will begin on the employer's hire date. The individual is not expected to give a formalized two-week notice. The goal of all participants is to get full time paid employment. Community Based Training placements will be reviewed at the end of three months and may not last longer than six months unless agreed upon by all parties.