

---

---

# WORKING TOWARD JOBS

---

---

*The Oklahoma  
Employment and Training (E&T) Program*



**OFFICE OF INSPECTOR GENERAL**  
**OFFICE OF EVALUATION AND INSPECTIONS**

---

---

MAY 1990

# WORKING TOWARD JOBS

## *The Oklahoma Employment and Training (E&T) Program*

**Richard P. Kusserow  
INSPECTOR GENERAL**

# TABLE OF CONTENTS

INTRODUCTION .....	1
PROGRAM PROFILE .....	2
THE STATE OF OKLAHOMA .....	2
THE OKLAHOMA AFDC PROGRAM .....	2
THE OKLAHOMA AFDC WORK PROGRAM .....	2
General Background .....	2
Administrative Issues .....	3
Participation Issues .....	4
Program Activities .....	4
<b>Appendix A</b>	
<b>OVERVIEW STATEMENT</b> .....	A - 1
<b>Appendix B</b>	
<b>SAMPLE DOCUMENTS</b> .....	B - 1

## INTRODUCTION

This technical report is part of a series of profiles on the Aid to Families with Dependent Children (AFDC) work programs participating in the *Working Toward JOBS* project.

Each profile begins with a categorized description of the subject AFDC work program, which is based on mail guides submitted by the program. Appendix A includes an overview statement written by the program manager. It describes the program, its goals, philosophy and lessons learned. Appendix B is a sample of documents used to conduct the program. Each program administrator was asked to submit sample documents which they felt would be useful to States and counties developing JOBS programs.

Data collection for this study was done from April to September of 1989. The information in the overview and technical reports is based on pre-JOBS work programs for AFDC recipients. As these programs have converted to JOBS, they may have made some changes to meet JOBS legal and regulatory requirements. Where possible, we have noted the changes the program administrators anticipated at the time of our data collection.

## PROGRAM PROFILE

### THE STATE OF OKLAHOMA

Population: 3,242,000  
Major industries: agriculture, oil, tourism  
First quarter 1989 unemployment rate: 5.8 percent  
Per capita personal income in 1987: \$12,558  
Percentage of people living below the poverty line: 16.1

### THE OKLAHOMA AFDC PROGRAM

For Fiscal Year (FY) 1988:  
Total cost: \$155,783,022  
Federal share: \$90,683,803; State share: \$65,099,219  
AFDC cases: 36,509  
Client average:  
    Age: 31.02  
    Grade last completed: 11.54  
    Number of children in grant: 1.97  
    Age of youngest child in grant: 6.07  
        68 percent have a child under the age of 6  
        40 percent have a child under the age of 3  
    Length of spell on AFDC: 16 months (estimated)  
Case closures: 28,216

### THE OKLAHOMA AFDC WORK PROGRAM

#### General Background

*Name:* Oklahoma Employment and Training (E&T) Program

*Operating Since:* January 1, 1982

*Philosophy:* "The most valuable service we can give to an AFDC recipient is to help her become self-supporting" is the succinct philosophy of E&T. They feel that the work world is the best way to learn how to manage in the work world. They believe that the best way to learn self sufficiency is through entry level employment or, if that is not possible, time-limited unpaid community work experience.

*Program Administrator:*

Paul E. Walker  
Programs Supervisor  
Family Support Services Division  
Department of Human Services  
P.O. Box 25352  
Oklahoma City, OK 73125  
(405) 521-3932

## **Administrative Issues**

*Structure:* Oklahoma's is a state administered, centrally run program operated entirely by the State Department of Human Services (DHS).

*Funding:* Program costs are: \$3,815,721; \$1,985,788 Federal share, \$1,829,933 State share. Related supportive services are \$1,756,531. Total costs are: \$5,572,252.

*Staff:* There are 91 full-time equivalent employees working as social workers or job developers associated with E&T. Social workers act as case managers in addition to determining eligibility and providing services. Job developers provide specialized training and employment related services.

*Success Measurements:* Oklahoma measures the success of their program by tracking the number of persons who complete 30 days of full-time unsubsidized employment.

*Recordkeeping:* Oklahoma maintains the following records on their work program: participation by component, demographics, unsubsidized employment and income, and closed cases by district office.

