

TABLE OF CONTENTS

- I. PROJECT OVERVIEW
- II. PROJECT APPROACH AND OBJECTIVES
- III. OPERATING ASSUMPTIONS: AGENCY RESPONSIBILITIES
- IV. WEP/WIN RELATIONSHIPS
- V. IMPLEMENTATION SCHEDULE
- VI. SITE SELECTION
- VII. PROGRAM NARRATIVE
 - A. INTRODUCTION AND ELIGIBILITY
 - B. REGISTRATION AND ORIENTATION
 - C. APPRAISAL AND EMPLOYMENT PLAN
 - D. EMPLOYABILITY DEVELOPMENT PLANNING PROCESS
 - E. PROJECT COMPONENTS:
 - 1. Intensive Manpower Services
 - 2. On-the-Job Training
 - 3. Community Projects
 - 4. Classroom Training
 - 5. CETA Public Service Employment
 - F. CHART OF PROGRAM PAYMENTS TO WORK EQUITY CLIENTS
 - G. DEFINITION OF SUITABLE EMPLOYMENTS
 - H. SAMPLE AGREEMENT
 - I. EXHIBITS
 - J. OPERATIONAL HANDBOOKS

VIII. MANAGEMENT AND ADMINISTRATIVE PLAN

- A. ADVISORY/DECISION-MAKING PROCESS
- B. MANAGEMENT INFORMATION SYSTEM
- C. FISCAL SYSTEM
- D. PERSONNEL PROCEDURES
- E. ADJUDICATION SYSTEM
- F. TRAINING PROPOSAL

IX. PROJECT BUDGET

X. STAFFING PATTERNS/JOB NARRATIVES

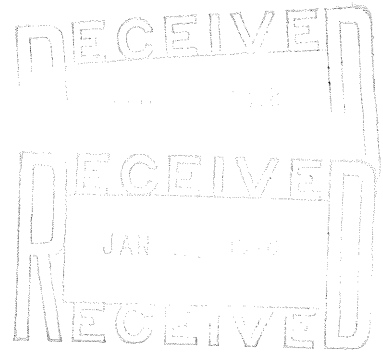
XI. PROCESS FOR OBTAINING WAIVERS

XII. SPECIAL PROVISIONS

- A. AVAILABILITY OF TITLE XX FUNDS
- B. WORK EQUITY OPERATIONS ASSUMPTIONS
- C. COUNTY AND STATE ADDITIONAL COSTS/HOLD HARMLESS
- D. RESEARCH DESIGN

XIII. APPENDICES

- A. STATE LEGISLATION
- B. WELFARE GRANT FLOW CHARTS
- C. FISCAL PROCEDURES AND STAFF CAPABILITIES
- D. FISCAL STATEWIDE ACCOUNTING SYSTEM
- E. FISCAL CETA ACCOUNTING SYSTEM



PROJECT OVERVIEW

"WORK EQUITY THROUGH MEANINGFUL EMPLOYMENT"
PROGRAM OPERATIONS
OVERVIEW

INTRODUCTION

Program Overview

The Work Equity Program (WEP) has been designed as a necessary and logical extension to the Work Incentive (WIN) Program model. The Work Equity Program's major deviations from WIN include a greatly expanded group of clientele and expansion in the quantity and types of services provided. More specifically, in addition to serving only employable recipients of Aid to Families with Dependent Children (AFDC), the Work Equity Project will serve employable General Assistance (GA) and food stamp recipients. Under Work Equity the exemption criteria from the job seeking requirements of each of these programs will continue to remain intact, as required under Federal and State law. Work Equity will, however, introduce (1) uniform assessment of job readiness, (2) uniform job search standards, (3) a consistent criteria for the substitution of employability development activities or training for direct job seeking, and (4) a singular definition of suitable employment for all affected client groups.

In addition to providing all traditional WIN services, WEP will utilize Comprehensive Employment and Training Act (CETA)-modeled Employment Training Teams and employability development planning

for serving individuals appraised as "not job ready," and will develop large-scale community projects to be used, much like CETA Work Experience and Public Service Employment Programs, in a modified and greatly enlarged form.

ELIGIBILITY DETERMINATION

Eligibility determinations for Work Equity will take place for AFDC recipients, General Assistance recipients, and recipients of food stamps. The County Welfare Agencies will be responsible for this function and will operate through rules and regulations promulgated through the Department of Public Welfare.

CLIENT REFERRALS

The County Welfare Agencies, upon appropriate eligibility determination, will refer eligible AFDC and GA clients directly to the WEP center. On the other hand, all eligible food stamp referrals to WEP will be the responsibility of the ES area office.

REGISTRATION

WEP shall register all participants promptly upon appearance at the WEP center. In general, registration will be completed the day the participant appears for registration so that the necessary appraisal determinations are not delayed.

SOCIAL SERVICE AND JOB READINESS APPRAISAL

Whenever possible, WEP staff will appraise the individual immediately following registration. The purpose of the appraisal interview is to assess the registrant's employability potential,

social service needs, and the registrant's suitability for employment and participation in an appropriate WEP component. Social services which will be available include (1) day care service (2) family planning (3) counseling (4) health services (5) vocational rehabilitation services (6) homemaking services (7) housing services (8) legal services (9) money management services and (10) transportation services. Those participants appraised as immediately employable will be referred to the Intensive Manpower Services component.

Employability Plan - An Employability Plan will be initiated for all participants at the time of appraisal. For many who are job ready, this will include only referral to employment. On the other hand, all WEP participants designated as "not job ready" because of barriers to employment will be referred for Employability Development Planning (EDP).

Employability Development Planning - The EDP process consists of three inter-related activities, including (1) orientation and assessment (2) appraisal of component needs such as classroom training, remedial education, counseling, etc., and (3) appraisal of additional social service needs. The intensified assessment should require a period of one week to complete.

WORK EQUITY PROJECT COMPONENTS

The Work Equity Project will utilize a number of program components to aid registrants in obtaining full-time unsubsidized employment. Many registrants will participate in community projects, others may be provided classroom training, while still others may be involved in on-the-job training or in CETA public service employment. Depending on the registrant's individual Employability Plan, he/she may be involved in a single component or a number of components. Whether or not involvement includes one or more components, each registrant will be required to participate in the Intensive Manpower Service Component at some time during participation in WEP.

The subsequent sections provide additional descriptions as to the following components:

1. Intensive Manpower Search
2. On-the-Job Training
3. WEP Community Work Projects
4. Classroom Training
5. CETA Title VI Public Service Employment

INTENSIVE MANPOWER SEARCH

Overview

Intensive Manpower Search is a process where clients, assisted by WEP staff, review available job openings, explore and develop job seeking techniques and skills, and apply for appropriate jobs. The Employment Services job bank, newspaper ads, job finding clubs, and visits to potential employers are

primary resources. IMS is considered for each client during appraisal. Each client assigned to a community project participates in this activity on a regularly scheduled basis, and clients who are at any time determined to have marketable skills are assigned to the component full time.

ON-THE-JOB TRAINING

On-the-Job Training (OJT) as a Work Equity component serves the basic purpose of providing the opportunity to learn job skills in a setting which results in employment. In addition, it may aid the job developer in gaining access to jobs which otherwise would not be available. OJT involves a contractual agreement between the Work Equity Program and the employer. This contract stipulates the type of training the registrant is to receive during and after the contract period. In addition, the contract specifies the amount of Work Equity reimbursement to the employer for his extraordinary training costs. Contracts will be written so that upon successful completion of the OJT contract, the registrant will have permanent employment with the employer.

COMMUNITY PROJECTS

Community Projects are by definition community needs translated into a project through the addition of material, labor, and supervisory resources. In addition, these projects will be activities not otherwise performed and should not only provide nontransitional employment but also aid individuals in developing basic work habits and skills. Three factors will be considered in setting up these projects: (1) each community's expressed needs for public service work (2) the potential of each identified project to provide jobs that will develop marketable

skills and (3) the production of an end result that can be clearly identified within the community.

Individuals will participate in this component for approximately 12-week intervals and be paid at the prevailing wages for work performed. While involved, participants will be provided with structured job search each week.

CETA TITLE VI PUBLIC SERVICE EMPLOYMENT

The emphasis of all IMS activities is toward the retention of unsubsidized employment. CETA PSE positions will be looked upon as an employment resource for WEP registrants who are unable to obtain unsubsidized jobs at the time of registration. It is expected that 30% of these registrants will be able to enter unsubsidized employment after three months on a PSE position.

CLASSROOM TRAINING (CT)

Overview

Classroom training as a Work Equity component serves the basic purpose of providing specialized classroom instruction for a specific job goal. Area Vocational Schools and Community Colleges both inside and outside of the Work Equity target area will be utilized for this purpose. Any registrant whose Employment Plan contains a step involving Classroom Training may enter this component. Classroom Training (CT) may include but is not limited to skill training, basic or remedial education, language and General Education Development (GED).

PROJECT APPROACH AND OBJECTIVES

WORK EQUITY APPROACH AND PROGRAM OBJECTIVES

The approach chosen for the Work Equity Program is one based on a logical extension of the current WIN and CETA programs. WEP will seek to go beyond such efforts to develop a wider range of human skills and more opportunities for employment. There are four major areas of concern: (1) achieving economic self-sufficiency (2) the development of human skills (3) individualized treatment and (4) job development. These four areas are discussed below.

Achieving Economic Self-sufficiency

The Work Equity Project has as its primary base the goal of aiding participants to find and permanently secure economic self-sufficiency. Although individuals may direct their potentials in many diverse channels, the Work Equity Program is aimed at success through meaningful economic activity. In order for WEP participants to become gainfully employed, not only must they learn specific task skills but also interpersonal relations skills.

Development of Both Task Skills and Interpersonal Skills

WEP supports participant growth in skill levels and, also, in human relation skills. In the past, programs focused primarily on "skill training," with little attention given to interpersonal relations. In contrast to these programs, WEP will assist participants in understanding the realities of work, the importance of developing and maintaining good working relationships with other members of an organization in which he/she is employed. For example, supervisory, subordinate and coworkers have reciprocal relationships that involve claims, obligations and responsibilities. Thorough and realistic

participant preparation, individualized treatment, and frequent followup will ensure that human relation skills are developed and maintained.

Individualized Treatment

The primary tool to be utilized for moving registrants into gainful employment will be individualized treatment. WEP supports the approach of recognizing and utilizing the uniqueness of each participant in the project. No preconceived role or model of behavior will be forced upon the individuals in the project. Each component of the project will be structured to specifically meet the needs of those in the project. Unlike programs in the past, WEP understands that no regimentary structure can be forced upon people without resentment. In order for each individual to achieve his/her own potential goals, WEP must know, understand, and utilize participant needs, fears, and beliefs. It is also believed that much more can be done in a climate conducive to building meaningful relationships in which people will feel comfortable in sharing their thoughts and feelings.

Job Creation

The single, major goal of WEP is to achieve unsubsidized employment for participants. On-the-Job training is considered to provide an opportunity to learn job skills in a setting which would result in permanent unsubsidized employment. Another initial approach to help people develop basic work skills is through the development of community projects. From their work experience in these projects, WEP participants are expected to gain useful and meaningful skills and a sense of accomplishment derived from contribution toward community betterment.

Program Objectives

The primary purpose of the Project is to test aspects of the Administration's welfare reform job track. In particular, it will test the capability of employment and training institutions associated with the Department of Labor to create public jobs on a large scale for public assistance recipients. Other objectives are as follow:

1. To test the operational feasibility and effectiveness of a uniform work/employment training requirement for AFDC, GA, and food stamp populations.
2. To test the operational feasibility and effectiveness of a new administrative system which will directly link employment and training programs and agencies with income transfer programs and agencies.
3. To determine the effectiveness of the new administrative system in finding permanent unsubsidized employment for the AFDC, GA, and food stamp populations.
4. To compare the costs of the Work Equity Program with the costs of the income transfer programs it is replacing.
5. To determine the effects of the Work Equity Program on program participants in terms of their personal satisfaction or dissatisfaction.

6. To determine the acceptability of the Work Equity Program to the affected communities.

The project will adhere as closely as is feasible and reasonable to the welfare reform plan. However, some minor variance is expected in wage rates paid in the community jobs projects and in the target groups served. Specifically, there will be some departure from the minimum wage in the jobs projects, and some persons who would be eligible for assistance in welfare reform but who are not now in any transfer program will not be served.

OPERATIONAL OBJECTIVES

A set of testable hypotheses generated by the Work Equity Program are presented below. They are subject to acceptance or rejection based on the costs and benefits of WEP.

1. After completing the WEP activities, then:
 - A. Thirty percent or more of the WEP participants will be employed in unsubsidized employment.
 - B. Seventy percent or more of the WEP participants will be retained after 90 days of employment.
2. If uniform work/training requirements are established for AFDC and GA, (quantitative estimates will be added after at least 60 days of program experience and will be developed jointly with Abt Associates and WEP staff.)

- A. Costs will be less than other income transfer programs.
 - B. Benefits will be greater than other income transfer programs.
 - C. Process time will be less than the process time for the control groups.
3. If welfare recipients participate in WEP, (quantitative estimates will be added after at least 60 days of program experience and will be developed jointly with Abt Associates and WEP staff.)
- A. Their attitudes toward work should be more favorable than the control group's attitudes toward work.
 - B. The anxiety toward leaving welfare programs will be less than the control group's level of anxiety.
 - C. They will exhibit a more positive self concept than the control group's self esteem.
4. If communities adopt WEP community projects, then:
- A. WEP participants will feel more useful than the control group.
 - B. Community betterment will be greater than the control group communities.

OPERATING ASSUMPTIONS

WORK EQUITY
OPERATING ASSUMPTIONS

INTRODUCTION

Department of Labor Fiscal Year 1977 funds for the Work Equity Project should be approximately \$6.8 million. For all clients served during a twelve-month period of operation, about 25% will be in on-the-job training (OJT) slots; 15% in classroom training; 10% indirect placements; and, 50% work experience through community work projects.

INTERAGENCY RESPONSIBILITIES

Minnesota Department of Economic Security (MDES)

1. MDES will modify the State WIN plan of service to facilitate the successful implementation of WEP.
2. MDES will be designated the WIN sponsor.
3. MDES will operate the WEP in areas covered in the demonstration.
4. MDES will promulgate the rules and regulations for the program.
5. MDES will provide the adjudication system for program registrants.
6. MDES will develop fiscal and management information system and reporting procedures and monitor subcontractors for compliance.
7. MDES will be the liaison with the U.S. Department of Labor.
8. MDES will administer the project in the Balance of State area. This includes providing staff to the project previously involved in CETA/BOS and the Employment Service including WIN.
9. MDES will develop and administer the training plan for all staff involved in WEP, with assistance from DPW and St. Paul CETA.
10. MDES will assure that all funds expended as part of this project are done so pursuant to all applicable Federal, State laws and regulations.
11. MDES will be responsible for job development and job placement for the Work Equity Project (WEP).
12. As appropriate, MDES will refer food stamp recipients to the WEP centers.

Department of Public Welfare (DPW)

1. DPW will promulgate rules and regulations for the identification and referral of eligible participants.
2. DPW will maintain all systems to adjudicate county welfare action related to WEP. DPW will provide liaison with county welfare agencies to the WEP offices.
3. DPW will determine the county hold-harmless reimbursement formula and GA grant contributions for salaries, wages and allowances to be transferred to WEP.
4. Department of Economic Security will assist DPW in specifying the roles of the county Separate Administrative Unit (SAU) and Income Maintenance Units of WEP.
5. DPW will remain the liaison to the U. S. Department of Health, Education and Welfare and will have the responsibility for obtaining 1115 waivers.
6. DPW may monitor WEP activities as they relate to county welfare departments.

Balance of State CETA and City of St. Paul CETA

1. The St. Paul CETA Prime Sponsor, through a contract, will administer the operation of WEP. The Commission of Economic Security, through his designee, will administer the Work Equity Program in the Balance of State. Overall responsibilities include but are not limited to supervision of loaned, as well as contract staff, and management information system reporting.
2. The CETA Prime Sponsors will provide staff to the project for establishing EDP's for WEP registrants.

ELIGIBILITY DETERMINATION

The Department of Public Welfare will determine eligibility and refer the General Assistance clients (current caseload and new cases) and also refer eligible AFDC clients to the WEP centers. In order to make the eligibility requirement more equitable, DPW will utilize a mitigating circumstance provision for women with the youngest child being older than six years of age.

Employment Services local centers will be responsible for food stamp referrals. The rationale is overall compliance with the regulations for providing a 30-day holding period for clients. The following is the criteria to be used for eligibility determination.

UNIFORM ELIGIBILITY

General Requirement

All recipients of AFDC, General Assistance, and food stamps - unless exempt by the following conditions - must register with and participate in the Work Equity Project: (Those not mandated to participate will be allowed to volunteer.)

Exemptions

- Age - 1) A person under age 18 if on GA or FS; age 16 if on AFDC
2) A person age 65 or older

School

- 1) A person 16 to 18 if in school
- 2) A person currently enrolled at least half time (as defined by the institution) in any school or training facility/program recognized by Federal, State, or local government agency
- 3) A person engaged in a vocational rehabilitation program

Currently employed at least 30 hours per week at the minimum wage (Federal)

Incapacity

A person who is:

- 1) Ill (not to exceed 30 days). Exemption: (Reassess end of 30 days)
- 2) A person whose incapacity, supported by medical testimony, precludes continual full-time or part-time activity
- 3) A person disabled and meets criteria of RSDI, SSI, or MA
- 4) A person enrolled in a chemical dependency treatment program - must be referred after discharge

Presence Required at Home

- 1) Individuals needed to care for an ill, incapacitated, or disabled household member
- 2) Individuals caring for a child under age six
- 3) Individuals needed to care for children aged 6 to 18 when that need is established (must be clearly defined by DPW)

Other

- 1) Persons whose residence is so remote from the WEP project that more than an average of 2 hours daily travel is required
- 2) Food stamp recipients currently receiving Unemployment Insurance unless self referrals or referred by Employment Services to a component as suitable employment

REGISTRATION

1. WEP center staff perform registration.
2. WEP registration will be in lieu of WIN.
3. WEP staff will complete registration within the same day an individual appears.
4. No new registrations will take place after 3 P.M.

SOCIAL SERVICE ASSESSMENT

1. To the extent possible, Separate Administrative Unit (SAU) staff colocation will be used for AFDC registrants. Other staff, funded by WEP, will be used for the food stamp and General Assistance clients.
2. Social Services will be at least the same as normally provided for in WIN.

JOB READINESS ASSESSMENT

1. Determination done shortly after social service appraisal to determine who is obviously job ready. Must look at skills, experience, job market, and training. However, this criteria for referral must be clearly defined in the operating rules.
2. Time required per interview is two hours. Therefore, one interviewer can handle three clients per day.
3. Pay registrants TRE and grant and support services for this assessment.
4. Clients failing to appear for two scheduled interviews (without good cause) will have the WIN adjudication procedures applied to them. "Good cause" is defined by the WIN regulations.

JOB SKILLS PREPARATION

Prior to entering job search, all participants will be involved in a two-day class (with a limit of two days) to prepare them for obtaining and sustaining employment. During this period, individuals will receive an allowance equal to the Federal minimum wage for the hours required to complete the component (approximately sixteen hours).

INTENSIVE MANPOWER SERVICE

1. All registrants must go through approximately six days of job search before being referred to a "jobs" component.
2. Allowances at minimum wage level for time involved (40 hours per week) permitting 30 and 1/3 still to be applied for AFDC recipients will be paid for intensive manpower services.
3. The job component should utilize job finding clubs.
4. AFDC-UF's shall be exempt from 100 hours limitation while in this component.

ON-THE-JOB TRAINING

This component should consider the following variables:

1. The OJT is consistent with the registrant's job goal.
2. The registrant understands his responsibilities to the employer.
3. With much discretion, some clients will be allowed to negotiate their own contract in situations where they are already working and require an upgraded wage or position.
4. Employer understands responsibility to registrant. (Must agree to keep individual on payroll at least as long as training time required for the position.)
5. Followup for OJT contracts will be at least once a month.
6. WEP will pay 50% of entry-level wages to reimburse employer for cost of training, and employers will provide the other 50% for duration of training.
7. AFDC-UF's shall be exempt from 100 hours limitation while in this component.

WORK EXPERIENCE THROUGH COMMUNITY WORK PROJECTS (WEP FUNDED)

1. Period of participation in projects is twelve weeks.
2. Maintenance of effort provision will be complied with.
3. Employers will not be required to hire registrants automatically for permanent positions.
4. The 30 and 1/3 disregard will apply for AFDC recipients.
5. Registrants will be paid at prevailing wages.
6. Registrants will have structured job search each week.
7. CETA Manpower Advisory Councils will have an opportunity for review and comment on projects.
8. AFDC-UF's shall be exempt from 100 hours limitation while in this component.

COMMUNITY PROJECTS (CETA TITLE VI)

1. \$3 million worth of job slots at \$833 per month level from BOS and the City of St. Paul will be available from CETA for WEP registrants.
2. Registrants will be suspended from WEP to CETA (12 months possibility).
3. Criteria for referral should be that the registrants suspended will be the most employable.

EMPLOYABILITY DEVELOPMENT PLAN

1. This plan is provided for non-job ready clients (includes orientation and assessment).
2. The time required for activity is approximately one week (5 working days).
3. Registrants will receive an allowance equivalent to the Federal minimum wage for the time in this component.
4. Determination will also be made for the individuals who, although not job ready cannot gain from the usual training provided to WEP participants. These individuals may be referred for employment in an entry-level community project or in an existing sheltered workshop

CLASSROOM TRAINING

1. Registrants will receive an allowance equivalent to the Federal minimum wage for 20 hours of class per week and 10 hours of study.
2. Average length is six months.
3. Pay tuition, books, fees = \$2 per day/tuition equals \$264 for six months; books, fee equal \$75 for six months.
4. Provide ABE overall education training and vocational skill training.
5. Every attempt should be made for using flexible training; i.e., high impact, short term.
6. No allowance will be paid for training requiring more than 52 weeks.

