



ORIENTATION

The goals of the orientation/assessment process are to:

- build rapport with participants;
- explain what the Employment First Program has to offer them;
- explain program options and mandatory requirements;
- ensure participants understand the consequences of not following through with program requirements;
- begin the process of identifying participants' strengths, work history, skills, and employment barriers;
- ensure that all ABAWD referrals understand the work requirement provisions;
- determine the next step for the participant(s) in the program.

GENERAL PROCEDURES:

1. The EF case manager facilitates the orientation using a State-approved PowerPoint presentation. See *SUGGESTIONS FOR AN EMPLOYMENT FIRST ORIENTATION* (attached in this section).
2. Initial Site - All participants who are not determined exempt from EF are placed in the workfare initial site activity at orientation. The initial site fulfills the current month's work requirement and gives the case manager an idea of how the person may perform on a permanent worksite. It also gives the program the opportunity to earn enhanced funding should the person begin full-time employment within 30 days of the end of their workfare participation.
3. As a part of the orientation, individual(s) are asked to complete the Employment First Assessment Form (EF-910).
 - The EF case manager reviews the completed assessment form with the participant to ensure that all questions have been answered. At a minimum, during this first appointment, the case manager ensures that all the mandatory questions (the ones that require a response in the "Staff Only Use" section) are addressed on the assessment form.
 - Depending on the amount of time and number of individuals in the orientation, the case manager may decide to continue a more in-depth assessment at the next appointment but must be completed within the first 30 days of participation. Confidential issues that are brought up in a group situation may best be handled during an individual appointment, if the schedule permits.
4. Based on the information gathered from the assessment form and after briefly interviewing the participant during this process, the EF case manager, in mutual agreement with the participant, determines the next step. The choices for the next step include:
 - A. Competency Classes (See Competencies TAB)
 - B. Assignment to begin a Component

- C. Exempt
- D. Sanctioned for Non-Attendance

A. Competency Classes (See Competency TAB).

B. Assignment to begin a Component

- A component contract is completed and signed by the participant and the EF case manager. A copy is placed in the participant's file. (See Forms TAB).

The EF case manager must know whether a person is an ABAWD or not in order to meet the ABAWD work requirement. If an ABAWD is returning to the EF program, the case manager should be aware of how many months they may have already received food stamps without meeting the work requirement. This is helpful in determining the next step for the ABAWD.

- Always establish a date and time for the participant's next appointment with the Employment First unit using either a Component Contract (EF-205A) or Follow-Up Appointment Letter (EF-111), signed by the participant. Participants should always leave Employment First meetings with a clear understanding of what they are expected to do next, when their next appointment is, and the consequences of not following through with these requirements.

C. Possible Exemption - If the individual provides either verbal or written information that would lead the EF case manager to believe that the person may be exempt from work registration, the following steps should be followed:

- If the person does not have sufficient written documentation with them at orientation to justify closing the EF case on an exemption, then the participant is instructed to return to EF (typically within 10 days) with the appropriate documentation. The date and time of the next appointment, along with a description of the documentation needed, is written on a Follow-Up Appointment Letter (EF-111) and signed by both the EF case manager and the participant. A copy of the Follow-Up letter is placed in the participant's file.
- If the participant has the appropriate documentation with them at orientation to justify an exemption, the EF case manager puts a copy of the documentation in the EF case file and enters the exemption in CBMS (if applicable). A copy is sent to the FA technician with the Notice of Change (EF-123) form or another approved method of communication between the two offices.

D. Sanctioned for Non-Attendance

- If the participant did not attend the orientation, a non-compliance must be data entered in CBMS within 7 days of the missed orientation.

5. After orientation, the EF case manager updates CBMS, including data entering activity, status changes, exemption information and case comments. Copies of all EF forms and any other documentation must be placed in the participant's file.