*Provision of Services:* Services are generally provided directly by DHS staff. Oklahoma does not have a strongly developed community services system. Hence, the types of services in E&T can best be provided by State employees.

*Outside Resources:* The E&T has an interagency agreement with the Job Training Partnership Act (JTPA) Service Delivery Areas (SDAs) and the Cherokee Nation of Oklahoma. The JTPA SDAs and the Cherokee Nation provide classroom training, on-the-job training, books and supplies.

The Oklahoma State Employment Service (OSES) provides various tests to determine skill levels and abilities under an interagency agreement with E&T.

The AFDC clients who need vocational education can be referred to the State Department of Vocational Education.

*Evaluations:* The Federal Office of Family Assistance performed a first and a third year evaluation of the program. The evaluation found a much greater level of services and employment in the Work Incentive (WIN) Demonstration program than in the previous WIN program. The evaluation found that the waiver, eliminating the age of the youngest child as an exemption criteria, was very effective in helping E&T clients.

## **Participation Issues**

*Participant Descriptors:* Current registration is 28,512. Participants are generally between the ages of 21 and 45. Most, 81.45 percent, completed 10th grade or above; 54.81 percent completed high school. The average number of children in a grant is 1.97. Sixty-eight percent have a child under age 6; 40 percent have a child under age 3. The average length of spell on AFDC is estimated to be 14 months. Oklahoma has a 1115 waiver allowing them to make participation mandatory regardless of the age of the client's youngest child.

*Target Groups:* No targeting is done.

*Mandatory Activities/Sanctions:* This is a mandatory program. Participants are expected to be active in the program at all times. In FY 1988, 62 sanctions were taken against AFDC recipients who did not comply with E&T.

*Volunteers:* Clients are advised of their exempt status, if applicable, but are encouraged to volunteer. In their contacts with exempt clients, Oklahoma social workers stress the advantages of the program.

*Employment Placements:* In calendar year 1988 E&T made: 3,244 part-time placements and 6,964 full-time placements, that lasted for at least 30 days. Approximately 7,500 of these part- and full-time placements resulted in a case closure. Of those case closures, 6,878 maintained their job for 30 days. Approximately 20 percent of those who found unsubsidized employment through the work program in FY 1988 have rejoined AFDC. Typical work is in the service sector.

## **Program Activities**

*Models:* Oklahoma believes its community work experience program (CWEP) to be the most effective component in helping recipients enter unsubsidized employment. They named Welcome to Work, an orientation and job readiness session, the most cost-effective.

We also asked each program administrator to describe a model practice or program site. The E&T program administrator described the Enid State School as a good example of a CWEP work site. Participants performing CWEP at the Enid State School receive training, monitoring, and routine counseling. They also receive a short job readiness workshop once a week which focuses on coping with change and getting along with others. This workshop was developed by local welfare office staff to provide support and give participants a chance to vent any frustrations.

*Sequencing:* All registrants are assessed and an employability plan developed. Registrants are then assigned a needs status for employment, training, education or additional social services. During the year, 20-25 percent will spend some time in an employment, education or training component. Additional sequencing information is contained in the specific listings in the next section.

*Program Activities Listing:* What follows is a listing of E&T components. Cost, participation, and placement figures are for FY 1988.

## **Assessment**

*Activity:* Assessment includes completion of pages 1-3 of Form ET-2 (See copy in appendix B) and an interview by the social worker to review and evaluate the participant's skills, educational achievements, training, work experience, vocational interests and service needs. It may also include formal testing to measure literacy skills, vocational skills and interests, work attitudes and aptitudes for various tasks.

*How Provided:* The initial assessment is conducted by DHS staff. Formal evaluations and testing are provided by vocational technical schools, OSES, community colleges, and adult education centers. The initial assessment is a one-on-one, face-to-face interview. Formal testing and evaluations are conducted in groups and individually, depending on the type of test and the provider.

*Participants:* Approximately 32,000.

*Anticipated Changes:* The assessment document has been expanded from two pages to four to include additional information about prior employment, training, education, and individual interests. Social workers have also been encouraged to make referrals for formal evaluations.



## **Employability Planning**

*Activity:* The development of an employability plan includes the identification of a specific vocational goal, objectives, and activities necessary to achieve the objectives and estimated dates for achievement. The employability plan may include assignment to specific components, referrals to other agencies for services and activities such as skill training and/or provision of social services.