WEP/WIN RELATIONSHIPS

WIN AND WEP RELATIONSHIPS

Purpose: This paper aims to delineate the working relationships between the WIN program and the proposed WEP demonstration project. Because a demonstration project is experimental by nature, the actual workings may change as the project progresses.

Background: The Governor's Manpower Office has addressed the WIN/WEP interface issue in several proposals: the May 1977 Work Equity Proposal and the August 16 supplemental proposal. The following presents a synthesis of the most relevant proposals submitted; additional issues surfaced by the region will be addressed later.

1. The State will meet the WIN legislative requirements as to social and employment services as specified in the Social Security Act, Part IV, C, (402(a)(19), 430, 402, 432 and 433 (SAU) through the WEP program.
2. The State will request assurances from the Department of Labor that future year WIN funds will not be endangered as a result of participation in the WEP. The new DES will satisfy this concern.

Assumptions

1. Starting dates have been adjusted to phase-in schedule enclosed.
2. Department of Economic Security will operate WEP in demonstration areas currently covered and not now covered by WIN. It will meet the requirements of SSA, Part IV, C and the Federal WIN regulations 29 CFR, Part 56 and 45 CFR 224.

3. WIN money will be used for AFDC clients only and will be separately accounted for in WIN funding.
4. AFDC registrants in WEP will meet goals required in WIN funding:
Entered employment, duration, welfare grant reduction, expenditures, average wages.
5. The initial project duration will last 10 months; subsequent additional funding may increase the duration and the counties involved.

Program Purpose

The WIN Program aims to impact the welfare rolls and costs by aiding eligible AFDC recipients to enter employment by providing various employment and social services. (SSA, Part IV C) 1967

The modified WEP is intended to demonstrate the operational feasibility and to test the effectiveness, efficiency, and equity of a welfare reform concept which emphasizes job placement and public employment for welfare recipients. WEP will treat two different welfare populations, GA and AFDC, in a consistent and comprehensive fashion. The effort to create jobs for this population and to shift individuals to private sector employment represents the original emphasis of the WEP demonstration project.

Organization

WIN is structured in Department of Economic Security, managed and supported by Employment Services staff. The SAU of DPW works with ES to provide supportive services. According to the State WIN plan, in FY 78 WIN will use about 27¹ staff to place nearly 4,900 registrants, at a total cost

WIN AND WEP RELATIONSHIPS

of about \$8.7 million. Other program funds such as CETA and Title XX may be tapped.

WEP is to be housed in Department of Economic Security within the Governor's Manpower Office; DPW will cooperate in providing necessary supportive services. In FY 78, for 10 months, WEP plans to use about 52.5 FTE staff to place approximately 1,010 AFDC and GA registrants out of 3,947 target group. Specific Federal funds will total \$6.8 million for the initial project; subsequent FY 78 funds may enable increased duration or project scope. Because WEP will cover only two WIN projects, St. Paul and St. Cloud, the working interface should be easier to control within the DES.

Planning

WIN's FY 78 plan recognizes the demonstration WEP and agrees to adjust its resources and staff to cooperate. The normal WIN objectives will continue; entered employment, welfare grant reductions, LME, and job durations.

WEP will assure the number of AFDC registrants who are placed, as well as other relevant data such as registrants, welfare grant reductions and job duration, will be available to use for WIN's FY 79 allocation requirements.

WEP objectives must be quantified; most probably placements and benefit/costs, for the client, the administration and the community will be measured.

Staff/Location/Training

WIN, ES and SAU staff will continue serving on board registrants in the Controlled City project as well as demonstration Balance of State areas.

WEP staff must be recruited and trained at the respective sites. In St. Paul and St. Cloud, most of the new WEP staff will be WIN experienced staff. Ideally, these staff may wear two hats and serve new WEP registrants as well as the on board WIN registrants. Experiences from the St. Cloud pilot group will be used for other sites.

Operations

1. Registration

State WIN staff plan to register about 10,200 AFDC recipients in FY 70 for 12 months.

WEP staff plan to register about 1,600 in St. Paul and 200 in St. Cloud, or about 13% of the State's new registrants. In addition, WEP will register about 267 St. Cloud General Assistance recipients. Balance of State areas will provide the remaining 2000 registrants for the project.

2. Client tracking

ES. WIN will use the normal ESARS system and reporting formats.

WEP: The information requirements will use the Balance of State, CETA, MIS and the DOL job banks. Minor modifications will be necessary to insure compatibility with MODS/ESARS in the two sites of St. Cloud and St. Paul. An interface module will be developed to generate MIS data elements acceptable to MODS as input. The outputs would be available to determine WEP impact, assuming programming can be completed on time.

SAU/DPW

WIN will use the normal quarterly SSRR form 2D, Form 5, and the monthly 117 A and B.

WEP should be able to adjust the WIN SAU client report form to track child care and supportive service to WEP clients as well as General Assistance clients.

COST TRACKING

Employment Services

WIN will use the normal time distribution/cost accounting system to track staff and allowances expenditures. This relates to the original State WIN plan.

WEP

The SESA cost accounting system will be adapted to track the WEP costs. Directed WIN resources will be tracked to assure it covers only AFDC registrants. The present WIN functions parallel the WEP functions, with minor exceptions; i.e., no PSE. The SESA personnel agree they can turn around a WEP request for separate fund ledger codes within 30 days from request date.

Resources

WIN: Based on the phase-in schedule of St. Cloud being operational in December and St. Paul being operational in January, WIN plans to divert the following resources to WEP:

	Administration	Client Services	TOTAL
St. Cloud	\$16,340	\$56,540	\$72,880
St. Paul	84,956	204,701	289,657
TOTAL	\$101,296	\$261,241	\$362,537

DPW: The Department estimates it will need an additional \$266,423 to meet the additional services that will be needed by the WEP participants. These estimates for St. Paul assume about 50% of registrants use services at \$58 cost per month for about 4 months. Title XX and preschool child care will require an additional need for \$200,000 by DPW.

WEP: The division developed a cost budget of \$6.8 million for the initial project. The estimated costs may be adjusted by actual experience, but all estimates have been based on actual FY 77 experiences and FY 78 plans of WIN, SAU, and/or Department of Public Welfare.

IMPLEMENTATION SCHEDULE

WORK EQUITY PROJECT
IMPLEMENTATION SCHEDULE

I. PLANNING - Central Staff

October 1 - December 1 - Operational planning for the Work Equity Project

II. OPERATIONS - Field Operations

Staff Hired: November 14

Center Open: December 1

Region 7W - St. Cloud
Benton, Stearns,
Sherburne, Wright

Staff Hired: December 1

Center Open: December 15

Region 8 - Marshall
Lincoln, Lyon,
Redwood and Pipestone

Staff Hired: January 1

Center Open: January 15

Region 8 - Worthington
Murray, Cottonwood,
Rock, Nobles, Jackson

Staff Hired: January 1

Center Open: January 15

City of St. Paul

Staff Hired: January 15

Center Open: February 1

Region 6W - Montevideo
Big Stone, Swift, Lac Qui Parle,
Yellow Medicine, Chippewa

Staff Hired: February 1

Center Open: February 15

Region 6E - Willmar
Meeker, Kandiyohi,
Renville, McLeod

Staff Hired: February 15

Center Open: March 1

Region 7E - Mora
Pine, Mille Lacs, Kanabec,
Chisago, Isanti

WORK EQUITY PROJECT
OPERATIONAL PLANNING

WORK ACTIVITIES
AND
TIMETABLES

July 20, 1977

The attached represents work activities which must be accomplished at the Work Equity Division level during the Operational Planning phase. These activities were scheduled for completion within time available in order to operationally implement the project by December 1, 1977. Although subgrantees also must complete certain related activities during this same time period (July 20 - November 30, 1977), these activities are not specifically addressed here. Staff must immediately assist subgrantees in identifying activities to be accomplished by December 1, 1977.

WORK ACTIVITY AND TIMETABLES

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.
I. WEP DIVISION STAFFING							
A. Assembling of Staff							
1. Identify organization design and staff needs			9/23				
2. Obtain position control numbers				10/7			
3. Draft position announcements			9/30				
4. Post positions				10/7			
5. Interview candidates				10/14			
6. Hire staff				10/21			
7. Conduct staff orientation		8/11-8/31					
B. Work Plan Development							
1. Develop program goals and objectives/Director & Deputy Dir.	7/25	8/11					
2. Develop overall work plans and appropriate time frames for WEP Asst. Dirs./Director & Deputy Dir.	7/25		9/22				
3. Develop weekly plans for units/ Assistant Directors					11/1		
4. Develop daily work activities/ Staff					11/1		on going

WORK ACTIVITIES AND TIMETABLES

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.
II. PUBLIC RELATIONS							
A. Develop and issue press release on WEP program and funding	7/20 X						
B. Develop Public Relations Work Plan	7/25	8/11	9/15				
1. Identify important public and private parties to meet with and inform on WEP	7/25		9/15				
2. Arrange meetings for appropriate WEP staff			ONGOING				
3. Develop ongoing communications mechanism for WEP developments		8/11	9/15	ONGOING REFINEMENT			
4. Identify appropriate local P.R. linkages		8/11	9/30				
5. Work with subgrantees on identifying and meeting local P.R. needs			9/15	ONGOING			
6. Set up state/local coordination task force for WEP				10/15	ONGOING		
7. Set up a state WEP policy advisory committee with members representing agencies, as well as clients.				10/15	ONGOING		

WORK ACTIVITIES AND TIMETABLES

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.
III. FISCAL ACTIVITIES							
A. Develop Work Plan	7/25	8/11		10/3			
B. Determine WEP Fiscal Requirements							
1. Identify account structure(s)				10/7			
2. Identify client payments system				10/7			
3. Set up Interagency transfer arrangements				10/21			
4. Identify appropriate staff needs both internal and subgrantee				10/3			

WORK ACTIVITIES AND TIMETABLES

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.
IV. GRANT DEVELOPMENT							
A. Develop Work Plan for	7/25	8/15					
1. Budget Development							
a. Grantee							
b. Subgrantees							
2. Grant Development							
3. Subgrant Development							
B. Budget Development (Operations and Planning)							
1. Analyze WEP project budget and make refinements or modifications as appropriate		8/11		10/15			
2. Develop subgrant budget formats and instructions				10/15			
3. Work with subgrantees to develop budgets				10/31			
4. Work with agency liaisons to develop WEP interagency agreements/subgrant budgets				10/31			

WORK ACTIVITIES AND TIMETABLES

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.
C. Grant Development							
1. Develop necessary materials and documents for DOL grant	7/25	8/5					
2. Prepare and finalize DOL grant	9/25	8/5					
3. Maintain and modify DOL grant as appropriate				ONGOING			
D. Subgrant Development							
1. Develop subgrant package		8/11		10/15			
2. Identify subgrant provisions		8/11		10/7			
3. Negotiate subgrant agreements							
a. BOS & St. Paul				10/15	11/15		
b. Interagency Subgrants							
4. Approve subgrant agreements				10/1	11/30		

WORK ACTIVITIES AND TIMETABLES

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.
V. DEVELOPMENT OF REQUESTS FOR WAIVERS (To be done by DPW)							
A. Review WEP Program Design	7/20	8/15					
B. Determine Necessary Waivers			9/1				
C. Determine DOL/HEW Roles and Responsibilities in Security Waivers			9/1				
D. Establish Appropriate Liaison with Identified Federal Staff			9/1				
E. Develop Detailed Supporting Documents for 1115 Waivers/Other Appropriate			9/1	10/31			
F. Submit Waivers to HEW				10/15			
G. Receive Approval/Disapproval from HEW						Dec.	
H. Determine Appropriate Action Based on HEW Decision							1/1
I. Set up Human Subject CMTE. (or determine alternative operating to this)				10/3			

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN. 1978
VI. RESEARCH DESIGN							
I. Develop research plan							
A. Contractor's research design							
1. Assist contractor in building mechanism for measuring contractor/DOL initiated evaluation/research objectives.		<u>8/8</u>	<u>9/30</u>				
2. Contractor's presentation of research design			9/22				
3. Work with contractor on implementation and operation of research/evaluation design				<u>10/1</u>	<u>11/30</u>		
4. Assist contractor in overcoming any problems in data collection						<u>12/1</u>	<u>ongoing</u>
B. Internal research design							
1. Determine internal research/evaluation objectives				10/1-31			
2. Build mechanism for measuring objectives					11/1-30		
3. Collection of data and analysis						<u>12/1</u>	<u>ongoing</u>

WORK ACTIVITIES AND TIMETABLES

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
VII. MIS						
A. Develop MIS Work Plan	7/22			10/17		
1. Identify MIS needs		8/19		10/7		
2. Identify appropriate systems options				10/21		
3. Determine optimum system based on project needs			9/15		11/1	
4. Design system						
a. Role of Admin. Office					11/1-15	
b. Role of Subgrantees						
5. Install system					11/1	12/1
6. Determine staff needs/Hire staff				10/15		
7. Develop appropriate forms and procedures for forms flow thru client tracking system					11/1	
8. Determine staff training needs						
a. Admin. Office staff					11/15	
b. Subgrantee staff						
9. Develop staff training					11/7	
10. Conduct staff training (in conjunction with training staff)					11/7-11/30	

WORK ACTIVITIES AND TIMETABLES

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.
VIII. Training (Operational Planning Phase)							
A. Develop Work Plan							
1. Determine training needs							
a. Grantee - WEP							
1) Post & interview staff training specialist				10/7 10/21			
2) Hire staff							
3) Develop orientation to WEP manual (phase I)					11/15		
4) Staff (central) orientation program					11/15		
5) Develop orientation to WEP manual (phase II)					11/15		
(a) Field staff							
(b) Subgrantees							
6) Staff orientation program					11/15		
7) Develop and implement client orientation brochure						12/1	
b. Subgrantee - BOX/St. Paul CETA							
1) Determine & rev. opng. agrmts.				10/15			
2) Provide subgrantee with orientation manual and presentation (phase III)					11/15		
3) Design and implement evaluation design to monitor subcontract						12/1	
4) Training session held with individual subcontractors to implement evaluation design						12/15-31	
5) Training session (central staff) as to individual roles with subcontractors					11/1		

WORK ACTIVITIES AND TIMETABLES

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.
c. County Welfare:							
1) Determine operation agreements with County Welfare					11/1		
2) Develop referral and intake procedures					11/5		
3) Provide orientation (phase II) manual and presentation to WEP					11/15		
4) Quarterly provide in-service training as to progress of WEP				ON-GOING			
2. Work with subgrantees/central staff to assess appropriate areas for training							
a. Determine subgrantees expertise areas/variance from WEP					11/15		
b. Orientation to WEP (phase II)					11/15		
c. Manual training on:							
1) Phase III, client orientation					11/30		
2) Phase IV, client referral and intake procedures					11/30		
3) Phase V, job search					11/30		
(a) Employment assessment manual					11/30		
(b) Job seeking skills manual					11/30		
(c) Job development manual					11/30		
4) Phase VI, placement component, subsidized and unsubsidized							
(a) Direct placement					11/30		
(b) Projects					11/30		
(c) OJT					11/30		
5) Phase VII, EDP assessment and plan							

WORK ACTIVITIES AND TIMETABLES

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.
d. Combination training efforts				ON- GOING			
1) Develop relative manuals on com- mensurate wage rates of prevail- ing industry				ON- GOING			
2) Employment Outlook				ONGOING			
3) Competitive placements defined by DOT codes and prevailing wage rates				ONGOING			
4) Local area training insts. (a) Voc. Ed. (b) Rehab. facilities, etc.				ONGOING			
5) Field staff cross training needs					11/1		
3. Develop necessary training modules							
a. Phase I & II - Orientation and staff manual				10/15			
1) Administrative				10/15			
2) Field				11/1			
b. Phase III - Client orientation, brochure, and presentation						12/1	
c. Phase IV - Client intake and re- ferral procedures					11/15		
d. Phase V - Job search (see #2 under training)					11/15		
e. Phase VI - Placement component					11/15		
f. Phase VII - EDP assessment & plan					11/15		

WORK ACTIVITIES AND TIMETABLES

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.
4. Assess staff capabilities/resources in carrying out training rqrmts.							
a. Central staff							
1) Individual write own job description		8/24					
2) Review with supervisor and revise		8/29					
3) Review job description and alter to best meet individual responsibilities					11/15		
4) Set up performance appraisal system						12/15	
(a) 20% - develop peer relationship factors							
(b) 40% - develop supervisor relationship factors							
(c) 10% - develop above and beyond achievements							
b. Field Staff							
1) Supervisor writes and implements job description based on evaluation design to achieve programmatic objectives						12/1	
2) Develop and implement performance appraisal system period						12/31	
(a) Individual performance appraisal system						12/31	
(b) Office performance appraisal system						12/31	

WORK ACTIVITIES AND TIMETABLES

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.
5. Subgrant training to consultant in whole or in part, as appropriate				ON-GOING			
a. Central staff receive presentation manuals					11/15		
1) ES/DPW specialist					11/15		
2) Intergovernmental relations specialist					11/15		
3) Welfare specialist					11/15		
b. Field/central staff				ON-GOING			
1) Orientations to pre-existing Welfare/ES systems				ON-GOING			
2) Acquire knowledge of personnel in charge and responsibilities				ON-GOING			
6. Identify training schedule, including logistics & audience							
a. Determine WEP's initial startup centers			9/22				
b. Write initial news release			9/1				
c. Determine all accrued cost to center over 10-month period				10/15			
d. Hire field staff							
e. Meet with local governmental agencies					11/1		
f. Mass orientation to WEP, local government agencies and WEP field staff					11/1		

WORK ACTIVITIES AND TIMETABLES

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.
IX. Legal Analysis							
A. Develop work plan				10/14			
1. Legislation							
a. Review GA/WEP legislation				10/7			
2. Program Rules							
a. Assist DPW in development of emergency rules for eligibility determination				10/31			
b. Assist Economic Security with regulations for operational aspects of program				10/31			
c. Determine procedures and timetables for issuance of permanent rules				10/31			
3. Client Rights							
a. Review Program Design							
(1) Define intake & eligibility criteria							
(2) Define programmatic structure							
(3) Review expectations of clientele							
(4-7) Staff Attorney							

WORK ACTIVITIES & TIMETABLES

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.
b. Review WEP Adjudication System							
(1) Consult with ES/WIN, Welfare, on legal rights for clients				10/1			
(2) Review existing complaint procedures presently being used (CETA, Welfare, ES)				10/1			
(3) Review DOL regulations and procedures				10/1			
(4) Design brochure regarding client rights and the complaint procedure for client with grievance to follow				10/15			
(5) Submit to DOL, County Welfare, and ES for review and approval				10/15			
(6) Final copy				10/20			
(7) Director appoints management team to handle grievances				10/20			
(8) Train field staff for implementation of client rights and complaint procedure				10/15			
4. Develop training materials							
a. Needs assessment				10/1			
b. Formulate training material budget				10/1			
c. Determine training priorities and materials				10/1			
d. Develop work activities and timetables				10/1			
5. Conduct training sessions				ON-GOING			

WORK ACTIVITIES AND TIMETABLES

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.
X. Federal Relations							
A. Continue to clarify relationships with federal officials.			ONGOING				
1. Role of ETA Regional Office							
2. Role of National ETA							
3. Role of National DOL							
4. Role of HEW							
5. Role of Dept of Agriculture							
B. Set up communications mechanism with appropriate federal officials				10/1			
C. Establish and maintain liaison with Congressional members, as appropriate				ONGOING			

WORK ACTIVITIES AND TIMETABLES

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.
XI. COMPONENT DEVELOPMENT							
A. Community Projects							
1. Develop Workplan	7/25			10/15			
In conjunction with subgrantee staff:							
a. Gather current Title VI proposals from project area which are not planned to be funded.		8/11		10/15			
b. Analyze proposals for applicability to Work Equity.		8/11		10/15			
c. Determine necessary location and level of community projects based on assessment of client flow and entry timing.		8/11		10/15			
d. Develop procedures for solicitation of new community projects proposals.			9/1	10/15			
e. Develop procedures for the review, approval and negotiation of projects.			9/1	10/15			
f. Assist in the review and approval of the projects.							
				1st phase	X	ONGOING	

WORK ACTIVITIES AND TIMETABLES

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.
g. Assist in the initiation of projects.					1st phase	ONGOING	
h. Develop monitoring procedures for CWP component.				10/15	11/30		
i. Develop recommendations or roles of local government and other entities and interested parties.			9/15	10/15			
j. Put together procedures and policies developed into a manual for CWP.				10/1	11/15		
k. Assist in the development of criteria for referral of WEP clients to CWP component.			9/15	10/31			
B. JOB SEARCH							
1. Develop workplan							
a. By region			9/15				
b. By number of Project clientele			9/15				
c. Assist Employment Services							
(1) Ability to relate to clients				10/15			
(2) Approaches to be utilized by WEP staff				10/15			
(3) Performance appraisal system (ES vs. WEP)				10/15			

WORK ACTIVITIES AND TIMETABLES

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.
(4) Who has direct supervision							
d. Job Development							
(1) Knowledge of who will be involved in job development							
(a) WEP staff				10/1			
(b) Other agencies				10/1			
(2) Develop operating agreements by region for WEP to utilize CETA, ES and other placement agencies				10/15			
(3) Develop manual of WEP job development strategy					11/1		
(4) Implement manual - (inhouse)						12/1	
(5) Coordination of all placement efforts					11/15		
(a) Develop communication system for present and potential job openings					11/15		
(b) Develop ongoing communication system to employers					11/15		
e. Job Seeking skills							
(1) Develop job seeking skills component and manual					11/15		

WORK ACTIVITIES AND TIMETABLES

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN
(a) money management module							
(b) application and work history module							
(c) resume module							
(d) intensive 2-day session module							
(2) Develop class for job retention and manual					11/15		
f. Research and develop job voucher procedures for OJT			9/15	10/31			
g. Develop procedures for OJT component.			9/15	10/31			
h. Develop procedures for structured job search within CWP.				10/1-10/31			
i. Develop followup procedures for employed clients.				10/1	11/15		
C. Outreach/Intake/EP							
1. Develop workplan		8/11		10/7			
a. Develop and refine eligibility criteria		8/19		10/7			
(1) AFDC/AFDC-U							
(2) GA							
(3) Food Stamps							
b. Develop and disseminate to DPW/ES/ WIN referral criteria to WEP.			9/15	10/15			

