

## **OWF Applicant Job Search Assignment**

Effective Monday, July 30<sup>th</sup>, work required individuals applying for OWF assistance will be required to participate in Job Search/Job Readiness activities for 40 hours over the course of 2 weeks prior to the authorization of the OWF benefits. (see attached policy)

During the combined eligibility/work activity interview the OWF worker will determine if the work-required individual is already participating for the required number of hours in allowable work activities such as employment or education. Those who are already meeting the requirement will not be assigned to Applicant Job Search (AJS).

Work-required customers who are not already meeting their requirement through existing activities will be assigned to the appropriate ResCare location to start at 1pm on the second business day following their interview. At the same time, CRISE and the Self-Sufficiency Contract will include the WEP, Job Readiness and Non-Core assignments that the customer would be required to attend upon successful completion of the two week AJS assignment.

The applicant will complete an orientation at ResCare and will be given the AJS timesheet and explanation of the assignment. Each applicant will be required to complete 40 hours of activities over the course of 10 business days. A mix of required and elective activities can be used to meet these hours (see attached timesheet). If a customer needs childcare then this will be a required activity and time spent completing this process will count toward the 40 hours.

On the 10<sup>th</sup> business day the applicant will meet with ResCare staff to evaluate participation in the AJS assignment. After reviewing the customer's participation in AJS, ResCare will submit two lists to FCDJFS via the ResCare WORCS system: one for OWF Authorization (for those who successfully completed the assignment) and one for Applicant Sanction (for those who did not successfully complete the assignment).

Those who successfully complete the Applicant Job Search assignment will have their OWF authorized and will be transitioned into a WEP assignment. Those who did not will have their OWF application denied and will need to serve the minimum sanction period (1-6 months) before they can reapply.

FCDJFS will give the customer a bus pass to get to their first ResCare appointment, after which ResCare will provide transportation assistance via bus passes and/or gas cards through the Applicant Assignment period. Upon OWF authorization a Work Allowance will be issued each month that the customer meets his/her required Work Participation hours.