*How Provided:* Developed jointly by the AFDC recipient and the DHS social worker in one-on-one interviews.

*Participants:* Approximately 32,000; assessments are completed prior to development of the employability plan.

## **Supportive Services**

*Activity:* The DHS provides the following supportive services: transportation allowances, “start-up” payments for participants in the CWEP, allowances for uniforms and other special clothing, medical examinations when necessary for training or employment, and vendor-purchased child care.

*How Provided:* Reimbursement of transportation expenses, “start-up” payments for participants in CWEP, uniform and clothing allowances, and payment of medical examinations are provided by DHS. Vendor-purchased day care is provided by private and public day care homes and centers who contract with DHS. Transportation expenses and CWEP “start-up” payments are provided directly to the participant through a claims processing system. Payment for uniforms and special clothing, and medical examinations are made directly to the vendor. Payments for child care are also made directly to the vendor.

*Participants:* Approximately 9,200.

*Costs:* \$1,756,000, an average of \$190 per participant.

*Anticipated Changes:* Uniform and clothing allowances have been increased to provide proper attire for participants who need this service. Authorizations for medical exams have been expanded to include physicals when necessary for employment.

## **Orientation And Job Readiness Activities / Welcome To Work**

*Activity:* Oklahoma has combined orientation (program description and activities) with our job-readiness workshop to provide a comprehensive overview of services available through the program and to provide self-esteem enhancement to participants in a timely and cost-effective manner. Welcome to Work consists of five, four-hour group sessions and, in addition to program information, includes: exercises to build self-confidence, employer expectations, interviewing, completing job applications, setting goals, and managing home and work.

*How Provided:* The county DHS job developer serves as facilitator for the workshop which is conducted in a roundtable setting.

*Participants:* Approximately 3,600. Targeted toward recipients who: have little or no work experience, have been out of the labor market for at least 6 months, are currently participating in a work experience program, have low self-esteem, or have been terminated from work or training due to inappropriate behavior. An assessment and employability plan have been completed for each individual.

*Costs:* \$45,000 (not including administration), or \$12.50 per participant.

*Anticipated Changes:* Will be expanded to include additional information on services available through the employment program and additional exercises to increase self-esteem and problem-solving skills.

## **Basic Education**

*Activity:* Includes instruction in reading, writing and math from a variety of service providers to enable an individual to attain a basic literacy level equivalent to grade eight. The DHS provides reimbursement of transportation expenses, and, when needed, vendor-purchased day care.

*How Provided:* Basic education services are provided on a non-contractual basis by volunteer literacy groups, adult learning centers, (public school system) vocational technical schools and community colleges. Service provision depends on the provider. Volunteer literacy councils provide one-on-one tutoring, adult learning centers and community colleges offer classroom instruction and vocational technical schools provide computer-assisted learning.

*Participants:* Approximately 83. AFDC recipients who have a basic literacy level below the eighth grade are recommended for this activity. Participants will have had an assessment completed and an employability plan developed. Many participants will have participated in orientation and job readiness groups. In most instances,

the participant would move from basic education to general education development classes in preparation for the high school equivalency tests.

*Anticipated Changes:* Resources for basic education instruction are being expanded through coordination and collaboration in keeping with the mandate of JOBS.

## **High School Equivalency**

*Activity:* High School Equivalency (GED) classes are offered on a referral basis to all AFDC recipients who do not have a high school diploma. The GED classes offer instruction in various subjects to prepare individuals to take the GED exam. Instruction is provided by various agencies with DHS providing reimbursement for transportation expenses and vendor-purchased day care. DHS will also pay the GED test fee.

*How Provided:* The GED classes are provided on a non-contractual basis by adult learning centers (public school system) and community colleges. The majority of providers offer instruction in a classroom setting.

*Participants:* Approximately 615. Recommended for AFDC recipients under age 24 who do not have a high school diploma or its equivalent. All participants will have completed an assessment and an employability plan. In addition, many recipients will have participated in Welcome to Work and some will have been enrolled in basic education.

*Costs:* \$27,718; \$45 per participant.

*Anticipated Changes:* In keeping with the focus of basic skills development, social workers have been trained to encourage all AFDC recipients who do not have a high school diploma to participate in GED classes. All mandatory participants will also be referred to this activity. The DHS will pay the GED test fee.