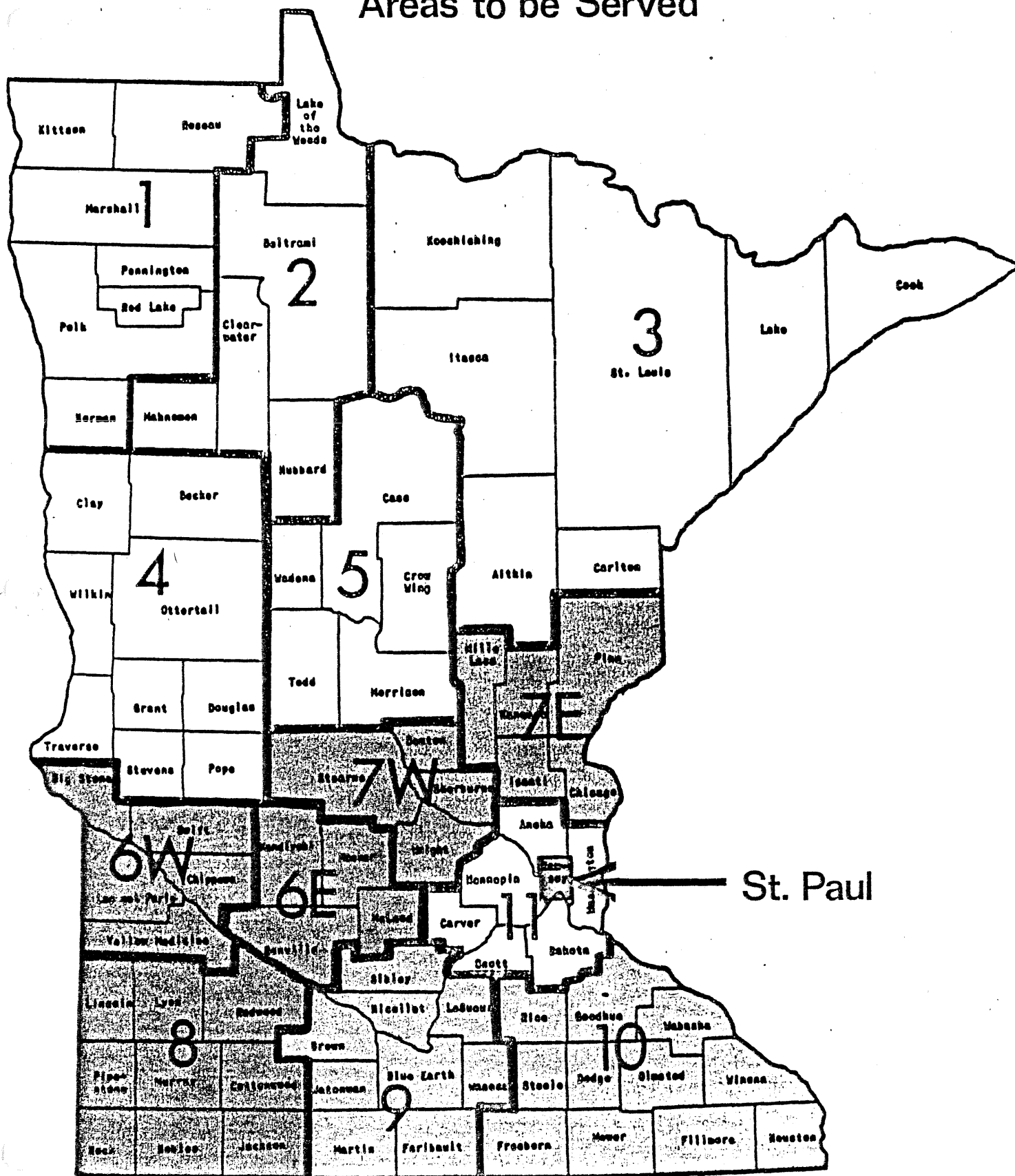
ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	1978
c. Develop procedures for intake process.			9/15	10/15			
d. Develop criteria for EP appraisal.			9/15	10/31			
(1) Employability assessment.							
(2) Social services assessment.							
(3) Referral to other WEP components.							
e. Determine, with DPW, role of county welfare in social services appraisal process.			9/1	10/15			
f. Develop criteria for EP reappraisal procedures.				10/1 10/31			
g. Compile procedures and policies into outreach/intake/EP manual(s).			9/1		11/15		
D. Employability Development Planning							
1. Develop workplan	7/25		9/15				
a. Examine CETA, WIN, and VR EOP process for applicability to WEP design.		8/11	9/15				
b. Design subcomponents of WEP EDP process.			9/1	10/31			

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	1978
c. Determine appropriate staff/agency roles in EDP process.			9/1	10/31			
d. Examine and determine necessary tools, testing devices, and other materials for EDP.			9/1	10/31			
e. Develop criteria for referral of WEP participants to classroom training component.			9/1	10/31			
f. Compile procedures and policies into EDP component manual.			9/1		11/15		
E. Title VI PSE							
1. Develop workplan	7/25		9/15				
a. Assist subgrantees in assessing method of allocating PSE Title VI slots to WEP participants.		8/11	9/30				
b. Assist subgrantees in identifying appropriate PSE projects/slots for WEP participants.		8/11	9/30 X		ONGOING		→
c. Develop interagency agreements with BOS and St. Paul for referral of WEP clients to Title VI.			9/15	10/31			

ACTIVITY/SUBACTIVITY	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN. 1978
d. Develop criteria for WEP referral.			9/15	10/31			
e. Develop procedures for WEP referral/suspense to Title VI.			9/15	10/31			

SITE SELECTION

Work Equity Areas to be Served



SELECTION OF REGIONAL COUNTIES FOR THE WORK EQUITY PROJECT

Goals for Selection

Due to budget constraints, the original 47 county WEP target area had to be reduced. In order to properly test the objectives of WEP, it should be tested in an economically and demographically diverse setting.

Additionally, since WEP is a national demonstration project, it should be tested in a large urban setting as well as a rural area.

Criteria for Selection

1. Metropolitan Target Area

Minnesota has two with over 250,000 population - Minneapolis and St. Paul. St. Paul was selected as the WEP Metropolitan Target Area because its CETA program was organizationally in the best position to deliver WEP and its public assistance caseload was a manageable size.

2. Outstate Area

Given the above goals, the following criteria were developed to select the WEP Outstate Area.

- a. Relative economic status of county as measured by population increase and decrease, per capita welfare cost, recipient rate per capita taxable value and per capita taxable income.
- b. Size of AFDC, GA and FS caseload in county
- c. Presence or absence of a WIN program in the county
- d. Location and service areas of Employment Service and CETA Centers

(See Attachment I for additional documentation)

After addressing county characteristics according to these criteria, the following five regions and twenty-seven (27) counties emerge as providing the best diversity for the initial demonstration project:

Region 6E

Kandiyohi
McLeod
Meeker
Renville

Region 7E

Chisago
Isanti
Kanabec
Mille Lacs
Pine

<u>Region 7W</u>	<u>Region 6W</u>	<u>Region 8</u>	
Stearns	Big Stone	Cottonwood	Murray
Benton	Swift	Jackson	Nobles
Sherburne	Lac Qui Parle	Lincoln	Pipestone
Wright	Chippewa	Lyon	Redwood
	Yellow Medicine		Rock

As a group the five regions selected display diversity along a number of dimensions: (See attachments II & III for additional documentation)

1. Severity of unemployment: Based on 1976 annual average data published by the Department of Employment Services, Region 8 displays a relatively low unemployment rate (3.5%), and Regions 7E and 7W show considerably higher unemployment (7.3% and 7.1% respectively). Regions 6W and 6E are in the middle with 4.9% and 4.8% respectively. For comparison, the Statewide annual average was 5.9% in 1976.

2. Median family income: As would be expected, all regions were lower in 1974 estimated median family income than either the Twin Cities SMSA (\$15,613) or the State (\$13,287). The data show that Regions 7E and 7W display relatively higher income than do 6E, 6W, and 8. This is due both to 7W's urban nature and the fact that both regions abut (and overlap) the Twin Cities SMSA.

3. Ethnicity: Though these regions include fewer members of minority groups than reside in the Twin Cities SMSA, there is representation of minorities in certain regions. As the attached data show, significant numbers of Indians reside in 6W, 7E, and 8; there

are some Blacks in 7E and 7W; and there are Chicanos in 6E, 7W and 8.

4. Economic Structure: The St. Cloud area displays a diversified urban economy including significant employment in wholesale and retail trade, as well as a variety of manufacturing industries, accounting for about one-fourth of employment; these include food processing, stone, clay, and glass products, fabricated metal products, and non-electrical machinery. The other regions' economies are primarily based on agriculture, supplemented by food processing and other manufacturing establishments. Region 7E, for example, includes some wood products manufacturing.

Two additional considerations have been taken into account in the selection of these regions over Regions 9 and 10. First, the three regions in southern Minnesota -- 8, 9, and 10 -- are similar in a number of fundamental characteristics. Aside from the Rochester SMSA, their economies are strongly agricultural, with agriculture more prosperous than in Regions 6 and 7. Similarly, their unemployment rates are lower. Region 8 has been chosen to be representative of southern Minnesota because of the administrative considerations of lower AFDC caseload and numbers of unemployed.

Secondly, the urban Region 7W (St. Cloud) has been selected over Region 10 (Rochester) based on its more diversified economic structure. Rochester is not particularly typical of medium-sized urban areas with the dominance of health services in its economy.

If, as discussed in the August 10, 1977 Memorandum of Agreement, the additional FY'78 funds are available during the year, the twenty counties in Regions 9 and 10 will be included. These would add approximately 3052 clients to be served.

Appropriate comparison sites either within or without the Work Equity area will be determined jointly by the Department of Labor, the State of Minnesota, and ABT Associates.

- Source
- 1) Selection of Counties for Work Equity Program by DPW.
 - 2) Characteristics of Employed/Employable GA Recipients
Residing in Proposed Work Equity Area/DPW (5/77).
 - 3) Table on Income, Labor Force, Employment.
 - 4) Racial and Ethnic Minorities Table.

o = gr. to 9%
 - = loss
 + = 9-14.9%
 ++ = 15% +

Attachment I

REGION/COUNTY	WIN	POP Δ		POINTS* DISTRESSED ¹	DISTRESSED RELATIVE WEP RANK	2/77 GA MONTHLY CSLD ²		12/76 AFDC MO. CSLD	ESTIMATED F.S. MO. CSLD	ES OFFICE	CETA OFF.
		70-74	75								
6E											
Kandiyohi	NO	o	o	159	11	50	1.00	74	10 30	YES	YES
McLeod	NO	o	o	275.5	40	3	.67	42	5 15		
Meeker	NO	+	+	188.5	18	11	4.36	33	8 24		
Renville	NO	o	-	241	30	5	2.00	27	8 24		
						69		176	31 93		
6W											
Big Stone	NO	-	o	103	4	2	5.50	14	3 9		
Chippewa	NO	o	o	195	19	16	5.69	33	2 6	YES	YES
Lac Qui Parle	NO	o	-	267	36	0	-	9	2 6		
Swift	NO	o	-	129	5	13	3.85	29	0 0		
Yellow Medicine	NO	-	-	228	29	1	-	16	5 15		
						32		101	12 36		
7E											
Chisago	NO	++	++	138.5	6	4	2.25	50	35 105		
Isanti	NO	++	++	141	8	15	2.67	60	24 72		
Kanabec	NO	+	++	47	2	8	3.38	39	19 57	YES	YES
Mille Lacs	NO	+	+	50	3	10	3.40	62	16 48		
Pine	NO	o	+	37	1	18	1.36	80	36 100		
						55		291	130 390		
7W											
Benton	YES	o	o	152	9	7	1.71	51	32 96		
Sherburne	YES	++	++	205	24	9	.56	68	18 54		
Stearns	YES	o	o	173	14	20	1.75	175	34 102	YES	YES
Wright	YES	++	++	199.5	20	19	1.84	126	17 51		
						55		420	101 303		

*Highest in Distressed Number is the best.

1. Based on: Per capita welfare cost, recipient rate, per capita taxable value, and per capita taxable income.
2. GA caseload in 1st column; average GA case length in months in 2nd column.

REGION/COUNTY	WIN	POP	Δ	POINTS DISTRESSED	DISTRESSED RELATIVE WEP RANK	2/77 GA MONTHLY CSLD 2		12/76 AFDC MO. CSLD	ESTIMATED F.S. MO. CSLD	ES OFFICE	CETA OFF.
<u>8</u>											
Cottonwood	NO	o	o	209	25	9	2.38	26	2 6		
Jackson	NO	o	o	225	28	14	3.85	25	3 9		
Lincoln	NO	o	o	172	13	-	-	90	13 39		
Lyon	NO	o	o			26	5.48	↑	↑	YES	YES
Murray	NO	-	-			6	6.00	↑	↑		
Nobles	NO	-	-	203	23	23	3.23	52	3 9	YES	YES
Pipestone	NO	-	-	201	21	4	4.00	14	10 30		
Redwood	NO	o	-	268	38	10	5.44	32	1 3		
Rock	NO	o	-	290	42	6	1.00	7	0 0		
						98		246	14 42		
<u>9</u>											
Blue Earth	YES	-	-	242	31	79	1.88	124	10 30	YES	YES
Brown	YES	o	o	259.5	34	6	2.00	48	5 15	YES	YES
Faribault	YES	-	-	216.5	27	6	2.67	37	3 9		
Le Sueur	YES	o	o	156	10	10	3.80	57	2 6		
Martin	YES	o	o	306.6	45	13	2.92	48	5 15	YES	YES
Nicollet	YES	o	-	268	37	12	3.58	49	3 9		
Sibley	YES	o	-	248.5	32	0	-	20	0 0		
Waseca	YES	o	o	254	33	18	-	23	2 6		
Watowwan	YES	-	-	295.9	43	5	2.00	19	0 90		
						149		425	30		

1. Based on: Per capita welfare cost, recipient rate, per capita taxable value, and per capita taxable income.

2. GA caseload in 1st column; average GA case length in months in 2nd column.

REGION/COUNTY	WIN	POP Δ		POINTS DISTRESSED	RELATIVE WEP. RANK	2/77 GA MONTHLY CSLD ²		12/76 AFDC MO. CSLD	ESTIMATED F.S. MO. CSLD	ES OFFICE	CETA OFF.
10											
Dodge	YES	o	o	203	22	2	9.00	27	5 15		
Fillmore	YES	o	o	138.5	7	2	-	28	8 24		
Freeborn	YES	-	-	270	39	8	3.00	65	11 33	YES	NO
Goodhue	YES	o	o	264	35	8	2.43	70	11 33	YES	NO
Houston	YES	o	o	184	17	13	3.92	23	6 18		
Mower	YES	-	-	210	26	34	2.26	100	22 66	YES	NO
Olmsted	YES	o	o	287	41	61	2.63	180	42 126	YES	YES ^H
Rice	YES	o	o	159	15	12	-	97	12 36	YES	NO
Steele	YES	o	o	300	44	10	.20	40	5 15	YES	YES
Wabasha	YES	o	o	181	16	3	4.67	33	25 75		
Winona	YES	o	o	167	12	6	1.50	107	30 90	YES	YES
						159		770	177 531		

1. Based on: Per capita welfare cost, recipient rate, per capita taxable value, and per capita taxable income.

2. GA caseload in 1st column; average GA case length in months in 2nd column.

WORK EQUITY/MINORITY PROFILES

RACIAL AND ETHNIC MINORITIES
1970

<u>REGION</u>	<u>BLACK</u> ^{1/}	<u>NATIVE</u> ^{1/} <u>AMERICAN</u>	<u>OTHER</u> ^{1/}	<u>SPANISH</u> ^{2/} <u>AMERICAN</u>	<u>TOTAL</u> <u>MINORITY</u>	<u>PERCENT</u> <u>OF TOTAL</u> <u>POPULATION</u>
6E	31	69	98	241	439	.45
6W	11	126	35	35	207	.33
7E	229	690	82	114	1,115	1.46
7W	260	318	281	321	1,180	.68
8	130	286	127	296	839	.59
9	190	139	262	879	1,470	.67
10	532	332	927	2,031 ^{3/}	3,822	1.00

Source: ^{1/} 1973 Pocket Data Book, State Planning Agency. August, 1974.

^{2/} 1970 Census of Population, Special Tabulation on Spanish Americans, 4th Count.

^{3/} This includes those migrants who have settled out of the migrant stream.

ECONOMIC AND DEMOGRAPHIC CHARACTERISTICS
OF WORK EQUITY AREAS TO BE SERVED

<u>COUNTY</u>	<u>1974 MEDIAN FAMILY INCOME*</u>	<u>1976 ANNUAL AVERAGE LABOR FORCE</u>	<u>1976 ANNUAL AVERAGE UNEMPLOYMENT (RATE) NUMBER</u>	<u>1976 ANNUAL AVERAGE UNEMPLOYMENT RATE</u>
Region 6E				
Kandiyohi	11,545	15,329	739	4.8
McLeod	11,575	14,658	552	3.8
Meeker	10,045	9,143	579	6.3
Renville	8,751	10,654	505	4.7
Subtotal Region 6E	10,666	49,784	2,375	4.8
Region 6W				
Big Stone	9,158	3,784	151	4.0
Chippewa	8,917	6,949	402	5.8
Lac Qui Parle	8,942	5,351	211	3.9
Swift	8,465	6,615	348	5.3
Yellow Medicine	9,673	6,800	318	4.7
Subtotal Region 6W	9,033	29,499	1,430	4.9
Total Region 6				
Region 7E				
*Chisago (excluded)		7,839	716	9.1
Isanti	12,213	7,981	484	6.1
Kanabec	10,237	4,590	365	8.0
Mille Lacs	9,838	7,145	479	6.7
Pine	9,007	7,852	553	7.0
*Subtotal Region 7E	10,299	35,407	2,597	7.3
Region 7W				
*Benton		9,640	532	5.5
Sherburne	11,397	8,186	547	6.7
Stearns		42,464	2,879	6.8
Wright (excluded)		17,808	1,582	8.9
*Subtotal Region 7W	11,397	78,098	5,040	7.1
Total Region 7				
*GMO Estimate				

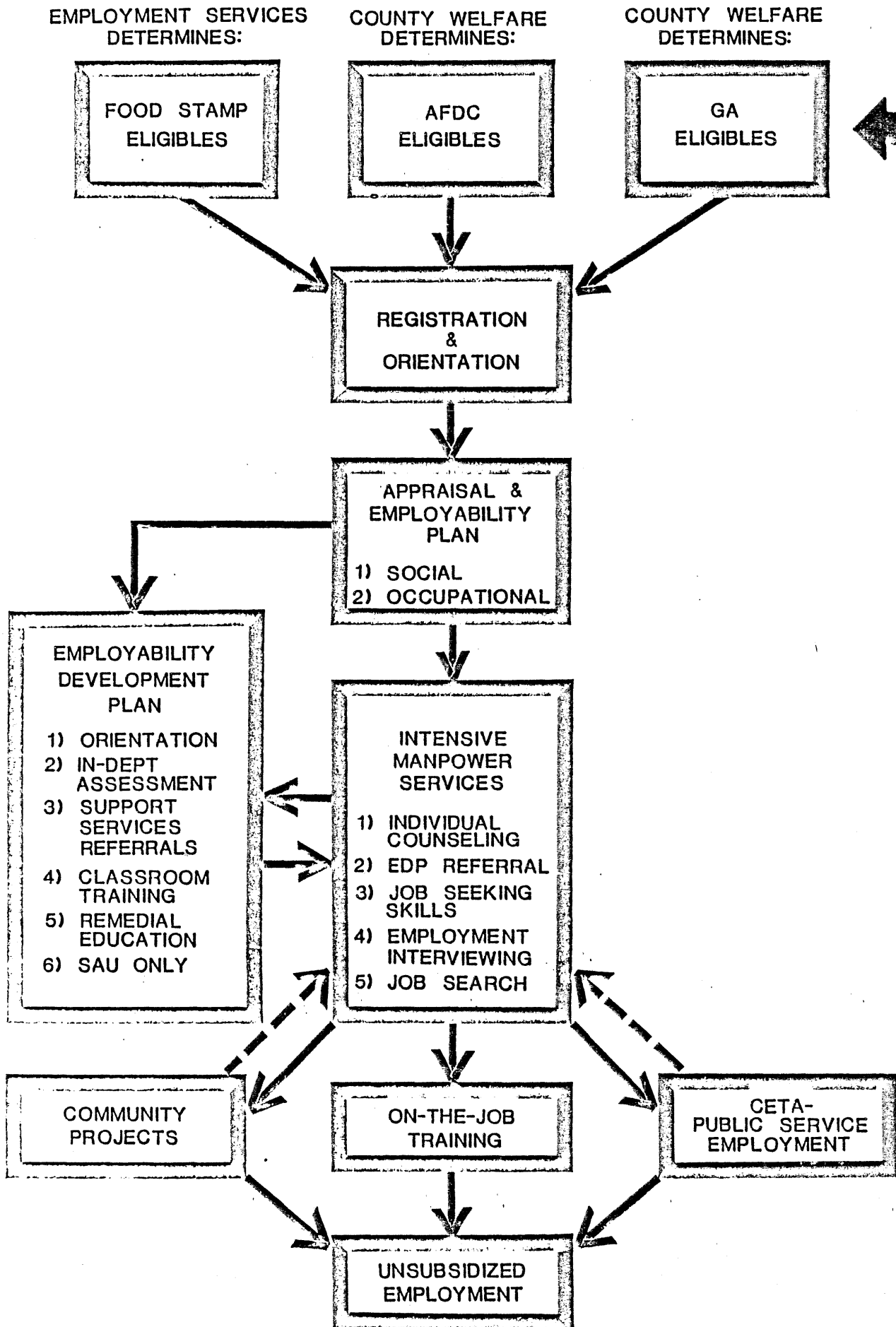
COUNTY	1974 MEDIAN FAMILY INCOME*	1976 ANNUAL AVERAGE LABOR FORCE	1976 ANNUAL AVERAGE UNEMPLOYMENT RATE	1976 ANNUAL AVERAGE UNEMPLOYMENT RATE
Region 8				
Cottonwood	10,607	7,164	212	3.0
Jackson	9,475	6,819	167	2.4
Lincoln	7,176	3,781	144	3.8
Lyon	10,954	12,698	561	4.4
Murray	8,666	5,700	240	4.2
Nobles	10,362	10,830	330	3.0
Pipestone	9,258	5,488	197	3.6
Redwood	8,587	8,861	301	3.4
Rock	10,938	5,335	163	3.1
Total Region 8	9,730	66,676	2,315	3.5
Region 9				
Blue Earth	12,656	26,310	991	3.8
Brown	11,024	13,788	641	4.6
Faribault	9,983	9,816	382	3.9
LeSueur	10,990	9,962	544	5.5
Martin	10,743	11,615	431	3.7
Nicollet	12,174	11,650	379	3.3
Sibley	9,890	7,535	344	4.6
Waseca	11,956	8,400	285	3.4
Watsonwan	9,722	6,476	245	3.8
Total Region 9	11,253	105,552	4,242	4.2
Region 10				
Dodge	11,527	6,732	281	4.2
Fillmore	9,335	10,697	381	3.6
Freeborn	11,790	16,508	800	4.8
Goodhue	12,885	16,972	679	4.0
Houston	10,102	8,546	308	3.6
Mower	13,905	17,811	840	4.7
Olmsted	14,469	14,540	1,392	3.8
Rice	12,694	18,691	925	4.9
Steele	12,466	14,400	541	3.8
Wabasha	10,582	8,624	371	4.3
Winona	11,620	19,824	1,017	5.1
Total Region 10	12,547	152,345	7,535	4.4

PROGRAM NARRATIVE

ELIGIBILITY

VII-A

Work Equity Project Registrant Flow



"WORK EQUITY THROUGH MEANINGFUL EMPLOYMENT"

INTRODUCTION

PROGRAM OVERVIEW

The Work Equity Program (WEP) set forth in this proposal has been designed as a necessary and logical extension to the Work Incentive (WIN) Program model. The Work Equity Program's major deviations from WIN include a greatly expanded group of clientele and expansion in the quantity and types of services provided. More specifically, in addition to serving only employable recipients of Aid to Families with Dependent Children (AFDC), the Work Equity Project will serve employable General Assistance (GA) and Food Stamp recipients. Under Work Equity the exemption criteria from the job seeking requirements of each of these programs will continue to remain intact, as required under Federal and State law. Work Equity will, however, introduce (1) uniform assessment of job readiness, (2) uniform job search standards, (3) a consistent criteria for the substitution of employability development activities or training for direct job seeking, and (4) a singular definition of suitable employment for all affected client groups.

In addition to providing all traditional WIN services, WEP will utilize Comprehensive Employment and Training Act (CETA) - modeled Employment Training Teams and employability development planning for serving individuals appraised as "not job ready", and will develop large-scale community projects to be used, much like CETA Work Experience and Public Service Employment Programs, in a modified and greatly enlarged form.

In designing Work Equity, every attempt has been made to assure consistency with the intent of existing welfare programs and of WIN legislation, as well as current innovations in WIN programming. Two good examples of this consistency include the Work Equity Community Projects and the Intensive Job Search.

It is well known that when Senator Herman E. Talmadge of Georgia introduced his amendments to the Social Security Act in 1971 (which precipitated WIN redesign), he envisioned a large-scale public jobs program attached to WIN. Although his expectations were not met at that time, the Community Projects created under Work Equity are consistent with Senator Talmadge's original plan.

The Work Equity Program also places a greater emphasis on intensive and continuing job search - which is included in the WIN's Intensive Manpower Services component. (The Department of Employment Services will be responsible for related job development and job placement.)

The major advantage of WEP as it is developed in this proposal is the elimination of the need for an unassigned recipient status. The system has been designed to ensure that all participants will be receiving appropriate services at all times.

SYSTEM DESCRIPTION

Referrals to WEP will initiate from the following sources:

<u>MDES</u>	<u>Welfare</u>	<u>Welfare</u>
New Food Stamps	New AFDC	current and New GA

Referrals from each of these sources in a WEP Center area will be registered at a single, centralized WEP Center. Once registered, the social service needs of these individuals will be appraised in order that appropriate social (supportive) services may be planned which will allow them to participate in Work Equity and to provide for job readiness. Those registrants appraised as immediately employable will be referred to Intensive Manpower Service.

If employment is not found for these registrants in private or public sector, community projects will be used to provide short-term employment in concert with ongoing job search. If after twelve weeks, no unsubsidized job has been obtained, these participants will be reassigned to intensive Manpower Service for a maximum of two weeks. In the event no job is secured, the job readiness of these persons will be reappraised, resulting either in reassignment to community projects or assignment for further Employability Development Planning.

Those participants originally assessed as "not job ready" will be directly assigned to Employability Development Planning component. The services available will parallel those of the CETA Title I program, with the inclusion of a community projects component for work experience. On

successful completion of component activities, these persons will enter Intensive Manpower Service. Participants who cannot benefit from this component because of limitation of WEP services will be assigned to the SAU only category.

WORK EQUITY PROGRAM ELIGIBILITY

Eligibility determinations and referral to Work Equity will take place for three (3) groups; namely, (1) AFDC recipients, (2) General Assistance recipients, and (3) recipients of Food Stamps. In addition, WEP services will be available to exempt AFDC recipients who wish to volunteer for employment and training services, as well as to those who are exempt from WEP at start up of the program and become mandatory registrants during the WEP program operation. The exemption criteria presented below will be uniform for all groups. Exhibit A presents a comparison of present criteria within the uniform system. Appendix B summarizes the welfare grant application and review process for these client groups.

WORK EQUITY PROGRAM EXEMPTIONS

Persons exempt from mandatory participation in the Work Equity Program (WEP) include the following:

1. Under age 16 if on AFDC & under 18 if on GA or food stamps.
2. Enrolled and attending school full-time when attendance is appropriate and age is 16 but not year 19;
3. Ill, when determined by the Income Maintenance Unit (IMU) on the basis of medical evidence or another sound basis that the illness or injury is serious enough to temporarily prevent entry into employment or training;

Referral Procedures for Work Equity Registration

1. When any Work Equity Program referring agency determines that an applicant/recipient is not exempt from WEP registration, they shall inform the individual of his/her responsibility to register with Work Equity and the consequences of not registering.
2. The referring agency shall provide every applicant/recipient with written referral information containing the name, address, and telephone number of the Work Equity Center, instructions on how to get there, assist the registrant in making arrangements for transportation, and a statement indicating that failure of non-exempts to register will lead to denial of benefits. Whenever possible, an appointment for registration should be made for the applicant/recipient. Each individual should be informed that if he/she cannot keep the appointment, it is his/her responsibility to notify the Work Equity Center and reschedule it.
3. Written referral information will be entered on the Referral for WEP Registration Form.
4. Whenever an applicant/recipient is referred for registration, the referring agency shall maintain records of this fact.
5. If an applicant/recipient has claimed a medical exemption, has received a medical examination, and has subsequently been determined nonexempt by the IMU, this fact should be noted on the referral form and a copy of the medical report sent to the WEP Center.

4. Incapacitated, when verified by the IMU that a physical or mental impairment, determined by a physician or licensed psychologist, either by itself or in conjunction with age, prevents the individual from engaging in employment or training under WIN;
5. 65 years of age or older;
6. Residing outside of a Work Equity Program service area or within the Work Equity Program area at a location so remote from the Work Equity Center that effective participation in the Program is precluded;
7. Needed in home (to care for a sick or disabled member of the household);
8. A mother or relative of a child under age 6 who is caring for that child; or
9. A mother in a family in which the nonexempt father or other adult male is registered.

Current WIN Recipients

Recipients of AFDC already in the WIN program, both volunteers and mandatories, may be referred to Work Equity if WIN staff determine that the recipient could benefit from such referral.

Nonexempt Food Stamp Recipients

New nonexempt Food Stamp referrals will be referred from the county welfare Income Maintenance Unit (IMU) to Minnesota Department of Economic Security area Office. Upon entrance into MDES, those individuals deemed appropriate for WEP services will be referred to the WEP Center. For the purposes of the Demonstration Project, referrals to WEP will be allowed through the Work Registration Requirement as defined in 7 CFR 271.3(d). In addition, for current Food Stamp recipients, MDES will determine if referral to WEP is appropriate.

General Assistance Recipients

All new General Assistance recipients meeting the work requirements outlined above will be referred to the WEP Center by the IMU. In addition, the IMU will refer current General Assistance recipients required to register for work to the WEP Center under agreements developed between the IMU and the WEP Center.

Exemption Determination Disputes

1. The Income Maintenance Unit (IMU) shall inform all applicants and recipients of AFDC, GA, and Food Stamps of their hearing rights within the State Welfare Agency to contest a determination of nonexempt status. If a dispute arises between an individual and the IMU regarding a determination of nonexempt status, the IMU's determination is binding on the individual.

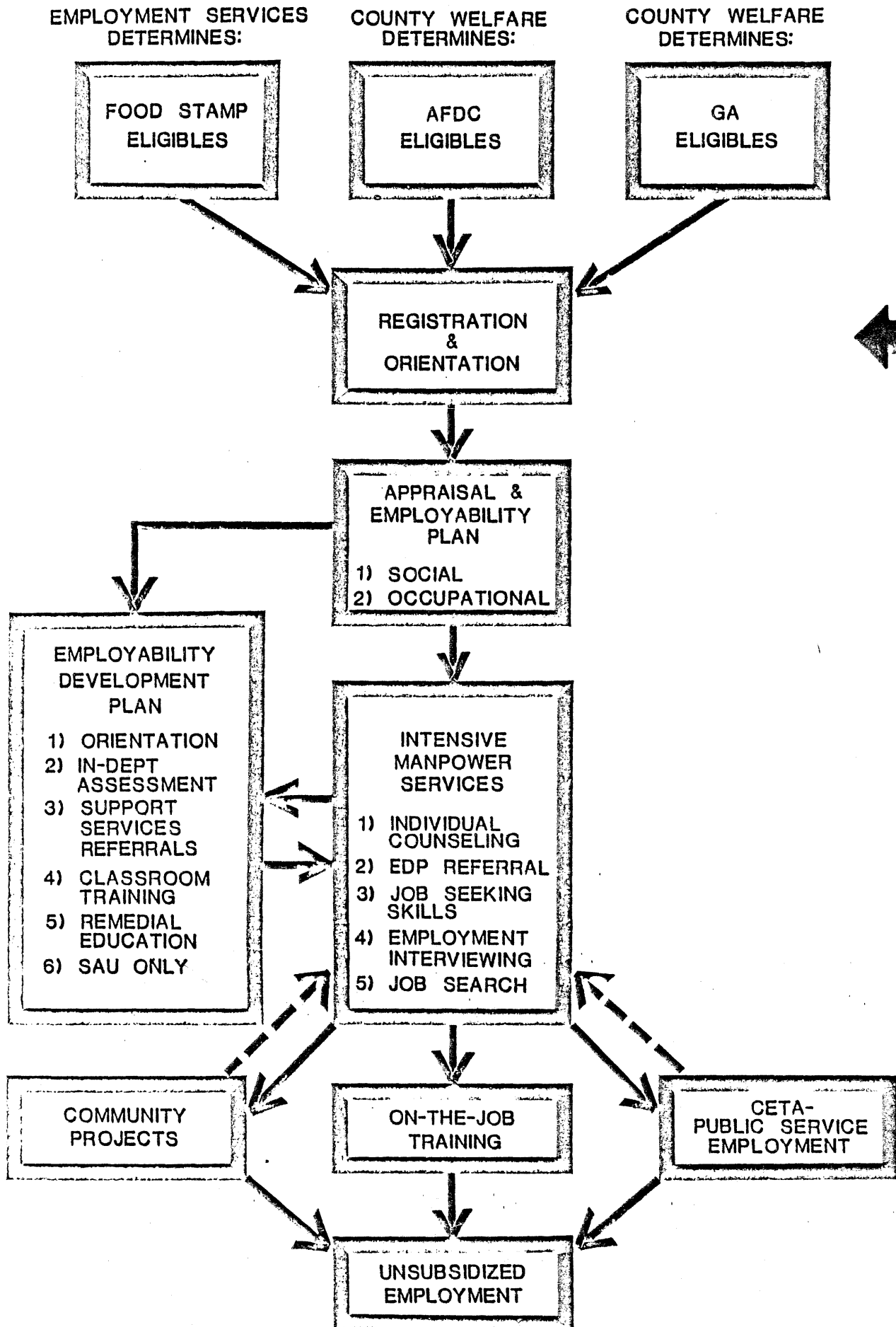
If, however, the individual requests a hearing on the issue, he/she shall be considered as exempt until his/her status is determined.

2. If an individual contests a determination of nonexemption on the basis of incapacity or illness, the allowable period for receipt of medical verification will be thirty (30) days.
3. If, upon referral, the WEP Center believes an individual referred as "mandatory" should be exempt, the WEP Center shall register the individual and state the reasons in writing to the Income Maintenance Unit (IMU) and request the IMU to review the case. The IMU will place the individual in grant status and conduct a reevaluation including referral to a social service worker, if appropriate. The IMU will inform the WEP Center in writing of its redetermination of exemption within thirty (30) days of receipt of the WEP Center appraisal. The decision of the IMU shall be binding on the WEP Center. If the WEP Center receives no response from the IMU within thirty (30) days of its request, it will contact the IMU to determine appropriate action. During this process, the client shall receive a grant payment until the matter is resolved.

Other IMU Responsibilities

1. Medical Exemptions: The IMU shall refer those persons who have been determined to be exempt from registration on the basis of incapacity to the Division of Vocational Rehabilitation. Upon evaluation by DVR, notification of the decision to accept or reject the individual for vocational rehabilitation shall be sent to the IMU. In those cases when the individual is accepted for rehabilitation, the IMU shall work in cooperation with the DVR to ensure that the recipient is referred to the WEP Center when ready for training and employment.
2. Status Change: The IMU shall inform exempt persons in writing of their obligation to report to the IMU any changes affecting their exempt status. The IMU shall notify the WEP Center within three (3) working days of any welfare determination which may affect an individual's Work Equity status.
3. Nonexempt AFDC Recipients: The IMU shall inform all exempt AFDC applicants in writing of their right to volunteer to register for the WEP program and their right to withdraw such registration at any time without loss of AFDC assistance payment, provided their status has not changed in a way which would make registration mandatory. Individuals who are exempt because they are the mother or other relative of a child under 6 shall be informed of the day care services which will be available to them in the event that they volunteer for WEP.

Work Equity Project Registrant Flow



REGISTRATION AND ORIENTATION

THE WORK EQUITY PROJECT CENTER

Introduction

The Work Equity Project Center will utilize a team approach to employability development. This team will be involved with all Work Equity Program registrants throughout the individual's progress through the system.

The Work Equity Program (WEP) team is composed of professionals and paraprofessionals who cooperatively engage with the enrollee in developing and implementing occupational plans. The activities of the Work Equity team are supervised by the WEP Center Supervisor. Team members include: (1) interviewer, (2) counselor, (3) employment service interviewer, (4) project coordinator, (5) job developers, and (6) WEP coordinator. The Employment Training Team (ETT) counselor and the ES interviewer will bear the primary responsibility for directing team services to "job ready persons." The team may also include the welfare social worker as appropriate.

The following sections provide further insight into the procedures and components to be utilized by the WEP Team.

Work Equity Registration Process

Requirements

At registration WEP shall conduct the following registration functions:

1. Complete the WEP Registration Form (Exhibit B).
2. Complete the Application/Work History Form (Exhibit C).
3. MIS Intake Form (GMO-52) (Exhibit J-1, J-2) or an approved equivalent form.
4. Conduct a face-to-face interview to ensure that forms are properly completed and to gain other information about the individual, not provided on the application form, that will be useful in subsequent WEP appraisals.
5. Inform the individual both orally and in writing about the nature of WEP and about a registrant's rights and responsibilities in WEP.
6. Provide all registrants with a copy of their signed Registration Form.
7. A copy of the Registration Form will be forwarded to the IMU and placed in the case record as verification of registration.
8. All WEP participants will be registered on the ES 511, or its equivalent and coded and classified according to the DOT. All classifications must be supported by experience and/or training. For those cases where equivalent forms are used, an interface module will be developed to enter characteristics into the MODS/ESARS systems.

Promptness of Registration

WEP shall register all individuals promptly upon appearance at the registration appointment at the WEP Center. In general, registration will be completed the day the individual appears for registration so that intake determinations are not delayed. New registrations will not take place after 3:00 p.m. so that registration functions can be completed by the close of the business day. Therefore, if an individual arrives late in the day and it is impossible for WEP to complete all registration functions that day, the individual will return the next work day. Registration is not complete until all registration functions have been performed.

Notification of Failure to Complete Registration

If an individual appears at the WEP Center for registration, but fails to complete all required registration functions within five working days, the WEP Center will notify the referral source that the individual has failed to register with WEP.

Notification of Completed Registration

WEP must notify the referral source within three working days after the completion of registration. If the referral source has not received such notification, it is their responsibility to contact the WEP Center to determine whether or not registration has been completed and the reason for delay.

Notification of Benefit Eligibility

The County IMU will inform the WEP Center that the applicant has been accepted for AFDC or GA benefits by forwarding a WEP Information Transmittal Form to the WEP Center on the same date that the applicant is notified.

Orientation:

There are four primary functions involved in providing an orientation component. They include: (1) describing program services; (2) describing program expectations; (3) stating client rights; and (4) program obligations to clients.

The purpose of the orientation component is to communicate this information in a uniform manner to all clients. In addition, it is expected that the approach which will be utilized by the program will also influence the client's motivation and offer a sense of strong personal support while participating in the Work Equity Project.

Describe Program Services: This will be a brief presentation performed by the interviewer to enable the client to better understand the program. The importance of each program component will be explained with additional time allotted so that individual questions and concerns can be resolved.

Describe Program Expectations: Responsibilities of the client towards the program will be described. The importance of keeping appointments with staff and employers, sharing personal concerns, and learning how to deal with these kinds of responsibilities will be emphasized.

State Client Rights: It is the policy of WEP to inform all clientele who are referred to the program of their rights regarding the WIN, CETA, and welfare complaint procedure and provisions within the State's Data Privacy Act. All client files will be classified as private data and will, therefore, not be available to the public or other organizations unless a release authorization from the client is presented. In addition, clients

shall have the right to examine the file under supervision of the project staff. Should any disagreement be identified, the client shall have the right to add statements to the file and/or file a complaint under the project's complaints procedure.

Program Obligations to Clients: WEP staff will assist in all ways possible in providing opportunities for obtaining unsubsidized employment. The opportunities that clients may benefit from are outlined extensively in the following section. The program is also obligated to provide allowance to all individual's participating. The program also has the obligation, during the orientation process, to explain to each and every individual the adjudication process.

APPRAISAL AND EMPLOYMENT PLAN

Appraisal

Purpose and Process of the Appraisal Interview

The purpose of the appraisal interview is to assess the registrant's employability potential, and the registrant's suitability for employment and/or participation in an appropriate WEP component. It involves analyzing the registrant's work history, skills, interests, and supportive service needs as well as the consideration of personal employability information in relation to the current labor market. WEP Employability and Social Service staff will both be involved in the appraisal process. A joint interview will be conducted to the extent possible; if this is not possible, sequential interviews will be conducted within five (5) working days.

During the appraisal process, two significant determinations will be made.

1. Which social services are necessary to allow the individual to actively participate in Work Equity?
2. Is the individual "Job Ready"?

Social Services Appraisal

Social (Supportive) Services with the exception of Medical Services will be provided using Department of Labor funds exclusively. Therefore, the need for these services will be assessed by counselors contracted, as appropriate, with county welfare agencies and the WEP sponsor and housed at the WEP Center. Social services which may be provided are the same as the ten social services certifiable by WIN.

These include:

1. Day Care Services (Children): Personal care during a part of the day (less than 24 hours) in the child's own home or in a nurturing and protective setting to substitute for or supplement the child rearing provided by the child's parents.
2. Family Planning Services: Arrange for provision of social, educational, and medical services (including sterilization) and supplies to enable individuals to determine family size or prevent unplanned pregnancies.
3. Counseling Services: Utilization of a professional helping relationship to enable individuals and families to deal with and to resolve whatever intra- and/or inter-personal relationship problem or stress they encounter.
4. Health Services (Employment-Related): Arrange and facilitate access to and use of health resources including mental health resources.
5. Vocational Rehabilitation Services: Special employment services for individuals who are handicapped because of some social, economic or mental/physical health condition including such things as surgery, psychiatric treatment, prosthetic devices, speech or hearing therapy, visual services, dental care, etc., in order to correct or substantially modify a physical or mental condition which is a handicap to employment.

6. Homemaking Services: Provision of surrogate care in the absence or disability of the caretaker, providing for the personal care of ill or disabled individuals as well as instruction or more effective methods of home management, and the development and maintenance of self-care and social skills.
7. Housing Services: Services to help individuals obtain, maintain and improve housing and/or modify existing housing. (This includes funds to improve present housing or relocate.)
8. Legal Services: Arrange and provide assistance in resolving noncriminal legal matters and the protection of legal rights.
9. Money Management Services: Arrange and provide assistance in developing effective budgets and managing indebtedness.
10. Transportation Services: Arrange and provide travel and escort to and from community resources and facilities.

In providing any of the above services, WEP counselors will coordinate closely with the individual's caseworkers at the local welfare or social service agency.