## **Post Secondary Education**

*Activity:* Classroom training in an institution of higher education which will assist an individual in obtaining employment in a specific occupation.

*How Provided:* Referrals will be made to existing resources, i.e., community colleges, State colleges and universities and similar institutions on a non-financial, non-contractual basis. Classroom settings.

*Participants:* Approximately 2,425. Recommended for recipients who have been unable to secure employment due to insufficient skills and who need a certificate or

degree to meet their employment goal. Assessments and employability plans will have been completed on all participants. In addition, many participants will have completed Welcome to Work (orientation and job readiness activities). Individuals completing post-secondary education programs will be assigned to a job search activity, i.e., individual job search, structured job search (direct job referrals) or a job search workshop.

*Costs:* Performed at no cost to the AFDC work program.

*Anticipated Changes:* The AFDC recipients who secure financial assistance to attend college or other post-secondary programs, will be allowed to continue provided they maintain a grade-point of 2.0 and can complete studies within a reasonable time.

### **Job Skills Training**

*Activity:* Job skills training includes classroom instruction or on-the-job training to enhance a recipient's vocational skills to enable him/her to be competitive in the labor market.

*How Provided:* Referrals are made to existing sources, i.e. vocational technical schools, JTPA, community colleges, etc. on a non-financial, non-contractual basis. Skills training at vocational technical schools and community colleges is provided in a classroom setting. JTPA provides skills training through on-the-job training.

*Participants:* Approximately 1,375. Assessment and employability plans will have been completed on all participants assigned to skills training. The majority of participants will have completed Welcome to Work. The majority of participants will be assigned to a job search activity.

*Costs:* This component is performed at no cost to E&T.

*Planned Changes:* Social workers have been trained to encourage recipients to enhance existing skills through enrollment in skills training programs.

### **Job Development/Job Placement**

*Activity:* Job development consists of designated county DHS staff contacting local employers to explain services available through the work program and the Federal targeted jobs tax credit. Job placement consists of participant referrals to immediately available positions.

*How Provided:* The DHS county social workers, counselors from the JTPA programs and counselors from the OSES conduct job development and placement activities for AFDC recipients. Accomplished through one-on-one contacts with employers and presentations to community and civic groups and organizations.

*Anticipated Changes:* Enhanced involvement in community activities by AFDC social workers.

## **Group Job Search**

*Activity:* Classroom instruction which is designed to teach individuals techniques to enable them to secure employment. The 4 day workshop meets 6 hours per day and includes: identification of skills and interests, setting goals, completing job applications, developing resumes, interviewing, employer expectations, and keeping a job.

*How Provided:* DHS county social workers serve as facilitators for the workshops which are conducted in a classroom setting.

*Participants:* Approximately 2,000. Recommended for recipients who: have recently completed an educational or training program, have been unable to obtain employment through other activities, or need instruction on how to find a job. All recipients will have had assessments and employability plans completed.

*Costs:* \$41,000, \$20.50 per participant.

*Anticipated Changes:* Use of a video presentation to make information more consistent.

## **Individual Job Search**

*Activity:* The AFDC recipients who are classified as “job-ready”, i.e., are capable of entering or maintaining employment with minimum supportive services, are assigned to self-directed, individual job search. This is an intensive job seeking effort by the participant with a required number of employer contacts established jointly between the DHS worker and the individual.

*How Provided:* Individual job search is monitored by the DHS social worker. Participants are given basic instruction in applying for jobs through one-on-one contacts with the DHS social worker.

*Participants:* Approximately 1,500. Recipients who have been recently employed or who have recently completed a training program, including a job search workshop. Assessments and employability plans will have been completed for

each participant. Some individuals will have completed Welcome to Work and a job search workshop.

*Anticipated Changes:* Every participant will be given a job search workbook which includes basic information in completing job applications, preparing resumes, interviewing, proper grooming, and best methods for finding job leads.

### **Work Supplementation / Program Connections**

*Activity:* An employment opportunity under which an AFDC recipient is placed on full-time employment with DHS reimbursing the employer for wages paid up to \$250 per month for 6 to 9 months depending on the starting salary. Participants are still considered AFDC recipients and continue to receive title XIX medical services. Employers are paid from a wage pool which has been created by diversion of the AFDC grant.