Occupational

Any individual who is not exempt from Work Equity participation, who has any one or combination of the following characteristics; (1) Skills, (2) Experience, (3) Training, for employment (public or private) which is consistent with local labor market demands, will be deemed "job ready" and referred to the Intensive Manpower Services Component (IMS). (The specific criteria applied during this component will be more clearly defined through the promulgation of the rules and regulations for the program.) In addition, persons whose job goals do not require significant skills, experience or training may, on the determination of the appraiser, be referred to IMS.

Flow of Appraisals

All registrants will be appraised based upon the order of their registration with the exception of unemployed fathers, who must all be appraised within two weeks of determination of eligibility for AFDC benefits.

Separate Appraisal

Individuals scheduled for appraisal at a different time than the registration interview will be provided a written call-in notice by WEP. This written notice will include the date, time, and location of the interview, instructions for changing an interview appointment, and possible consequences for failure to appear. The individual's IMU caseworker shall be provided a copy of all notices.

Failure to Appear for Appraisal

If a registrant has failed to appear for two scheduled appraisal interviews without good cause (in the judgment of the WEP Sponsor), WEP adjudication procedures will be initiated.

Failures to Appear for Appraisal

Good cause for failure to appear for appraisal as defined by the Work Equity Program Sponsor, includes instances when:

1. Applicant's presence is required in the home due to an emergency affecting the applicant and/or those in his/her care, or;
2. Appearance for appraisal would result in nonattendance of a legally required appearance, (i.e., court, probation appointment), or;
3. Verifiable illness of the applicant.

In all instances, it is incumbent on the applicant to notify the Work Equity Program Center of reason(s) for not appearing for appraisal. Such notification should be made prior to the scheduled appraisal or within 24 hours thereafter in emergency situations. In the event no such notification is received, the missed appraisal will be considered as "without good cause."

In all instances, applicants will be contacted in writing subsequent to all failures to appear for appraisal without good cause. Notification will inform applicants of the consequences of repeated failure to appear without good cause.

Reappraisal of "Job Readiness"

• Job-Ready Individuals

If an individual has been determined as Job Ready and assigned to six days of intensive manpower service, through which he/she has failed to obtain employment, this individual will be assigned to Community Projects for a period of 12 weeks. At the completion of the 12 weeks, the individual will

receive a transitional interview to discuss the relationships between the community project experience and obtaining unsubsidized employment. The individual will then be assigned to IMS for an additional six days. If the individual still has not obtained employment, the individual's job readiness will be reappraised by WEP Employability staff.

Such reappraisal may result in the continued appraisal as "Job Ready" and referral back to Community Projects or referral to Employability Development Orientation.

- Non-Job-Ready Individuals

Those individuals originally appraised "Not Job Ready" who display an inability to benefit from Employability Development Planning may be referred for SAU only services. After SAU only services, the individual may be designated as job ready and assigned to IMS.

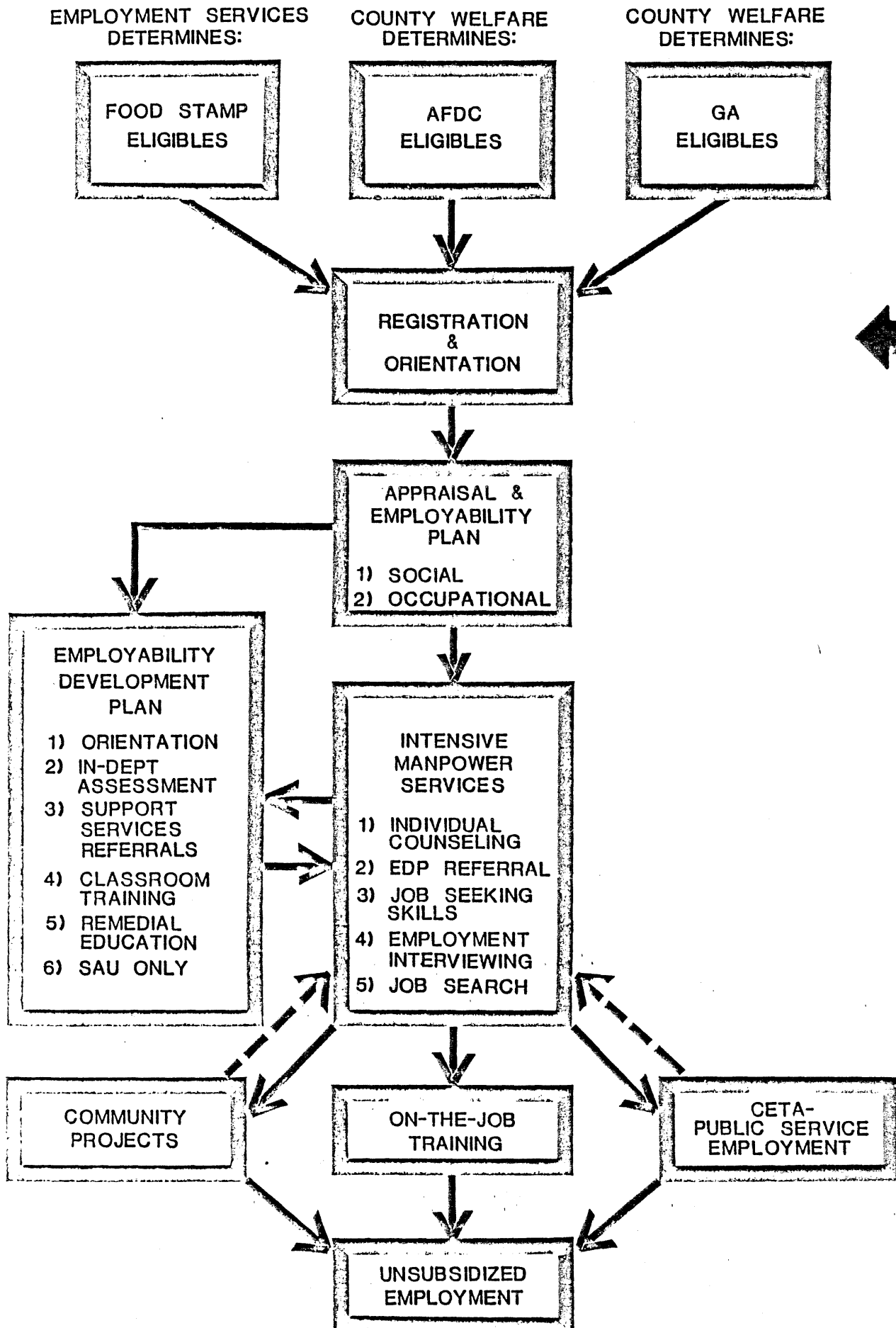
Those individuals originally appraised as "Not Job Ready" and completing Employability Development Plans will be assumed to be "Job Ready" without a reappraisal and will move directly into IMS. If, after 6 days of Job Search, 12 weeks of Community Projects, and a subsequent 6 days of Job Search, the individual is without employment, their Job Ready status will be reappraised.

Employability Plans

Appraisal staff will complete an Employability Plan Form (Exhibit D) for all registrants prior to assignment to IMS. This EP Form will be kept in the client folder.

In addition, any individual who is appraised as extremely unlikely to benefit from available Employability Development Services due to any one or combination of the following characteristics; (1) severely limited education, (2) limited ability, or (3) attitude, may be tentatively designated "Not Job Ready." The registrant will be referred to Orientation and Assessment for a determination of the ability of a registrant to benefit from Employability Development Planning including appropriate testing. The appraisal will then be completed based upon the availability of the additional data needed.

Work Equity Project Registrant Flow



EMPLOYABILITY DEVELOPMENT PLANNING PROCESS

EMPLOYABILITY DEVELOPMENT PLANNING PROCESS

Introduction

As mentioned previously, all WEP registrants designated as "Not Job Ready" will be referred for Employability Development Planning (EDP). The EDP process consists of three interrelated activities. These include:

- Orientation and Assessment
- Appraisal of Component Needs
- Appraisal of Unplanned Social Service Needs

In addition, the EDP system involves specific Follow-up Procedures for affected registrants. This follow-up is essential to ensure the success of the registrant's involvement.

The following sections more specifically address each of these activities.

Orientation and Assessment

Overview

All registrants appraised as "Not Job Ready" will be referred to Orientation and Assessment (O & A). Orientation and Assessment is a process involving communication of essential information between the Employment Training Team (ETT) for the purpose of developing an Employability Development Plan (EDP).

Objectives

1. Provide the registrant with sufficient background information to enable him/her to understand the Employability Development Process and his/her purpose for participation.

2. Assessment of the registrant as a preface to developing a meaningful Employability Development Plan.

Requirements

Staff conducting orientation sessions for new participants will explain the following.

1. Employment Training Team Approach
2. Supportive Services
3. High Support Follow-up
4. Registrant Obligations
5. Assessment
6. Use of Testing in Assessment
7. Work Equity Components
8. Work Equity Program Center Rules of Conduct

Assessment

Assessment will proceed throughout the orientation period utilizing a mix of testing and nontesting measures.

Testing

Throughout the orientation, registrants will complete several different inventories and tests. The basic tests or inventories are:

1. The Stanford Achievement Test
2. The General Aptitude Test Battery
3. The Minnesota Importance Questionnaire
4. The Kuder Preference Record
5. Autobiographical Sketch

In all instances, testing will be used as a counseling tool that will assist in the appraisal process. No employability or EDP decisions will be made solely on the basis of testing.

Special Testing

Work Equity Program Centers will have the capability to administer and interpret the Nonreading Aptitude Test Battery (NATB) for persons having reading skills below the sixth grade level.

On occasion, a registrant may require specialized testing not conducted within the confines of the Work Equity Program Center. Mental health centers which conduct psychiatric and psychological investigations may be utilized when individual registrant conditions warrant. For instance, an illiterate may receive an Intelligence Quotient (IQ) test to determine if training is warranted. Apparent emotional problems may also be assessed.

Additionally, some occupation-specific tests are available. These tests should be used to measure skill levels of accomplishment in given occupations. They may be used in establishing the relationship between the registrant's present abilities and the job skill requirements of a specific occupation or degree of job readiness.

Nontesting Information

In order to supplement the assessment process, various nontest information is to be acquired, as appropriate, from other agencies including (1) medical exams, histories and records, (2) welfare (social service) case summaries, (3) school records and transcripts, (4) probation and parole information, (5) vocational rehabilitation case histories, (6) State Employment Services' records, (7) mental health clinic records, (8) Bureau of Indian Affairs information, and (9) legal records.

Registrant Allowance

Throughout Orientation and Assessment, registrants will receive an allowance equivalent to the federal minimum hourly wage.

Completion of the Orientation and Assessment

In general, the Orientation and Assessment Process will be completed in one week (subject to the need for and availability of nontest data described herein).

At the completion of Orientation and Assessment (O & A), registrants assessed as "not able to substantially benefit" from Employability Development Services, as described in Appraisal Section, will be designated as "Job Ready" for the purposes of the Work Equity Program and will be assigned to IMS.

All remaining registrants will begin formal Employability Development Planning.

Appraisal of Component Need/Appraisal of
Unplanned Social Service Needs

Overview

The Employability Development Planning process is utilized to appraise the component needs and social services needs of the WEP registrants. This process consists of three discrete phases: (1) EDP-I, (2) EDP-II, and (3) EDP-III.

EDP-I

Overview

The EDP-I (Exhibit E) is utilized as a counseling tool to assist registrants in focusing on a single job goal and identifying present barriers to attainment of that goal.

Process

The EDP-I process is initiated using a group exercise. Sample vocational goals and potential barriers are elicited from participants.

On completion of this exercise, the EDP-I form is presented. All eighteen (18) barriers listed below should be explained by the staff leader:

- Barrier 1: Is my age a barrier to my job goal?
- Barrier 2: Can I learn to do this job?
- Barrier 3: Do I have the desire to reach my job goal?
- Barrier 4: Do I have the education for this job?
- Barrier 5: Does my personality fit my job plan?
- Barrier 6: Will my reputation interfere with my job goal?
- Barrier 7: Will my appearance interfere with my job goal?
- Barrier 8: Will my family interfere with my job goal?
- Barrier 9: Will housing be a problem in reaching my job goal?

- Barrier 10: Do I have legal problems that will interfere?
- Barrier 11: Do I manage my money properly?
- Barrier 12: Is my health adequate for this job goal?
- Barrier 13: Will my work record interfere with my job plan?
- Barrier 14: Do I have the skill now to reach my job goal?
- Barrier 15: Is transportation a problem in my job goal?
- Barrier 16: Am I willing to move to reach my job goal?
- Barrier 17: Do jobs exist for my job goal?
- Barrier 18: Do I have other barriers not listed herein?

Following explanatory remarks, participants complete form EDP-I (Exhibit #).

The Employment Training Team (ETT) counselor and ES job developer will interview each participant individually to review his/her completed EDP-I. The counselor will address Barriers 1 through 12; the ES job developer will address Barriers 13 through 18.

Information obtained through these two interviews will be presented for ETT review. The ETT will assess the appropriateness and attainability of each individual's job goal.

The Team Counselor is obligated to arrange for completion of a revised EDP-I for all participants, listing job goals assessed by the Team as unattainable.

EDP-II

Overview

The EDP-II (Exhibit F) is primarily a staff record of information compiled by the staff for each registrant. It includes test results, census-type information, and additional registrant information pertinent to the Employability Development process.

Goal

The EDP-II provides staff with a single source document for pertinent registrant information.

Structure

The EDP-II is composed of (1) WEP Registration Card, (2) Registrant Work History from WEP Application Card, (3) Barrier Information, and (4) Test Record Sheet.

Completion Process

Materials for the Registration Form and the Registrant Work History of the EDP-II will already be complete and in the registrant case folder.

Barrier information will be reviewed by the ETT. Barriers identified by each registrant will be ranked by Team consensus on the following scale:

1. Strongly Agree (SA)
2. Agree (A)
3. Disagree (D)
4. Strongly Disagree (SD)
5. Not Applicable (NA)

Staff-identified barriers should be reviewed, and action statements for elimination of these barriers will then be entered on the EDP-II.

With regard to Part 4 of the EDP-II, the Test Record Sheet, all testing information retained during Orientation and Assessment should be entered on the Test Record Sheet. As the Minnesota Intelligence Quotient (MIQ) does not lend itself to recording on this form, it will simply be filed in the registrant's folder.

EDP-III

Overview

The EDP-III (Exhibit G) is a synthesis of all registrant information gained to date. Barrier solutions are divided through this process into discrete, achievable tasks. Components necessary to the achievement of the registrant's goals are specified. (See next section -- Project Components -- for a detailed description of activities.) An individual Team member is to be designated to ensure the completion of each task.

Process

An ETT registrant interview will be held to initiate the EDP-III process. To the maximum extent possible, consensus on methods for resolving barriers to the registrant's occupational goal should be reached between the Team and the Registrant.

Subsequent to the interview, EDP-III documentation shall be provided as follows:

1. Proper completion of the five heading items.
2. Desired action: A concise statement of what is to be accomplished in implementing each barrier solution identified in EDP-III.
3. Time allotment: Indicates the approximate time needed to complete the step. Time allotments for each step are not unchangeable. When conditions warrant, time allotments can be lengthened or shortened. However, a general time plan is essential not only for the registrant but also for the staff in organizing their activities.

4. Staff assignment: Identifies the Team member responsible for the delivery of "desired action." Staff assignment may be made on a component head basis or on the basis of staff qualifications.

The contact status assigned to the registrant indicates the maximum time between staff registrant contacts.

The contact status is derived from an analysis of the registrant's barriers to the job plan to achieve the following results:

1. A registrant with many barriers to overcome is assigned a contact status of I, indicating a Team member will contact him/her no less than once a week to effect the barrier solving process.
2. A registrant with fewer barriers is assigned a contact status of II, indicating a Team member will contact him/her no less than once every two (2) weeks.
3. A registrant with very few barriers is assigned a contact status of III, indicating a Team member will contact him/her no less than once every three (3) weeks.

A simple statistical tabulation can be made on staff agreement or disagreement to registrant barriers to decide on an initial contact status. This tabulation amounts to summing separately the strongly disagree (SD), disagree (D), agree (A), and strongly agree (SA) responses in order to reflect the number and severity of strengths and weaknesses of each enrollee in relation to his job goal.

Supportive Services

Overview

As an integral part of the Employability Development Planning Process (EDP), the Employment Training Team (ETT) social worker will be involved on an ongoing basis in assessment of supportive service needs which were not planned for during the initial appraisal. These unplanned supportive services may be identified by the social worker directly or by other Team members. Such services include:

1. Medical services
 - a. physical examinations
 - b. eye examinations
 - c. dental repair--cosmetic and corrective
 - d. minor surgery
 - e. psychiatric evaluations
 - f. medication
2. Relocation services
 - a. mileage allowances
 - b. subsistence allowances
 - c. rent advances
 - d. utility deposits
3. Child care
4. Other services
 - a. clothing allowances
 - b. emergency food and food stamps
 - c. tool and equipment allowances

- d. unusual incidentals related to necessary program activities; i.e., GED test fees, driver license examination fees, etc.

Authorization

Unplanned supportive services of a minor nature may be authorized by the Team social worker with approval of the Work Equity Program (WEP) Center Supervisor.

Substantial expenditures, however, require Team approval.

Documentation

All supportive services are to be documented on the contact sheets in the registrant's file.

Employability Development Plan Follow-up System

Overview

The follow-up system is based on a series of staff-registrant contacts directed at ensuring completion of Employability Development Plans and ongoing barrier resolution.

Personal Contact Sheet

The central document of the follow-up system is the Personal Contact Sheet (Exhibit H).

In addition to the name, date and component, the following information is to be documented:

1. Purpose of Contact

All planned follow-up contacts should be preceded by a familiarization with the registrant's employability plan and barriers. The specific purpose for the contact should be known prior to contact and documented under this section of the Contact Sheet. Most contacts will be directed toward barrier solving; however, there may be other purposes of follow-up contacts; i.e., the collection of crucial information, such as general registrant progress, to meet with requirements for mandatory minimal follow-up contacts, as specified by Contact Status.

Minimal follow-up contacts are to ensure that information on each registrant's progress is current.

2. Result of Contact

The "result of contact" should be documented in such a way as to qualify the purpose of the contact and any other important situational information.

3. Recommended Action

Based on the situation observed, the contactor may recommend a course of action to other Team members designed to rectify the situation.

A final course of action will be determined, based upon the Team's consensus. Accordingly, when a decision is reached regarding the course of action to be taken, it becomes the Team's responsibility to make the appropriate staff assignment to carry out the required action. It becomes the assigned Team members' responsibility to initiate action and document the results.

The results of unplanned or spontaneous contacts should be documented on Personal Contact Sheets to convey the information to other staff members. Likewise, Team member contacts with other agencies directly concerning a registrant should be documented.

Contact Sheet Routing

Contact sheets serve several significant functions within the Employability Development Plan (EDP) system. Among them are the following:

1. To document significant registrant activities and registrant-team interaction.
2. To document the delivery of Work Equity services.

3. To document barrier elimination, as specified in the Employability Development Plan.
4. To keep staff informed about ongoing activities pertaining to registrants.
5. To document registrant follow-up status change.

The function of communicating registrant information to staff is of primary importance. It can best be accomplished when the contact sheets are routed among the appropriate Team members.

Contact sheets generally fall into three categories which, in turn, determine their routing. They are:

1. Informational

Contain only information pertinent to registrant performance or behavior; require no staff action or change of Employability Development Plan. In this case, routing is not required and the contact sheet is filed in the registrant's folder, where it becomes available to all staff.

2. Requesting Individual Staff Assistance

Documents registrant problem and postulates solution. Requests staff action which does not conflict with EDP-III and is routed directly to staff member from whom assistance is requested.

3. Recommending EDP-III change

Documents registrant problem and postulates a solution that conflicts with the Employability Development Plan. Since a Plan change requires Team consensus, these contact sheets are routed to the counselor for Team action.

It should be emphasized that the routing of contact sheets is designed to promote Team cooperation, communication, and coordination of the timely delivery of quality services to each enrollee. In no way does this notion conflict with the Team concept. Any significant variations from the enrollee's Employability Development Plan or the addition of meaningful barrier information previously unknown to the Team must be brought to the attention of the entire Team at the first opportunity.

The overall responsibility for the monitoring of the follow-up system rests with the Work Equity Program Center Supervisor. The Center Supervisor accomplishes this by continuously reviewing all contact sheets to evaluate requests for action and what is done about them.

PROJECT COMPONENTS

WORK EQUITY PROJECT COMPONENTS

Introduction

The Work Equity Project will utilize a number of program components to aid registrants in obtaining full-time unsubsidized employment. Many registrants will participate in community projects, others may be provided classroom training, while still others may be involved in on-the-job training or in CETA public service employment. Depending on the registrant's Employability Plan, and/or Employability Development Plan, he/she may be involved in anywhere from a single component to a number of them. Whether or not involvement includes one or more components, each registrant will be required to participate in the Intensive Manpower Services Component.

The subsequent sections provide additional descriptions as to the following components:

- Intensive Manpower Services
- On-the-Job Training
- Community Projects
- Classroom Training
- CETA Public Service Employment

INTENSIVE MANPOWER SERVICE COMPONENT

OVERVIEW

The Intensive Manpower Service (IMS) component will provide Work Equity clientele with a cohesive understanding of the process that they will be involved in while seeking unsubsidized employment. This component will possess the following array of services: individual and group counseling, employability development planning referral, job seeking skill modules, job search, and employment interviewing. A brief description of each of the activities will be defined in this module.

IMS is considered for each client during appraisal. Each client assigned to a community work project or CETA Title VI PSE participates in this activity on a regularly scheduled basis. Clients may be assigned to this component on a full-time or on a part-time basis.

COUNSELING

Counseling activities and resources will be organized into services which include but are not limited to vocational guidance, employment counseling, and analysis of employment plans and vocational goals.

Counseling is involved in reviewing and conducting employability assessments, including evaluation of client attitudes toward previous jobs, skills and experiences gained, employment barriers, employable assets, personal values, and occupational goals.

Providing vocational guidance and employment counseling services including communication of labor market information, community resources, and other agency services appropriate for achieving client employment goals.

Other counseling services will include support counseling, problem diagnosis, and referral for personal needs which cannot best be met by the WEP counselors. This will involve utilization of other community services and organizations.

The goal of this counseling will be the development of the Employment Plan which will enable the participant to become employed at his/her highest potential.

EMPLOYABILITY DEVELOPMENT PLAN REFERRAL

Participants who have barriers to employment which require extensive time to resolve or which require services not available through WEP resources will be referred for Employability Development Planning. This component includes counseling, in-depth assessment, supportive service referral, and the Separate Administrative Unit. The counseling is essentially the same as that provided in the counseling activity described above. The reason for assignment to this component is that the barriers appear to need more time and resources to resolve them. This component will be more fully described later.

JOB SEEKING SKILLS

Job seeking skills is to instruct and tutor clientele in the development of skills appropriate for job interviewing. The course is used to prepare participants in identifying employable assets and liabilities for potential employers. Participants are given opportunities to learn how to communicate assets and to minimize liabilities in job seeking.

Job seeking skills will be based on a series of modules. The modules will be designed to cater to individual needs rather than every participant participating in the same structured class. The modules are defined as follow: (1) Job seeking skills - intensive 2-day session (2) Job seeking skills - individualized program (3) Job seeking skills - resume and (4) Job seeking skills - financial counseling.

JOB SEARCH

The Job Search activity is composed of an interesting combination of job search tools. One hundred percent of the activity is directly related to obtaining unsubsidized employment. The Job Bank and lists of available jobs are essential tools in this component. Job Search by definition suggests that the client is active in finding his/her own job. Although clients are actively involved in finding their own jobs, staff are also active in "training" them how to find jobs and in assisting them as necessary.

Newspaper Want Ad sections are another important source of job openings. Clients in Job Search are trained in how to "research" these vacancies. Clients will also be trained and assisted in advertising their skills "for hire."

The "Job Finding Club" concept is new and, in fact, is currently being experimented with at various sites throughout the nation. The concept is essentially one of client helping client find jobs. The Job Search component will rely on the Job Finding Club approach to the degree that it applies to the clients involved.

Job seeking is usually individualized. The Job Finding Club approach is a group effort. It allows the use of the buddy concept. Transportation, role playing, and job leads are all shared. Client helps client in the mutual review of resumes, in supervision and comment regarding various job interviews and in job seeking techniques. Dress and grooming, personal attractiveness, etc. are all addressed, and emphasis is placed on direct contact with employers.

Clients are encouraged to "tap" friends and relatives as a major source. Members may list their job requirements in a "Job Wanted" ad. Help wanted ads are checked closely. Even though one client may not want to return to a former employer, another client may be extremely interested. Direct telephone contact with employers is essential in this process; and, if no interview can be arranged, the employer is asked for "leads" to employment.

As appropriate, resumes may be developed and letters of recommendation obtained. Interview instruction, role playing and proper job interview follow-up procedures are provided. Clients are taught how to keep a record of their job searching process and transportation and other logical problems which may hinder job seeking are dealt with through buddy arrangements and supportive services.

Job-finding materials and aids will be available to the client at no cost. Secretarial assistance, copy machines, telephones, special industrial directories, lists of day care centers, and photographic services will all be a part of the materials available to the client.

Job Finding Clubs are full time. The club meets daily. It is a full-time job search process.

EMPLOYMENT INTERVIEWING

This activity includes job placement and job development in unsubsidized employment; assignment to community work projects, and suspense to CETA for Title VI PSE jobs. Responsibility for this function is assigned to the Employment Services (ES).

JOB PLACEMENT

Staff assigned must be skilled in determining applicant skills and be able to relate them to job availability and requirements. Although the application and job order should contain all relevant information required for placement, it is the responsibility of the placement interviewer to record and evaluate any additional information developed. The selection process involves the matching of the abilities of the participant with the demands of the job. This job matching ability must be supplemented by the ability of the interviewer to "sell" the employer on the applicant. In addition to the matching and selling process, the interviewer must be alert to the possibilities for OJT, related jobs for which the applicant may be qualified, and future employment opportunities for job development which are revealed during conversation with the employer.

The job bank will be used as a basic tool for job placement. This provides access to openings Statewide, as well as in the WEP area. All orders will list job requirements including such things as training, experience, hours of work, physical demands, working conditions, rate of pay, referral instructions, and DOT classification and code.

Interviewers are responsible for completion of all documents required for MODS/ESARS input to obtain placement credit and to produce reports, and to inform the welfare staff of change in client status.

JOB DEVELOPMENT

Job development is the process by which an interviewer or job developer solicits job openings for a specific applicant for whom no suitable job opening is listed. By definition, job development is specialized in nature. Together with the counselor, each registrant selects a specific job goal that is most commensurate with his/her needs and abilities. Employment Service job development personnel will strive to meet these needs and abilities by seeking out the job that most nearly meets these requirements. Obviously, this requires a complete knowledge of area employers and their demands. Job development may be done by telephone from the office by an interviewer or by a special job developer working in the office or contacting employers in person.

Job development is accomplished by the interviewer as an adjunct to the placement interview in most instances. It is the quickest and most economical method.

Some participants will have job qualifications which would usually result in their employment within a relatively short time but may have barriers which would appear to make them difficult to place. The job of the interviewer is to draw on his/her knowledge of the labor market, past job openings, and future needs of employers to explore the possibilities for placement of these participants. In addition, in contacts with the registrant, the interviewer must determine how much assistance the individual will need in order to be successful in finding the type of employment he/she seeks.

The job developer must be sensitive to the employer's mood and be flexible in the job development presentation. It is always imperative to describe the registrant's assets before asking about specific jobs.

After examining the registrant's characteristics and not having the particular opportunity that is being sought, the employer may be able to suggest a related job. The job developer should let the employer contribute to the process of matching the registrant to an appropriate opening.

ASSIGNMENT TO COMMUNITY WORK PROJECTS

Participants who are assigned to community work projects will need to have their employment potential appraised and job requirements evaluated in a manner similar to that used in job placement. This is necessary to assure that participants are placed in projects where they have an opportunity for maximum development of their employment potential.

These assignments will be made by Employment Services interviewers. As a part of this function, they will be responsible for completion of MODS/ESARS input documents needed to obtain placement credit and to produce required reports. Information to inform Welfare of client status change will also be generated.

SUSPENSE TO CETA TITLE VI

Participants suspended to CETA for Title VI must be placed in jobs where they will have the best opportunity to retain those positions as unsubsidized employment, or to utilize that experience in moving to other jobs in unsubsidized employment. The interviewer will carefully match applicant potential with job requirements to maximize this opportunity.

Interviewers will be responsible for completion of MODS/ESARS forms to obtain placement credit and generate reports, and to inform Welfare of client status change.

PAYMENTS FOR IMS ACTIVITIES

Registrants assigned directly to full-time IMS from appraisal will receive payment at the rate of the Federal minimum wage for hours of participation in this component (approximately 40 hours per week).

Registrants involved in part-time IMS in conjunction with any component will receive the hourly wage or allowance received in that component for every hour of participation in job search.

In addition, registrants will be eligible for a related expense allowance of up to \$2 per day. This allowance compensates the registrant for daily transportation and lunch money costs incurred in connection with participation in IMS activities. The allowance shall be increased by the amount the registrant's transportation costs exceed \$1. When the registrant uses private transportation, the cost will be computed at a rate of eleven cents per mile.

EMPLOYMENT SERVICES ROLE

The Employment Services shall have the responsibility for all activities in Employment Interviewing. These responsibilities include:

1. Employment Services trained staff will be assigned to the WEP unit to provide employment interviewing functions. Numbers of staff assigned will be dictated by participant workloads. This staff will include CETA Title VI enrollees who are employed at Employment Services offices and have been trained to perform the interviewing functions of job placement and job development. This will provide an interesting opportunity to test the ability of WEP participants to develop jobs for their peers and place them in employment.
2. The Employment Services will coordinate all job development and job solicitation among CETA, WEP, and ES offices to avoid duplication of effort.
3. Employment Services staff will contact employers to attempt to develop OJT contracts appropriate for WEP participants, and will select and refer participants appropriate for these jobs. They will also have responsibility for recording this information on forms necessary to generate required reports and inform Welfare of client status change.
4. It will be the responsibility of Employment Services staff to assure that the Employer Order (MSES 514) is prepared and placed in the job bank for all jobs received or developed. Although WEP participants will have the opportunity for referral to these jobs, there may be instances where no suitable applicant

is available in the WEP office. Placing orders on the job bank will assure the employer of access to CETA and Employment Services as well as WEP registrants. Understanding that this type of exposure to the local labor market is available will make the listing of jobs with WEP more acceptable and helpful to employers.

5. Effective employability development planning, placement, and job development requires that staff have access to labor market information. Kinds of jobs existing in the community, availability of job openings, and requirements of existing jobs must be made available to WEP staff. Employment Services trained staff will provide this information.

6. Staff assigned from the Employment Services will provide their expertise to EDP teams to aid in selection of realistic job goals for participants.

7. Employment Services staff will cooperate with other WEP staff in conducting the 30, 60, and 90-day followup on all registrants placed in unsubsidized employment. They will assure that appropriate forms are completed so that required reports will be generated on Welfare savings and Welfare will be informed of client status.

8. It will be the responsibility of Employment Services staff to assure that all placements in unsubsidized employment, assignments to community work projects, and suspense to CETA Title VI are accomplished and reported properly. This is necessary to report and obtain placement credit under the Resource Allocation Formula and the WIN plan.

Some of the current efforts within the Governor's Manpower Office in the area of labor market information can be utilized by the Work Equity Project staff concerned with job development. These include:

1. Dun & Bradstreet, Inc. Employer Information

The Governor's Manpower Office (GMO) has leased from Dun & Bradstreet, Inc. a magnetic tape containing basic information on some 71,000 State of Minnesota employers. Data includes the firm name, address, telephone, number of employees, sales volume, primary (and up to five secondary) industry designations, and other information. This is primarily intended for job development users, in that it should help to identify and screen those employers in the local area who would be good prospects for hiring a particular client. Due to the versatility of computerized information, employers can be selected on the basis of their line of business, location, size, or other factors. The first outputs, on both index cards and computer printout, are not being generated for Prime Sponsor use; and a user's handbook is being prepared to facilitate utilization. Initial reactions from Prime Sponsors indicate that this information is expected to be very useful in systematizing job development programs.

2. Minnesota Occupational Information System (MOIS)

This project is one of eight Statewide career information systems funded by the Department of Labor in 1975 under Title III of CETA. The Governor's Manpower Office, along with several other agencies, participated in the grant solicitation and is represented on the multiagency consortium which governs

the project. This system provides descriptive information about occupations and educational and training programs in Minnesota which can be used by CETA clients and other individuals engaged in vocational exploration and decision making; it also includes a "search strategy" by which individuals can relate their aptitudes and preferences to attributes of occupations in order to obtain a list of potentially suitable occupations for them. Currently, three Prime Sponsors, including the City of St. Paul, are using this system. St. Paul has been using it for several months and indicates that it is a valuable tool in its counseling program.

3. Data Resources Handbook

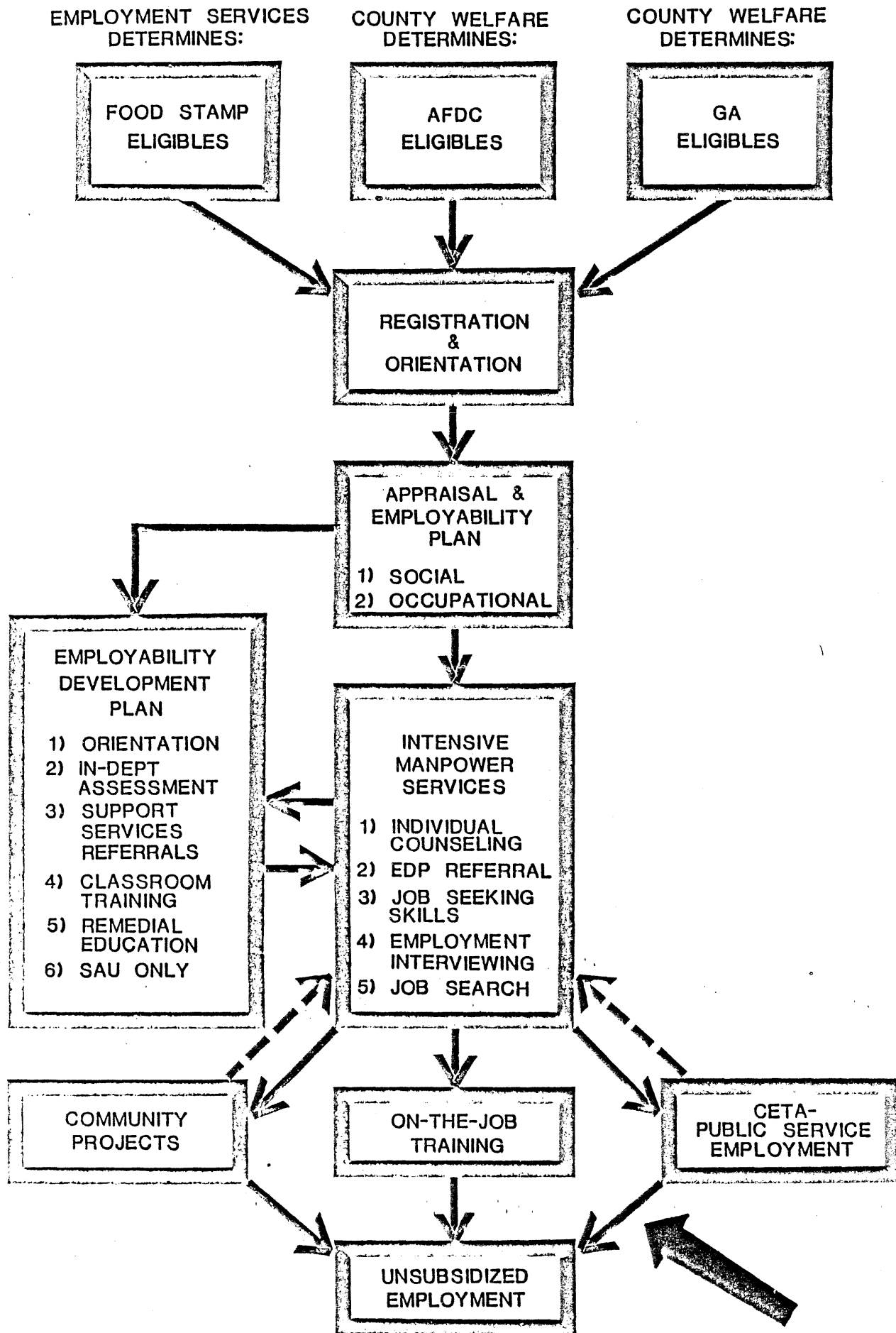
CETA staff have identified a clear need among Prime Sponsor planners and other users of labor market information for a comprehensive directory to sources of labor market data, particularly sources of State and local data. Arrangements are being finalized with the Department of Employment Services to develop such a directory jointly, and it should be ready for distribution in the Fall of 1977. This would include descriptions of data sources, samples of tables, definitions of key data elements, geographic and other detail available, a discussion of the uses and limitations of the data, and availability of supplementary tabulations.

4. Regional Occupational Projections

A subgrant has been finalized with Employment Services to prepare occupational projections to 1985 for substate regions. Currently available projections cover the State and the metropolitan area only. It is expected that these projections, which should be ready for distribution in September of 1977, will aid in identifying trends in occupational employment in various areas of

Minnesota. They will be used by manpower planners, vocational education planners, and employment counselors and others.

Work Equity Project Registrant Flow



On-the-Job Training

Overview

On-the-Job Training (OJT) as a Work Equity component serves the basic purpose of providing the opportunity to learn job skills in a setting which results in employment. In addition, it may aid the Job Developer in gaining access to jobs which otherwise would not be available. OJT involves a contractual agreement between the Work Equity Program and the employer. This contract stipulates the type of training the registrant is to receive during and after the contract period. In addition, the contract specifies the amount of Work Equity reimbursement to the employer for his extraordinary training costs. Upon successful completion of the OJT contract, the registrant has permanent employment with the employer. Modifications to a contract are reflected on the OJT Contract Modification Form.

Registrant Entrance Phase

Registrants may enter OJT from any WEP component. Before entering this component, registrants are essentially "job ready" with the exception of the need for the development of specific job skills.

OJT more than any other component is likely to be written as a conditional step in the registrant's plan because of the following reasons:

1. The future job market may be the deciding factor as to whether OJT need be necessary. It is difficult to project with any accuracy the economic conditions of the future.

2. The registrant's degree of job readiness is conditioned by his performance in other Work Equity components and may determine whether OJT is necessary.
3. The employer's willingness to accept a given registrant is an unknown quantity at the time of EDP writing.

Consequently, the decision to enter into an OJT contract may have to be made near the time the registrant attains job readiness.

Placement personnel have the responsibility of reviewing the EDP or appraisal documents for each registrant who is active in Job Search. If OJT is indicated the following factors are to be considered:

1. The OJT is consistent with the registrant's job goal.
2. The registrant understands his responsibilities to the employer.
3. The employer understands his responsibilities to the registrant under the contractual agreement.
4. The contractual agreement must be reached with the employer to effect OJT.

OJT Monitoring

Unique to the OJT component is a monitoring system used to determine contractual compliance.

The following contractual points are to be monitored:

1. Attendance -- Most contracts are written on the basis of a 40 hour work week. In order to monitor attendance, the placement staff must review employer attendance records on a monthly basis to determine if the registrant received the contracted amount of training. This information is recorded on a Monitoring Report.
2. Payment -- All OJT contracts are written based on a percentage of the hourly wage received by the registrant. All contracts indicate the salary increment to be received at specified time intervals and the wages to be received upon contract completion. As necessary, the placement staff review employer records monthly and interview registrants to determine the correspondence between employer and registrant information. Any violations of contractual obligations must be discussed with the employer and brought to the immediate attention of the WEP Center Supervisor.
3. Duration -- Unless specified otherwise in the OJT contract, reimbursement for training services rendered is made upon completion of the designated training. Placement staff will conduct a final monitoring appearance at the employer site to finalize the contract.

Transition Out of Component

Upon completion of the OJT Contract, placement personnel will initiate forms to indicate departure from OJT and into job placement.

If the OJT is not successful, the placement personnel will communicate with the Team for purposes of plan changes and alternate actions.

The employer will be reimbursed at the contracted rate based upon the actual hours the registrant has spent in training.

Contract Negotiations

The need to establish a uniform rate of reimbursement for OJT contracts is significant to promote favorable employer relations.

The Work Equity System will write contracts at 50 percent of entry level hourly wages. No contract can be written with a starting salary of less than the current minimum wage per hour and every effort will be made to negotiate contracts at wages above that figure.

Weekly reimbursement based on 50 percent
of salary for 40 hour week.

Weekly Payment	50%	Hourly Wage
120	60.00	3.00
116	58.00	2.90
112	56.00	2.80
108	54.00	2.70
104	52.00	2.60
100	50.00	2.50

A uniform duration of OJT contract period is derived by adding the last three digits of the Dictionary of Occupational Title (DOT) 6 digit code and finding the corresponding duration on the schedule on the next page.

Training weeks allowed based on D.O.T. skill level.

WEEKS OF TRAINING	TOTAL MAX. HOURS	D.O.T. CODE SKILL LEVEL
17	680	10
16	640	11
15	600	12
14	560	13
13	520	14
12	480	15
11	440	16
10	400	17
9	360	18
8	320	19
7	280	20
6	240	21
6	240	22
6	240	23

For example, a person in training to be an Automobile Mechanic, 620.281, should be scheduled for 16 weeks of training.

The schedule is a suggested way of standardizing the duration of training. Variation from the schedule is allowed where employer or registrant circumstances dictate them.

On-the-Job Training Voucher System

Where a client is fully capable of negotiating his/her own contract and/or where a client is already working but requires an upgraded wage or job, the OJT Voucher System may be used. (This OJT approach will be utilized with much discretion in the Work Equity Project.)

Essentially, the client is given instructions on how to develop his/her own OJT contract.

Once a contract is developed and approved, regular OJT billing procedures apply.

Work Equity Project Registrant Flow

EMPLOYMENT SERVICES
DETERMINES:

FOOD STAMP
ELIGIBLES

COUNTY WELFARE
DETERMINES:

AFDC
ELIGIBLES

COUNTY WELFARE
DETERMINES:

GA
ELIGIBLES

REGISTRATION
&
ORIENTATION

APPRAISAL &
EMPLOYABILITY
PLAN

- 1) SOCIAL
- 2) OCCUPATIONAL

EMPLOYABILITY
DEVELOPMENT
PLAN

- 1) ORIENTATION
- 2) IN-DEPT
ASSESSMENT
- 3) SUPPORT
SERVICES
REFERRALS
- 4) CLASSROOM
TRAINING
- 5) REMEDIAL
EDUCATION
- 6) SAU ONLY

INTENSIVE
MANPOWER
SERVICES

- 1) INDIVIDUAL
COUNSELING
- 2) EDP REFERRAL
- 3) JOB SEEKING
SKILLS
- 4) EMPLOYMENT
INTERVIEWING
- 5) JOB SEARCH

COMMUNITY
PROJECTS

ON-THE-JOB
TRAINING

CETA-
PUBLIC SERVICE
EMPLOYMENT

UNSUBSIDIZED
EMPLOYMENT

WORK EQUITY PROJECT

FISCAL ACTIVITIES

Introduction

As stated previously, the Work Equity Project (WEP) will have impact on approximately 3,950 individuals and will involve resources in excess of \$12.0 million. All Federal funds will flow first to the Governor's Manpower Office and then to the rural forty-seven (47) counties and to the City of St. Paul. On the other hand, the State-generated funds associated with General Assistance (GA) payments will originate from the State Department of Public Welfare and flow directly to the Governor's Manpower Office (for the forty-seven (47) rural counties) and from there to the City of St. Paul Comprehensive Employment and Training Act (CETA) Prime Sponsor. Since this area is rather complex, this portion of the proposal is broken down in the following sections:

Section I

Work Equity Fiscal System Overview

Payments to Clients

Reimbursement Procedures

Section II

Work Equity Fiscal Controls

Section III

Work Equity Fiscal Forms

Section IV

Work Equity Fiscal Reports

Approved community projects will meet the "maintenance of effort" provisions applicable to CETA Public Service Employment - they cannot displace government employees or be substituted for work which would have been undertaken with local funds.