*How Provided:* Placements are made by the DHS social worker to private employers who have agreed to participate in the program. Connections contracts are developed with private employers by DHS staff. The employers provide training and supervision on an one-on-one basis.

*Participants:* 10. This component is appropriate for long-term recipients who have been unable to secure employment through other activities. Assessments and employability plans will have been completed for all participants. Other activities would depend on the individual needs of participants. Participants who successfully complete a Connections assignment continue in full-time, unsubsidized employment.

*Costs:* \$15,000, or \$1,500 per participant.

*Placements:* 8.

*Anticipated Changes:* Intensive efforts are currently being made to market Connections to local employers.

### **Community Work Experience Program**

*Activity:* The CWEP is “hands-on” training in public and private, non-profit organizations and agencies which provides participants with an opportunity to: enhance existing skills and develop new skills, develop appropriate work habits and earn a recommendation from an employer, gain confidence by performing in an actual job setting, and determine interest and aptitude for various types of work. The CWEP placements are limited to 90 days with a provision for a 30 day

extension when needed. Participants are not paid a salary but continue to receive AFDC and are entitled to a \$30.00 “start-up” allowance, transportation expenses and vendor-purchased day care when needed.

*How Provided:* Referrals are made to public and private, non-profit agencies by the DHS social worker. The training site provides instruction and supervision. Referrals to CWEP training sites are made from one-on-one contacts with the participants. Training and instruction at the sites is also conducted one-on-one.

*Participants:* 2,700. Recommended for recipients who have little or no previous work experience, have limited skills, do not know what their interests or abilities are, need to develop self-confidence, and need to develop good work habits. The CWEP is especially appropriate for young mothers with children. Assessments and employability plans will have been completed on every participant. The majority of participants will have completed Welcome to Work.

*Costs:* \$1,216,600, or \$450 per person.

*Placements:* 1,100.

*Anticipated Changes:* Training sites will be encouraged and assisted in developing specific objectives for each CWEP position to provide more objective evaluation of participants performance.

## **Case Management**

*Activity:* A single worker is responsible for determining a client’s AFDC eligibility, helping their client access needed work program services, and handling referrals to outside agencies.

*How Provided:* Through meetings between social workers and AFDC clients.

*Participants:* Appropriate for all.

**OVERVIEW STATEMENT**

**STATE OF OKLAHOMA DEPARTMENT OF HUMAN SERVICES**

**Employment and Training Program Overview and the  
New Education, Training, and Employment Program**

The Employment and Training Program was implemented in January, 1982, with one purpose: To help applicants and recipients of Aid to Families with Dependent Children (AFDC) become self-sufficient. To accomplish this, DHS combined the Work Incentive (WIN) Demonstration Program, the Community Work Experience Program (CWEP), the Employment Search Program, Title IV-A Special Needs, the Work Supplementation Program (Connections) and a federal waiver to form one comprehensive program designed to move welfare recipients into the work force. The federal waiver allowed DHS to require mothers and other caretakers with children under age six to register for and participate in employment and training activities. Oklahoma was one of only three States which focused on mothers with young children.

The Employment and Training (E&T) Program was established as a service program based on the belief that every AFDC recipient should be given the opportunity to become employed. All AFDC social workers were trained to discuss employment at every AFDC review and to encourage recipients to reach their fullest potential by participating in education and/or training activities. The DHS credits a portion of its success in the E&T Program to the extensive training which was conducted with AFDC staff to view the program as the most important service the Agency could provide to recipients.

Annual job placement goals also play a significant role in the success of the E&T Program. In 1982, the statewide goal was established at 2,997, a 10 percent increase over job placements under the Work Incentive (WIN) Program; actual placements for the year totaled 3,501. The annual statewide goals are proportioned among all 79 county offices.

In addition to the goal of enabling recipients to achieve economic self-sufficiency, the E&T Program strives to dispel the myth that AFDC recipients do not want to work and to educate the public that welfare clients can work when given sufficient services to help them become employed. Through its various components and monthly press releases of client success stories, the program has enhanced public awareness of the many difficulties which recipients must



overcome in order to obtain and maintain employment and of the excellent employees they become. These efforts and the focus on employment-related activities as a social service will continue as DHS implements the provisions of the Job Opportunities and Basic Skills Program.

Effective July 1, 1989, under the authority of the Family Support Act of 1988, DHS expanded its existing program to include a greater focus on education and renamed the program, Education, Training and Employment (ET&E) Program. The State has also submitted a request for waiver authority to continue to mandate that all AFDC parents participate in activities designed to lead to employment. Specifically, the waiver will require parents with children under age one and mothers in their second and third trimesters of pregnancy (pending health considerations) to participate in ET&E activities and will require parents with children under age six to participate more than twenty hours per week. DHS believes that eliminating these exemptions will simplify administration and improve the quality of the program.

As mandated by the Family Support Act, coordination with other State and local programs designed to help individuals secure employment is, and has been, an integral part of the ET&E Program. This effort includes referring individuals to other organizations for services which are not available through DHS, conducting joint group sessions for mutual clients and implementing special demonstration projects.

Current demonstration projects include: day-time general education (GED) classes in several DHS county offices in conjunction with the public school system and GED classes in housing projects in Tulsa through joint efforts of the Department of Housing and Urban Development and Tulsa Public Schools; remedial education and skill training for AFDC mothers between the ages of 18 to 21 with the Department of Labor, Oklahoma State Employment Service (OSES) and Job Corp Centers in Guthrie, Tulsa, Lawton and Tahlequah; testing, evaluation and counseling for mutual clients through the Assessment Centers in Tulsa and Oklahoma County in cooperation with OSES, vocational-technical schools and the Job Training Partnership Act (JTPA) programs; Project Lift-Off, a program to provide basic education, skill training and job placement with Central Oklahoma's JTPA; career exploration and job search workshops for AFDC youth in conjunction with JTPA and Oklahoma City Community College; literacy efforts in four counties using AFDC recipients to tutor other AFDC mothers; and a special training and employment project in four counties to recruit and train permanent employees for a national company in an effort to reduce turnover.

Under the ET&E Program, all applicants for and recipients of AFDC are required to participate unless incapacitated, over age 60 or needed in the home to care for a disabled member of the immediate family. Approximately 80 percent of the

State's AFDC case load is required to participate in the program. Prior to July 1, 1989, an average of 3,900 AFDC recipients per month were participating in a program component.

In addition to assisting recipients in securing education and training opportunities, the ET&E Program provides: individual assessments of the potential for employment, employability planning and employment counseling; Welcome to Work (orientation/job readiness) groups; job search workshops; "hands-on" work experience in an actual job setting (CWEP); and referrals to and assistance in obtaining educational services, i.e., GED classes, literacy services, skill training, etc. Services which are available to ET&E participants include: vendor-purchased day care; counseling; child health screenings; family planning; reimbursement of transportation expenses; clothing and uniform allowances; medical examinations; payment of GED test fees; and referrals to other agencies for services not available from DHS. DHS' extensive day care program for recipients participating in employment-related activities and those securing employment has been crucial to the success of the program.

The ET&E Program operates through the Family Support Services Division of the Department of Human Services. AFDC social workers in each of the seventy-nine county offices complete Participation Agreements, individual assessments, employability plans and make appropriate referrals to components. Each local office has designated one or more staff to serve as job developers. These social workers are responsible for: contacting employers; establishing CWEP slots and making placements; conducting Welcome to Work and job search group sessions; coordinating with other education, training and employment programs including JTPA, Displaced Homemakers, vocational technical schools, public schools, literacy councils, etc.; and assisting in staffing of individual cases.

All DHS programs are State supervised. Unlike many programs, however, the ET&E Program was designed to be flexible enough to allow each of the county offices to adapt program procedures to meet the needs of their clients. This flexibility has been crucial to the program's success and has given the counties a sense of "ownership" of the program.

DHS, through its E&T Program, has helped more than 46,000 AFDC recipients secure full-time employment resulting in estimated taxable earnings of over \$320,000,000. Estimated savings from reductions and closures of AFDC grants total \$155,000,000. Annual expenditures for the E&T Program average \$5.5 million, including child care and administration.

The E&T Program has generated wide public support for services designed to help individuals attain economic self-sufficiency. Employers, including public and private, non-profit agencies, have provided extensive opportunities for those seeking help to improve their status. DHS looks forward to helping others become independent and more productive members of society.