As a general rule, clients in community work projects will receive the prevailing wage. Prevailing wages for Community Projects will assume the following definition:

1. The WEP Sponsor may establish on an area basis, wage structures for participants taking into account the average wages in the area served and the cost of living in such areas, and shall not be less than the Federal minimum wage or State minimum wage, whichever is greater. This wage rate will be applicable in projects within direct supervision of the WEP Center.
2. For those Community Projects operated through subcontracts, registrants shall receive the highest wage rate between the Federal or State minimum wage and the prevailing rates of pay for persons employed in similar occupations by the same employer.

Project Identification and Approval

Community needs and overall priorities will primarily be identified by Regional Development Commissions, the Manpower Advisory Councils established under CETA, and staff, through communication with community leaders and residents.

All such needs will be presented to the Manpower Advisory Councils for review and approval. The related recommendations will be forwarded to the WEP Sponsor (GMO) for final approval. Disapproval and/or change of priority of a project will require written explanation to the Manpower Advisory Councils by the WEP Sponsor (GMO). Approval of a project and/or priority also requires written acknowledgment.

The normal Manpower Advisory Council recommendation/approval process for both the Balance of State area and St. Paul will be used to transmit the above information.

Approved projects will be referred to appropriate Work Equity Centers for further development. These projects will be approved on the basis of criteria similar to that currently utilized for CETA Title VI community projects.

Development

Work Equity Centers are responsible for detailed development and implementation of an approved community project.

Work Equity staff, in conjunction with the originators of project needs, will determine material, labor, and supervisory needs of a project. Materials unavailable through Work Equity will be arranged for through other sources.

Labor and supervisory requirements will be reviewed in terms of available clients and their needs. Where labor and/or supervisory requirements cannot be met, the project will be postponed and the GMO Central Office notified. Only supervisory requirements may be met through use of non-registrant outside hires.

Monitoring

Community project progress will be monitored (on-site) as frequently as is necessary in order to ensure progress toward the project's objective, but no less than monthly. In order to ensure the progress of registrants assigned to community projects, two types of ongoing monitoring will be provided:

1. Ongoing monitoring on a daily basis will be the responsibility of the project supervisor.
2. Follow-up on registrant progress will also be conducted once per one, two, or three week period as defined by each registrant's EDP. The staff member designated during the EDP process will be responsible for reporting each of these contacts on a contact sheet.

The project supervisor is directly responsible for project progression and reports directly to the Community Projects Coordinator.

Regional Development Commissions, Regional Manpower Advisory Committees, Department of Public Welfare and Work Equity Project staff may also conduct on-site monitoring of a project with appropriate notice to the WEP Center.

Termination/Wrap-up

All community projects will be at some time either terminated or completed. Terminated projects are those discontinued prior to completion for reason of lack of materials, labor, supervisory resources, or inadequate progress. Projects are completed when they are completed according to plan. In either case, the following will occur: (a) provide for clients to be assigned to other projects or components, and (b) post-project evaluation.

Post-Project Evaluation

All projects will receive a final evaluation review to be conducted by the researcher. Projects should also receive an operational review by Work Equity staff for purposes of identifying strong and/or weak points which will aid in improving the operation of the Community Projects component.

Job Search Requirement

The Job Search concept is employed in concert with the Community Projects component as well as being a major component itself. Within the Community Projects component, it is intended to serve as a continuing reminder that unsubsidized job placement is the ultimate objective for every registrant.

Registrants assigned to Community Projects will also participate in Job Search activity for no less than five (5) hours every week.

This Job Search requirement will involve any of the tools available in the regular Job Search component, as appropriate. Clients are paid hourly wages they had been earning in community projects while in this activity.

Wage/Hours

Community Projects are designed to be 40 hours per week, with no overtime. The wage rate will generally be the prevailing wage as previously defined.

Job Search activity in conjunction with the Community Projects component is considered community project activity and the client receives remuneration accordingly.

Duration

A community project shall be planned to last no longer than one (1) year. Projects may be extended beyond one year through the same Project Identification and Approval process discussed above. No client should be scheduled to participate in a specific project for more than 12 weeks. Upon completion of a 12-week period with the community projects component, the client is assigned full-time to the Job Search component for two (2) weeks. After two weeks with Job Search, if appropriate, the client may be reassigned to the same component or assigned to a new component, if appropriate.

COMMUNITY WORK PROJECTS

High priority will be given to creation of sufficient community work projects (CWPs) to provide jobs to all WEP participants who are not at the time assigned to other WEP service components such as OJT, CETA Title VI, institutional training, etc. These will be short-term projects to be generated by public and private nonprofit employers.

The projects will emphasize activities not currently being done, to differentiate them from regular CETA public service employment.

Community Work Project Wages

CWP will utilize payments at the prevailing wage rate. The average wage proposed is \$3.02 an hour, and represents the prevailing wage of \$3.28 in St. Paul and \$2.67 in the rural areas. A lower wage level would impede implementation of the project as it would make the jobs created far less attractive and probably result in reduced support by organized labor.

Wage levels in Minnesota, particularly in St. Paul, are relatively high, thus few jobs that would provide a meaningful work experience leading to even low level career possibilities could be created at the minimum wage level. The WEP public service jobs must offer some level of experience that will be beneficial in terms of moving into the regular unsubsidized labor market if the project is to seriously attempt to cycle clients through public service jobs into regular employment.

2.

Another consideration is that the prevailing wage approach would result in fewer of the welfare clients needing a grant to supplement the wage in order to bring their incomes up to the level of their regular grant, which is a feature of the program.

Organized labor is, and historically has been, very active in the state of Minnesota. Most jobs in government and in larger non-profit agencies, particularly in cities like St. Paul, are organized under union contract. Even community based organizations such as Ramsey Action Programs, the CAP agency in St. Paul/Ramsey County, are organized under union contracts. Consequently, without causing a threat to unions and raising objections from them, there is very little room to create jobs at a minimum wage.

Job Creation

Prior experience of the WEP project administrators in developing work experience and public service employment programs will contribute to the successful implementation of the community work projects. Methods utilized in planning, development and implementation of community projects under CETA Title VI will serve as a model for development of WEP's CWP's.

The CWP's will serve two major functions: provide useful and meaningful work experience to participants in WEP, and also provide to the community tangible benefits, either visible ones or needed services. An essential premise of the program is that public assistance recipients will contribute toward community betterment if they are able to work. It will therefore be essential to develop projects which are representative of and reflect community interests. The procedures adopted under the recent Title VI expansion of the President's economic stimulus package which are currently in operation in Minnesota, will

3.

serve as a model for development of CWP's under WEP.

The recent Title VI effort has stimulated great interest in all areas of Minnesota and has resulted in a large number of project proposals being submitted, many of which cannot be implemented under the existing funding levels for Title VI. There is also a reservoir of projects that have been delayed until the second phase of Title VI funding becomes available.

The groundwork which has been laid by the Title VI effort will greatly assist the development of WEP community projects. The reservoir of projects currently available for funding will allow rapid startup of this program component. The mechanism for solicitation of new project ideas presently in place will make rapid solicitation and development of new projects feasible.

Given the experiences under Title VI, the approach which will be adopted during the implementation planning for WEP will be as follows:

1. Analyze current proposals submitted for funding under Title VI.

Those project proposals which cannot be funded under Title VI will be examined for their potential as WEP community projects. The basic criteria will be appropriateness of the work for the WEP target population. As these projects are determined appropriate for CWP's, contracts will be developed, as well as other necessary steps, to ensure that the projects will be available for implementation.

2. Determine necessary location and level of CWP's based on client flow and entry timing.

It will be essential to assess both the volume needs for WEP CWP's as well as the appropriate locations and timeframes. This analysis

4.

of currently available projects will provide staff with the necessary parameters for further solicitation and development of projects based on projected client flow.

3. Solicitation of new project proposals.

Solicitations of new proposals will follow the Title VI model, utilizing the RFP process. In addition, serious efforts will be made to work with state agencies to develop projects applicable to the WEP program. A substantial public relations effort will be initiated to support the requests for proposals. Contacts with county commissioners will be particularly critical.

4. Review, Approval and Negotiation of Projects.

Project proposals will be reviewed by local planning councils. Final review and decisions will be made by the project staff. Projects which have received approval will be finalized, negotiated, and translated into contracts following Title VI procedures.

5. Initiation of Projects.

The actual operation of each project will involve obtaining the necessary materials, supplies, and equipment, and arranging for appropriate supervision. Program enrollees will then be assigned to each project. This will require close communication with operations staff to inform them with adequate lead time of the amount and kinds of work activities available.

6. Project Monitoring.

Procedures will be developed to ensure that each community project is proceeding appropriately in its development, and frequent, regular reports on progress will be made to ensure early detection of problems.

5.

The successful implementation of WEP will require that relationships be developed at the community level in all phases of the program. The community projects component will be an essential tool for establishing credibility and support at the local level. The current mechanism established under Title VI will make implementation of this phase successful.

There is a substantial list of useful and realistic projects which could be constructed as CWP's. The project areas described are intended to supplement, rather than supplant, the existing labor force. Moreover, the project areas are intended to provide valuable experience which can be subsequently transferred to the private or public unsubsidized sector for later employment. These projects include:

Balance of State (BOS)

Non-Point Source Pollution Survey - This project would be ongoing and identify specific areas of nonmunicipal/non-industrial pollution. (100 participants)

Section/Corner Remonumentation Project - This project would relocate land location markers throughout the farming and lake-shore areas. In the 47 county area, a large number of survey lines are lost. The counties are attempting to relocate markers and make them permanent. This is very costly. WEP crews with a minimum training could provide this service. (300 participants)

Home/Health Care - Attempts are currently under way to provide home health services to the elderly, chronically dependent and handicapped. These include counseling, home care, companionship, meal preparation, etc. (600 participants)

6.

Winterization, Energy Conservation - Underinsulated, under-weatherproofed homes of disadvantaged families are upgraded to meet energy conservation standards. (100 participants)

Shade Tree Disease Control Program - A service to aid rural communities in Dutch Elm disease control. Participants assist rural communities in making application for State funds under the shade tree program. Participant activities expedite the flow of State dollars into these communities. Participants are trained by the University of Minnesota Extension Service to become certified tree inspectors. A certified tree inspector is a requirement that has excluded small communities from the State program. (200 participants)

Historical Restoration/Development - Rural community buildings and items having historical value are restored to their original state. Building renovation, labeling and dating historical artifacts will preserve Minnesota history. (150 participants)

Park Restoration/Renovation - Community and area parks are restored and renovated. Park benches, picnic tables, recreational equipment and other facilities are painted and repaired. Lawn areas are developed, grass and trees planted. Regular crews are assigned to maintain the parks upon completion. (300 participants)

Bicycle Registration - Minnesota law provides for statewide registration of bicycles as a crime prevention effort. Participants in this project complete door-to-door canvassing of residents to assist in the volunteer bicycle registration. (400-500 participants)

7.

Other project concepts include:

- Census compilation teams, to gather up-to-date information for use by any regional agency on area needs.
- Para-nursing programs, to provide in-home visits to the sick and/or elderly.
- Reading programs, to be used as supplemental school aids for pre-school or in-school children.
- Teacher aides, to supplement existing educational programs especially in areas where arts and music have been curtailed because of budgetary constraints.
- Services to the elderly, to provide counseling and supportive services to those confined by health and age to their homes.
- After-school programs, to provide supervision of the use of public buildings for adult or non-adult educational/recreational purposes outside regular school hours.
- Cooperative services, to train in the building and/or use of local cooperatives of various kinds.
- Day care centers, to train those interested in child care in the proper techniques while freeing those not so inclined for other employment.
- Chemical dependency information teams, to familiarize community leaders with treatment, identification, current information on drug abuse.
- Ecology projects, such as reforestation, rehabilitation, wildlife conservation, etc.

St. Paul Manpower Programs

Shade Tree Removal and Replacement Project - This project would provide workers to assist in various aspects of the massive problems caused by the ravages of Dutch Elm Disease. Tasks might range from inspection of trees and identification of diseased trees, to their removal and disposal through chipping. Following the removal phase, workers might assist in tree nursery operations and planting of replacement trees. (150 participants)

Thermograph Energy Project - This project would bring about an awareness of energy conservation in all parts of the city and would through the resultant insulation and winterization bring about major energy saving in this northern urban center. Workers would be trained in thermographic photo interpretation and would relate the significance of these photos to all home and building owners. They would then assist home and building owners in taking steps to reduce energy losses. (40 participants)

Zoo Site Preparation Project - Minnesota is in the process of building and developing a major zoo of unique design. Much work which needs to be done on the multi-acre site is not budgeted. Project workers would carry out many landscaping and site development tasks. (30 participants)

Native American Job Projects - This project developed by the St. Paul American Indian Center would employ workers to undertake a number of major tasks relating to watershed protection, historic site rehabilitation and park recreation area improvement. (100 participants)

Chore Services for Senior Citizen and Disabled Citizens Project - This project would provide a variety of in-home services including food preparation, cleaning, yard work and minor repairs for those

9.

who, through age or handicap, cannot do the work themselves. These citizens, with assistance, could maintain their homes and avoid the indignities of institutionalization.

Public Housing Repair and Improvement Project - This project would utilize workers who are residents of public housing to repair and renovate buildings in public housing projects and scattered sites. A variety of tasks which would improve the livability of the buildings and prolong their life would be accomplished. (100 participants)

Classroom Training (CT)

Overview

Classroom Training as a Work Equity component serves the basic purpose of providing specialized classroom instruction for a specific job goal. Area Vocational Schools and Community Colleges both inside and outside of the Work Equity target area are utilized for this purpose. Any registrant whose EDP-III contains a step involving Classroom Training may enter this component. Classroom Training (CT) may include, but is not limited to, skill training, basic or remedial education, language and General Education Development (GED).

Training Guidelines

1. Classroom Training programs will be utilized only by individuals for whom such training is likely to lead to regular employment. Moreover, the training must be related to jobs which are, or are likely to become, available.
2. WEP funds will not be spent to train individuals for occupations with a history of low retention. Before developing a training opportunity, area job market information must be screened to ensure that job vacancies are not caused by high turnover due to sub-standard wages.

3. Long-term career opportunities as well as short-term job prospects must be taken into account in developing training opportunities. An expanding field or one with upgrading potential is preferred over a field in which employment opportunities are declining if immediate employment is available in both.
4. Training should not be approved by WEP teams for occupations that require only minimal skill training or where the employer has traditionally conducted all necessary training for new employees.

Classroom Training Objectives

The basic objectives of this component are:

1. To provide participants with skills leading to a specific job or group of jobs.
2. To provide other educational and communications skills to enable participants to meet hiring requirements.

Forms of Classroom Training Available

The Team will consider classroom training to be used in terms of individual registrant needs. Two general forms of classroom training are available and are as follows:

1. Education Training - Academic instruction leading to a degree or diploma or specific limited academic instruction designed to prepare the participant for employment or preparatory to additional instruction. Examples of this type of training would be instruction leading to a high school diploma or GED, or other general education certificate.
2. Skill Training - Training which emphasizes performance of a specific single skill or group of skills. Approaches to this type of training are single occupation (class-size), multi-occupation (job cluster), and individual referral (slotting).

Beyond general considerations of area demand and client needs, it is essential for Work Equity staff to consider the relative cost benefit of training available weighed against limited resources. Training should be within minimum requirements for job entry.

In addition, the State Department of Education currently provides a system of open entry/exit for CETA participants. This approach allows for short term high impact training which is individually designed to meet the specific needs of participants and industry. This type of flexible training will be an option within the individual Employability Development Plans for WEP registrants.

The Governor's Manpower Office is currently engaged in a cooperative "training" program involving the Department of Economic Development, the Division of Vocational Education, and the Department of Employment Services.

Through this program, employers who expand or relocate in Minnesota and involve ten or more new employees will receive free training services. This training is generally short-term and specialized and can take place either within the vocational schools or on the employer's worksite. The decision for locating the training is determined by the individual employer.

Classroom Training Facilities Available

In general, accredited and certified private and public schools and institutions are eligible to provide classroom training. Maximum use of institutions providing tuition-free or reduced cost training should be given priority to maximize use of limited resources. For example, the Minnesota Department of Education provides free tuition for individuals involved in post-secondary vocational education who are age 21 years or less.

Registrant Entrance

Entry into the Classroom Training component assumes that the following have taken place:

1. The registrant has gone through O & A.
2. Classroom Training is a part of his/her occupational plan.
3. That registrant's aptitude for training is consistent with the job goal.
4. That assessment indicates that the registrant has a reasonable chance of successfully completing the training.

5. That Classroom Training starting date has been verified.

It is essential that the following arrangements are made to ensure a smooth transition into Classroom Training:

1. Application for admission to a school is made as soon as possible after the EDP process. This is accomplished by the Counselor.
2. Assuming that the registrant's admission has been accepted, it is the responsibility of the Counselor to complete the appropriate forms and make the appropriate arrangements.

The Counselor then notifies the registrant of his acceptance into the school and schedules a personal interview for the purpose of determining the registrant's needs.

Particular matters such as transportation, housing, special equipment or clothing allowances, school and Work Equity rules and regulations are discussed with the registrant preparatory to class attendance. The Counselor and Social Worker assist the registrant in solving his/her problems or make the necessary arrangements for their solution.

Description of Activities and Services

The WEP Center will provide training in a large number of occupational areas and in those where a job demand exists. The WEP Centers will work with local vocational schools to design more flexible programs in terms

of length of training necessary, and the use of an open entry/exit course offering to better match the needs of the individual and employer. The following areas include some of the occupational training areas to be provided in the Balance of State Area, as well as St. Paul.

Balance of State

Accounting
Agricultural related occupations
Aircraft and power plant operation
Automotive and diesel repair
Business
Clerical occupations
Computer programming
Communications occupations
Construction trades
Cosmetology
Dental assistants
Electronics
Food preparation
Forest related occupations
Fluid power technology
Heavy equipment operation
Instrument repair
Machinist and related occupations
Medical technology
Merchandising
Practical nursing
Printing and graphic arts
Radio and television repair
Sheet metal
Transportation and truck driving
Waste/water occupations
Welding occupations
Woodworking

St. Paul

Chemical Technology
Civil & Highway Technology
Construction Drafting
Design Technology
Electro Mechanical Technology
Electronic Technology
Industrial Hydraulics &
Pneumatic Technology
Apparel Arts
Auto Body Repair
Auto Mechanics
Cabinetmaking
Carpentry
Electricity
Graphic Arts
Machine Tool Processes
Pipefitting
Production Art

Sheet Metal
Tool, Die, and Mold Making Processes
Truck Mechanics
Watch Making
Welding
Accounting
Data Processing
General Office Practices
Medical Secretary
General Secretary
Traffic Transportation Training
Cosmetology
Medical Laboratory Assistant
Health Assistant Trainee
Health Service Coordinator
Practical Nursing
Restaurant and Hotel Cookery

Classroom Training Allowances

The Work Equity Program provides training and other related allowances to participants while attending training provided that such allowances are not paid for any training having a duration in excess of 52 weeks.

Registrant Plan Review Prior to Start of Classroom Training

Before the registrant starts school, the WEP Counselor must review the registrant's file and EDP documents. In reviewing the file the Counselor should pay particular attention to the following:

1. Barriers to be solved immediately upon entrance into Classroom Training.

Solvable barriers such as transportation, housing, and money management, when unchecked, have prompted registrants to drop out of classroom training. Dropouts due to these reasons are a waste of human and financial resources which can easily be avoided.

2. Long-range barriers which will entail organization and planning on the part of the Counselor or Social Worker for effective delivery. For example, legal problems, medical problems and academic deficiencies.

3. Indications that the individual's assessment shows marginal abilities in view of the course requirements--a Counselor must be familiar with the off setting reasons for sending that registrant to classroom training. This is necessary to enable the Counselor to reinforce these strengths in future counseling sessions.

4. The registrant's follow-up category--for the purpose of effecting organized optimal follow-up.
5. Be familiar with any special obstacles the registrant may encounter due to unique situations which may affect his performance in school. For instance, seasonal absenteeism, social and personal adjustment to formal training situation by culturally deprived registrants.
6. Keep in mind the course ending date for the purpose of effecting job development well in advance of graduation. Likewise, early or delayed graduation from Classroom Training may alter job development procedures for such cases.

Registrant Contacts

Registrants should be aware of the Counselor's regularly scheduled visits to the school. A specified time and place is advisable so that each registrant may have access to the Counselor. Moreover, it is the Counselor's responsibility to provide contacts with each Work Equity registrant as specified by the registrant's follow-up category for counseling purposes.

Counseling Documentation

Due to the fact that Work Equity contact with registrants while in Classroom Training is limited to the Counselor, documentation of the counseling sessions is of utmost importance to the Team. The Counselor's

contribution to the Team is particularly significant when viewed as the only means of validating the EDP and providing additional information essential for future planning. The record of interaction with registrants, recorded on Contact Sheets, is the basis for future decision making processes at the Team level.

Decision Making Process

The decision making process regarding registrants' problems in this component falls into two categories:

1. Those decisions which involve only the registrant and the Counselor, and
2. Those decisions which involve the registrant, Counselor and Team.

The Counselor serves as an extension of the Team in solving ongoing registrant personal or training-related problems. The Team for the most part relies on the expertise of the Counselor in the delivery of services. The Counselor handles the following types of problems:

1. Changes in motivation and attitudes which reflect training progress
2. Absenteeism
3. Coursework problems
4. Housing and transportation problems
5. Changes in training allowances
6. Personal, legal and related problems
7. Health problems
8. Other similar problems.