**SAMPLE DOCUMENTS**

STATE OF OKLAHOMA  
DEPARTMENT OF HUMAN SERVICES

Office Use Only
To J.D. Date _____
To J.D. Date _____
To J.D. Date _____

EMPLOYMENT PROFILE

**ASSESSMENT**

Instructions: Pages 1-3 are completed by the Registrant.

Please provide the information asked for beginning on this page, to the best of your ability. If the question doesn't apply to you put "N/A". The information you provide will be used to decide which Employment & Training assignments will be the most valuable to you and to aid in the development of your self-support plan.

NAME \_\_\_\_\_ CASE NO. \_\_\_\_\_ PHONE \_\_\_\_\_

**EMPLOYMENT HISTORY**

Last employer	Start date	End date
Job title	Last supervisor's name	
Job responsibilities		
Reason for leaving		
Other employer	Start date	End date
Job title	Reason for leaving	
Other employer	Start date	End date
Job title	Reason for leaving	
What was the best job you ever had and why?		
What skills do you have?		
Have you done any volunteer work? If so, what?		
Has a doctor placed any limitations on your ability to work?		

**EMPLOYMENT DESIRED**

Indicate the types of work you would like to do.

---

Why?

---

Are you willing to get the training and develop the skills necessary to do these types of jobs?  Yes  No

**YOUR COMMENTS**

If you were talking to an employer, what would you tell him about yourself? Include why you think he should hire you.

---



---



---

**EDUCATION & TRAINING**

Check the highest grade you completed in school <input type="checkbox"/> 1-6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 12+	
Do you have a high school diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Year	
Do you have a GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Year	
Name of business or trade school attended	From <input type="checkbox"/> To <input type="checkbox"/>
Type of training received	Certificate or License obtained
Name of college attended	From <input type="checkbox"/> To <input type="checkbox"/>
Major	Certificate, Degree or License obtained
Identify any vocational, apprenticeship training, on-the-job training, or other training received - include dates	
Are you currently taking classes or courses? <input type="checkbox"/> Yes <input type="checkbox"/> No	What are they?
Where?	When do you expect to finish?
Have you participated in a job club or employment-related workahop? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Year	Have you ever been through vocational/job testing? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Year

**TRAINING/EDUCATION DESIRED** - The following information is to help in planning. When possible, DHS will help you get the training or schooling you need.

Are you interested in going to training or to school? <input type="checkbox"/> Yes <input type="checkbox"/> No
Check which one:
<input type="checkbox"/> Reading Skills
<input type="checkbox"/> Work Experience (non-paid) <input type="checkbox"/> Vocational Training
<input type="checkbox"/> On-the-Job Training (paid a salary) <input type="checkbox"/> College
Would you like to finish high school or get your GED? <input type="checkbox"/> Yes <input type="checkbox"/> No

**DAY CARE**

How will your children be cared for when you start school or training or begin working?
Ages of children needing day care when you are in school, training or working.

**TRANSPORTATION**

Do you have a car or truck you can use? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you live near a bus line? <input type="checkbox"/> Yes <input type="checkbox"/> No	What is the distance to the bus stop?
If you begin training or a job, how will you get to and from if you don't have a car or can't take a bus?	

**YOUR COMMENTS**

Is there anything else you would like to tell us about yourself?

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

# **COMMUNITY WORK EXPERIENCE PROGRAM**

---

---

**T**he Community Work Experience Program (CWEP) is designed to improve the employability of welfare recipients through work experience and training to enable them to obtain full-time employment.

Community Work Experience Program participants are placed in approved public and non-profit organizations and agencies. Placements may range from clerical/receptionist and occupational therapy aide to patrolman-on-foot and food service.

Individuals are placed according to their previous work experience, interests and abilities. The approved training facility will have the opportunity to conduct an interview prior to placement in training.

No salary is paid to CWEP participants during the training period. Participants continue to receive their AFDC benefits, as well as reimbursement for training expenses, uniforms and day care when needed.

The initial training placement is three months; it may be extended when necessary. Following completion of training, social workers from the Department of Human Services assist the individual in finding a full-time job, thus helping her to become economically independent.

## **How do you benefit as a CWEP Training Facility?**

**CWEP** allows you to train eager personnel to fill future vacant slots at no cost to you.

**CWEP** allows you to observe, first hand, the work habits of the individual and gives you the option to hire upon completion of training.

**CWEP** provides intangible benefits; the satisfaction of helping individuals grow and develop and increase their self esteem.

If you would like to provide CWEP training, contact your local county office of the Department of Human Services.

*YOU CAN COUNT  
ON US!*





*Help for Today  
Hope for Tomorrow*

**DHS Pub. No. 86-145    Revised 7/88**

This publication is authorized by the Oklahoma Commission for Human Services in accordance with state and federal regulations and printed by the Department of Human Services. Cost of preparation and distribution was \$252 for 5,000 copies. DHS is in compliance with Title VI and Title VII of the 1964 Civil Rights Act and the Rehabilitation Act of 1973. Copies have been deposited with the Oklahoma Department of Libraries Publications Clearinghouse. For additional copies, contact the DHS Employees Library. (405)521-3727.

# **CWEP** COMMUNITY WORK EXPERIENCE PROGRAM



**UNDER THE DHS UMBRELLA**  
OKLAHOMA DEPARTMENT OF HUMAN SERVICES  
Family Support Services Division

# ARE YOU CURRENTLY HIRING NEW EMPLOYEES?

## ✓ ACCESS FREE HIRING SERVICES

The Oklahoma Department of Human Services, through its E&T CONNECTIONS Program, can provide job-ready employees from which you may choose. And DHS will share in the cost of training them.

DHS trainers will interview all participants prior to making job referrals in order to provide you with qualified, dependable employees.

Before our participants are referred to employers, they must meet important job-readiness criteria such as:

- strong motivation to gain economic independence and occupational goals;
- ability to accept supervision and work as part of a team;
- ability to understand and follow directions and communicate well;
- demonstrate reliability and willingness to learn;
- absence of medical problems which would affect job performance; and
- transportation and child care arrangements.

## ✓ REDUCE TRAINING COSTS

You will receive, through DHS, reimbursement of up to \$250 per month of the wages paid to each employee during the training period.

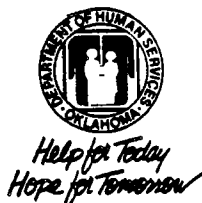
Surprisingly, there is only a small amount of red tape involved. We develop a simple contract with you, describing the job to be taught, the length of training period and details of reimbursement.

## ✓ IMPROVE CASH FLOW

There are other benefits as well. Substantial income tax credit for instance. By employing an E&T CONNECTIONS participant, you can claim a tax credit equal to 40 percent of the first \$6,000 in wages paid in the first year (employees must be retained at least 90 days and work at least 120 hours) under the provisions of the Federal Targeted Jobs Tax Credit.

Through E&T CONNECTIONS you save twice— as a businessman and as a taxpayer. The E&T CONNECTIONS employee starts paying taxes instead of receiving welfare.

**WHAT TO DO NEXT:** Call the local DHS County Office. We'll give you detailed information or get right to work helping you fill a specific job. Or, call the DHS E&T Program at 405/521-3931. Ask for the E&T CONNECTIONS.



**Please return this form to:**

Oklahoma Department of Human Services  
Family Support Services Division  
E&T CONNECTIONS Program  
Telephone: 405/521-3931

I would like more information on the Oklahoma E&T CONNECTIONS Program.

**Please print**

NAME (Last Name)

First

Middle

( )

COMPANY NAME

TELEPHONE NUMBER

ADDRESS

CITY

STATE

ZIP CODE

Oklahoma Department of Human Services  
Family Support Services Division  
E&T CONNECTIONS Program  
P.O. Box 25352  
Oklahoma City, OK 73125

---

---

---

DHS Pub. No. 87-60  
Revised 3/88  
This publication is authorized by the Oklahoma Commission for Human Services in accordance with state and federal regulations and printed by the Department of Human Services. Cost of preparation and distribution was \$350 for 5,000 copies. DHS is in compliance with Title VI and Title VII of the 1964 Civil Rights Act and the Rehabilitation Act of 1973. Copies have been deposited with the Oklahoma Department of Libraries Publications Clearinghouse. For additional copies contact DHS Employees Library, (405)521-3727.