It should be emphasized that the Counselor shares this information on registrant problems with the Team via the Contact Sheet. Moreover, he may, and should, request the assistance of other Team members in the solutions of the above-mentioned problems.

When the circumstance dictates a major change in the registrant's EDP-III, the Counselor will bring the information back to the Team for a Team decision on the change. More specifically, instances of such circumstances are the following:

1. Premature vocational course termination
2. Transfer to another course
3. Change in job goal
4. Any departure from EDP-III steps.

Implementation of Planned Change

Major changes in the plan may result in a revised EDP-III. The Counselor will be primarily responsible for the implementation of the new plan while the registrant is in Classroom Training. Contact Sheets will reflect this implementation. Contact Sheets also reflect minor changes that did not require a revised EDP-III.

Transition Out of Component

Transition out of the Classroom Training component is a unique and complex process in that the majority of registrants go directly into Job Search or

possibly the On-the-Job Training (OJT) component. Hence, advanced planning and organization are essential if the Counselor is to successfully obtain the job goals the registrants are working toward.

Many factors are to be considered, among these are:

1. Areas where a registrant wishes to be placed;
2. Constant interchange with the Job Developer (to determine the placement outlook for area desired); alternate areas where job opportunities exist; job opportunities now open and known to placement staff;
3. Housing and transportation problems involved in component change;
4. Possible negotiation of an OJT contract;
5. Counselor, when possible, assists Job Developer.

It must be emphasized that at this point Work Equity has invested time, money and services in the registrant. A smooth and successful transition into advantaged employment is of utmost importance.

Work Equity Project Registrant Flow

EMPLOYMENT SERVICES
DETERMINES:

COUNTY WELFARE
DETERMINES:

COUNTY WELFARE
DETERMINES:

FOOD STAMP
ELIGIBLES

AFDC
ELIGIBLES

GA
ELIGIBLES

REGISTRATION & ORIENTATION

APPRAISAL & EMPLOYABILITY PLAN

- 1) SOCIAL
2) OCCUPATIONAL

EMPLOYABILITY DEVELOPMENT PLAN

- 1) ORIENTATION
- 2) IN-DEPT
ASSESSMENT
- 3) SUPPORT
SERVICES
REFERRALS
- 4) CLASSROOM
TRAINING
- 5) REMEDIAL
EDUCATION
- 6) SAU ONLY

**INTENSIVE
MANPOWER
SERVICES**

- 1) INDIVIDUAL COUNSELING
- 2) EDP REFERRAL
- 3) JOB SEEKING SKILLS
- 4) EMPLOYMENT INTERVIEWING
- 5) JOB SEARCH

COMMUNITY PROJECTS

ON-THE-JOB TRAINING

CETA-
PUBLIC SERVICE
EMPLOYMENT

UNSUBSIDIZED
EMPLOYMENT

CETA Public Service Employment

Although the emphasis of all Job Search activities is toward the retention of unsubsidized employment, CETA PSE positions will be looked upon as an employment resource for WEP registrants who are unable to obtain unsubsidized jobs. For a more detailed discussion of the relationship of CETA/PSE and Work Equity, see Appendix C.

CHART OF PROGRAM PAYMENTS TO WORK EQUITY CLIENTS

Chart of Program Payments
To Work Equity Clients

The following provides a summary of the types of payments which will be provided to each Work Equity client. In all cases allowances are non-taxable. Wages are subject to Federal, state, local and FICA withholding laws.

<u>Component</u>	<u>Type of Payment</u>
Registration, appraisal, orientation and assessment	Payment based on Federal minimum wage
Intensive Manpower Services	Payment based on Federal minimum wage
Classroom Training	Allowance, based on minimum wage
Community Projects	Wage at prevailing wage rates (WEP provides)
On-the-Job Training	Wage (employer provides) Training (WEP provides)
CETA Public Service Employment	Wage (CETA provides)

Supportive Service payments to Work Equity clients are nontaxable.

DEFINITION OF SUITABLE EMPLOYMENTS

WORK EQUITY

Definition of Suitable Employment

Work Equity registrants will be required to accept employment when it is available and is deemed suitable by the following criteria.

Work Equity Definition of Suitable Employment

An employment offer is considered suitable unless:

- A. The wages are less than the highest of:
 1. Applicable Federal minimum, or
 2. Applicable State minimum, or
 3. Applicable wage established by the Federal agency empowered to establish such regulations, or
 4. The employment is offered on a piece-rate basis and hourly yield is likely to be less than the applicable hourly wages above, or
 5. When income disregard is available, if Federal and State minimum wages are not applicable, the wage is less than three-fourths of the minimum wage rate set forth in section 6(a)(1) of the Fair Labor Standards Act, or

6. When no income disregard is available, the wage, less mandatory payroll deductions and a reasonable allowance for employment related expenses shall provide an income less than the family's cash welfare benefit.

B. The individual is required to:

1. Join a union, or
2. Resign from a union, or
3. Refrain from joining any legitimate labor organization, or
4. Accept a position which is vacant due to a bona fide strike, lock out, or other bona fide labor dispute, or
5. Work for an employer contrary to the conditions of his existing membership in the union governing that occupation, or
6. Accept daily hours of work which exceed those customary to the occupation.

C. He/she can demonstrate that:

1. The degree of risk to health and safety is unreasonable, or
2. He/she is physically or mentally unfit to perform the work, as documented by medical or other evidence, or
3. During the first 30 days following registration, the employment offered is not in the registrant's major field of experience, or

4. For those registrants in WEP training the employment offered is not within the scope of the registrant's Employability Development Plan, or
5. The job offered would interrupt a program in progress under an approved employability plan leading to self support or resumption of his/her regular job within a short period of time, or
6. Distance of employment from his/her residence is unreasonable based on:
 - a. means of transportation
 - b. cost involved for expected wage
 - c. time - In no event will commuting time per day represent more than 25 percent of total work time, or 2 hours from home to work site, or exceed generally accepted community standards, or
7. Necessary supportive and manpower services, including child care as specified in 45 CFR 228.42, have either not been provided or have been withdrawn, so as to make participation impossible.

SAMPLE AGREEMENT

Below is a copy of a Draft Agreement between Work Equity and its subgrantees. This sample agreement utilizes Balance of State as the subgrantee, a similar document will be executed with St. Paul Prime Sponsor.

DRAFT AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 1977, by and between the Balance of State Division of the Governor's Manpower Office, hereinafter referred to as "BOS" and the Work Equity Program hereinafter referred to as "Work Equity", and

WHEREAS, Work Equity has received a Federal Grant from the United States Department of Labor under the Comprehensive Employment and Training Act of 1973 as amended and

WHEREAS, Work Equity is authorized to subgrant with BOS to plan, implement, and administer the aforesaid Work Equity Program and

WHEREAS, BOS represents that it is capable of delivering the services required for the operation of said program and desires to enter in to this agreement.

NOW THEREFORE, in consideration of the premises and of the covenants hereinafter contained, the parties hereto agree as follows:

1. The foregoing recitals are made a part hereof and incorporated herein by reference as though set forth in full and in detail hereby.
2. Prior to the availability of funds the BOS agrees to:

Establish a task force to provide Work Equity with technical assistance and advice in the implementation of the Work Equity Program in the Balance of State area which are Minnesota's Economic Development Regions 6E, 6W, 7E, 7W and 8.
3. Prior to the availability of funds, Work Equity agrees to provide in writing to the BOS Task Force, instructions, projected completion dates and specific tasks to be completed by the Task Force.
4. When BOS determines that sufficient funds are available to implement this provision of the agreement, BOS agrees to implement in conjunction with the Work Equity Central staff:
 - A. A timetable for the complete implementation and operation of the Work Equity Program.
 - B. An operating plan which includes such items as numbers and kinds of clients to be served, activities to be performed and dollars to be spent.
 - C. Program regulations or guidelines or in the event that such regulations are amended or revised it will comply with them as amended or revised or will notify Work Equity within 15 days that it cannot so conform.
 - D. The enrollment of program participants through the use of its CETA management information system as modified and will provide such reports to Work Equity to meet Department of Labor program reporting requirements.

- E. The supervision of all staff stationed in the CETA Center. These positions will be under the direct supervision of the Center Supervisor.
- F. Determine roles and responsibilities of all staff within BOS Work Equity and will determine the Administrative organization at all levels of Balance of State required to implement said program.
- 5. In the event that in the future any positions funded by Work Equity come under the jurisdiction of a collective bargaining agreement all terms of said agreement shall supercede any and all other agreements whether verbal or written.
- 6. BOS shall have the right to terminate this agreement upon fifteen (15) days written notice.
- 7. Any changes to this agreement must be approved in writing by both parties.*

Work Equity Director

Balance of State Division Director

Executive Director of Governor's
Manpower Office

* Note: Other appropriate assurances will be included
in the final agreements with each of BOS and St. Paul.

EXHIBITS

UNIFORM ELIGIBILITY

General Requirement

All recipients of AFDC, General Assistance, and food stamps - unless exempt by the following conditions - must register with and participate in the Work Equity Project: (Those not mandated to participate will be allowed to volunteer.)

Exemptions

- Age - 1) A person under age 18 if on GA or FS; age 16 if on AFDC
2) A person age 65 or older

School

- 1) A person 16 to 18 if in school
- 2) A person currently enrolled at least half time (as defined by the institution) in any school or training facility/program recognized by Federal, State, or local government agency
- 3) A person engaged in a vocational rehabilitation program

Currently employed at least 30 hours per week at the minimum wage (Federal)

Incapacity

A person who is:

- 1) Ill (not to exceed 30 days). Exemption: (Reassess end of 30 days)
- 2) A person whose incapacity, supported by medical testimony, precludes continual full-time or part-time activity
- 3) A person disabled and meets criteria of RSDI, SSI, or MA
- 4) A person enrolled in a chemical dependency treatment program - must be referred after discharge

Presence Required at Home

- 1) Individuals needed to care for an ill, incapacitated, or disabled household member
- 2) Individuals caring for a child under age six
- 3) Individuals needed to care for children aged 6 to 18 when that need is established (must be clearly defined by DPW)

Other

- 1) Persons whose residence is so remote from the WEP project that more than an average of 2 hours daily travel is required
- 2) Food stamp recipients currently receiving Unemployment Insurance unless self referrals or referred by Employment Services to a component as suitable employment

Work Requirement Conditions in AFDC, GA, and Food Stamps

	AFDC	Food Stamps	GA
<u>General Requirement</u>	A condition of eligibility for AFDC in WIN counties is that all applicants and recipients register for WIN Employment Services, training, and employment unless exemption has been granted. Under AFDC-UF, the unemployed father with whom the child lives must be currently registered with the local department of employment services in non-WIN counties, and must register for WIN in WIN counties, and must be actively seeking work, or be enrolled in a work training program.	All household members must register for work unless specifically exempted. These members must also accept suitable employment.	Employable recipients of GA who are unemployed and who have not been exempted for any of the reasons listed below are required to be registered for employment with the Minnesota Dept. of Employment Services and with the local agency work program. They must be actively seeking employment and be availing themselves of all related services leading toward their placement in gainful employment. They must accept a suitable employment that is offered them. If both the husband and wife are employable and are not subject to the exemptions described below both must register for employment.
<u>Exemptions</u>			
Age	1) A child under age 16 is exempt from registration. 2) Child age 16 to 19 attending school full time is exempt from registration. 3) Age 65 or over	1) Under age 18 2) Age 65	1) Age 18 or under (if in school full time) 2) Persons 65 years of age or over
School	(See 2 immediately above)	Students attending . At least half-time (as defined by the school or training facility) . Any school or training facility recognized by any federal, state, or local governmental agency. Engaged in Vocational Rehabilitation or other recognized rehabilitation or training programs.	Exempt are adult household members who are accepted in a work training program. A child under 18 years of age who is attending school, college on full-time basis. A person who has been referred or has applied for a work training program, vocational rehabilitation, completion of high school, treatment in a chemical

Providing vocational guidance and employment counseling services including communication of labor market information, community resources, and other agency services appropriate for achieving client employment goals.

Other counseling services will include support counseling, problem diagnosis, and referral for personal needs which cannot best be met by the WEP counselors. This will involve utilization of other community services and organizations.

The goal of this counseling will be the development of the Employment Plan which will enable the participant to become employed at his/her highest potential.

EMPLOYABILITY DEVELOPMENT PLAN REFERRAL

Participants who have barriers to employment which require extensive time to resolve or which require services not available through WEP resources will be referred for Employability Development Planning. This component includes counseling, in-depth assessment, supportive service referral, and the Separate Administrative Unit. The counseling is essentially the same as that provided in the counseling activity described above. The reason for assignment to this component is that the barriers appear to need more time and resources to resolve them. This component will be more fully described later.

JOB SEEKING SKILLS

Job seeking skills is to instruct and tutor clientele in the development of skills appropriate for job interviewing. The course is used to prepare participants in identifying employable assets and liabilities for potential employers. Participants are given opportunities to learn how to communicate assets and to minimize liabilities in job seeking.

	AFDC	Food Stamps	GA
<u>Exemptions</u> (Con't)			
School			dependency facility, or other similar program, if approved by the local agency, provided that the period of time such person exempted from these registratic requirements while awaiting acceptance into such program do not exceed 30 days. This 30 da period refers only to delays which may be encountered before being accepted or admitted into the appropriate program. If su a person is accepted for a trai or treatment program, GA may th be continued indefinitely there after while the recipient remai actively involved in such a program. It is sufficient if a person's need for such training or treatment has been determine by a professional counselor or probation officer or a physicia
Current Employment		Currently employed at least thirty hours per week. Currently self-employed at least 30 hours per week. Seasonally employed and working at least 30 hours per week during the certification period.	Adults currently employed full time need not register.
Incapacity	Persons who are ill or incapacitated.	Persons who are incapacitated.	A person with a medically diagn illness or incapacity that meet the criterion of disability as set forth in IV-2224.03 through -2224.033 in the AFDC Program.

Work Requirement Conditions AFDC, GA, and Food Stamps (Con't)

	AFDC	Food Stamps	GA
Presence Required at Home	A person whose presence in the home is required because of illness or incapacity of another member of the household is exempt from registration. A mother or other relative of a child under the age of six who is caring for the child is exempt from registration.	Persons who are caring for the household's dependent children under 18. An incapacitated adult member of the household.	A person whose presence in the home on a substantially continuous basis is required because of a medically diagnosed illness or incapacity of another member of the household.
Other	A mother in a family in which the father is registered is exempt from registration. Persons remote from WIN project are exempt from registration.	Chemically dependent persons regularly participating in a program for the treatment and rehabilitation of chemical dependency.	An adult member of a household with children in which another adult is employed full time or has registered with the employment services of the state and local agencies. Persons undergoing treatment in a chemical dependency facility.

Common Elements of Work Registration in AFDC, GA, and Food Stamps

Despite the fact that AFDC, GA, and food stamps are substantially disparate programs in other respects, they are similar in their requirements for and exemptions from work registration.

In general, all persons in the household must register unless specifically exempted.

The majority of exemptions in each program are shared by all. These common exemptions are:

- . Those over 65 or under 16.
- . Those 16 to 18 and attending school full time.
- . Incapacitated persons.
- . A mother in a family with children under six in which the father is registered for work.
- . A person whose presence is required in the home to care for one who is ill or incapacitated.

STATE OF MINNESOTA
WORK EQUITY PROJECT

Work Equity Registration Record

1. General Instructions: Under the 1971 WIN Amendments, all AFDC applicants and recipients, except those who are legislatively exempt, are required to register for the WIN program as a prerequisite for final eligibility determination. Registration with Work Equity meets this requirement. Registration requires two forms: Work Equity Registration Form and the Application/Work History form. These forms are prepared by the Work Equity Project for every individual for registration.

2. Distribution: Copy 1 - to registrant 2 - IMU
3 - SAU 4 - Work Equity Files

3. Facsimile:

WORK EQUITY REGISTRATION

DOT _____
TITLE _____

Last Name First Name MI SSN

☒ I hereby register for Work Equity service, training and employment. I understand I may withdraw from Work Equity without penalty as long as I remain exempt.

☐ I hereby register for Work Equity service, training and employment, as required by section 402 (o) 19 (A) of the Social Security Act as amended in 1971, as a condition of eligibility for AFDC benefits.

I understand that the (Governor's Manpower Office) (City of St. Paul) may release information concerning me for the purpose of assisting me to obtain employment.

I have been given a copy of the Work Equity rules governing participation, attendance, conduct, disputes and deregistration actions.

Signed (X) _____, registrant

Work Equity Staff _____ Date _____

Call in Date _____

Staff Initials

NAME _____

JOB GOAL _____

DATE _____

BARRIERS	WRITE IN: YES, MAYBE, NO	WHY?
1. Is my age a barrier to my job goal?	_____	_____
2. Can I learn todo this job?	_____	_____
3. Do I have the desire to reach my job goal?	_____	_____
4. Do I have the education for this job?	_____	_____
5. Does my personality fit my job goal?	_____	_____
6. Will my reputation interfere with my job goal?	_____	_____
7. Will my appearance interfere with my job goal?	_____	_____
8. Will my family interfere with my job goal?	_____	_____
9. Will housing be a problem im reaching my job goal?	_____	_____
10. Do I have legal problems that will interfere?	_____	_____
11. Do I manage my money properly?	_____	_____
12. Is my health adequate for this job goal?	_____	_____
13. Will my work record interfere with my job goal?	_____	_____
14. Do I have the skill <u>now</u> to reach my job goal?	_____	_____
15. Is transportation a problem in my job goal?	_____	_____
16. Am I willing to move to reach my job goal?	_____	_____
17. Do jobs exist for my job goal?	_____	_____
18. Do I have other barriers not listed above?	_____	_____

STATE OF MINNESOTA
WORK EQUITY PROJECT

Work Equity Registration Record

1. General Instructions: Under the 1971 WIN Amendments, all AFDC applicants and recipients, except those who are legislatively exempt, are required to register for the WIN program as a prerequisite for final eligibility determination. Registration with Work Equity meets this requirement. Registration requires two forms: Work Equity Registration Form and the Application/Work History form. These forms are prepared by the Work Equity Project for every individual for registration.

2. Distribution: Copy 1 - to registrant 2 - IMU
3 - SAU 4 - Work Equity Files

3. Facsimile:

WORK EQUITY REGISTRATION

DOT _____
TITLE _____

Last Name First Name MI SSN

☒ V I hereby register for Work Equity service, training and employment. I understand I may withdraw from Work Equity without penalty as long as I remain exempt.

☐ M I hereby register for Work Equity service, training and employment, as required by section 402 (o) 19 (A) of the Social Security Act as amended in 1971, as a condition of eligibility for AFDC benefits.

I understand that the (Governor's Manpower Office) (City of St. Paul) may release information concerning me for the purpose of assisting me to obtain employment.

I have been given a copy of the Work Equity rules governing participation, attendance, conduct, disputes and deregistration actions.

Signed (X) _____, registrant

Work Equity Staff _____ Date _____

Call in Date _____

APPLICATION/WORK HISTORY FORM

Ex. F-2

Name (Last, First)		M.I.	Soc. Sec. Number		Date of Birth		Phone Number	
Address (St. Number, St. Name)			City		State	Zip Code	County	
Citizenship ☐ Citizen ☐ Non Citizen w/Work Permit		Labor Force Status ☐ Employed ☐ Underemployed ☐ Unemployed ☐ Other		No. of Days Unemployed	Income Source ☐ Farm ☐ Non-Farm		No. In Family	Family Income Last: 12 mo. \$ _____ 3 mo. \$ _____

LIST WORK EXPERIENCE BELOW

Present or Most Recent Employer:			Name your job, tell what you did, what machines, materials and equipment you used. Federally subsidized or unsubsidized?		
City		State			
Rate of Pay	Hrs/Wk	Reason Left Job			
Date Started		Date Ended			
Next Employer:					
City		State			
Rate of Pay	Hrs/Wk	Reason Left Job			
Date Started		Date Ended			

MILITARY SERVICE		Last Pay Grade	Type of Discharge	Do you have service connected disability of 30% or more? ☐ Yes ☐ No
From	To			

Describe your military duties:

TRAINING	Name	From	To	Courses	
High School					List other schools or training (Include special military training)
Vocational School					
College					

Do you have:	☐ A Car ☐ A Truck	☐ A Drivers License ☐ A Chauffeur's License	☐ Trade License	Other Skills and Interests
Circle Type - "A" or "B"				

What type of work do you desire?		Unemployment Insurance Recipient: ☐ Yes ☐ No	Public Assistance Recipient: ☐ AFDC ☐ Other Cash Welfare
Minimum Acceptable Wage	Will Move	Will Travel _____ Mi. One Way	

Name & Telephone No. of Person Who Can Contact You:

I hereby declare that all of the above information is accurate and complete and that I have received a copy of the Work Equity Complaint Procedure.

Applicant Signature

Date

OFFICE USE ONLY

This applicant is eligible for Work Equity

Interviewer Signature/Title

1. Enrollee's AGE is not a barrier to his job plan!

Why? _____

Solution: _____

2. Enrollee's native ABILITY is not a barrier to his job plan!

Why? _____

Solution: _____

3. Enrollee's MOTIVATION is not a barrier to his job plan!

Why? _____

Solution: _____

4. Enrollee's EDUCATION is not a barrier to his job plan!

Why? _____

Solution: _____

5. Enrollee's PERSONALITY is not a barrier to his job plan!

Why? _____

Solution: _____

6. Enrollee's REPUTATION is not a barrier to his job plan!

Why? _____

Solution: _____

7. Enrollee's APPEARANCE is not barrier to his job plan!

Why? _____

Solution: _____

8. Enrollee's FAMILY is not a barrier to his job plan!

Why? _____

Solution: _____

9. Enrollee's HOUSING is not a barrier to his job plan!

Why? _____

Solution: _____

10. Enrollee's LEGAL situation is not a barrier to his job plan!

Why? _____

Solution: _____

11. Enrollee's MONEY MANAGEMENT practices are not a barrier to his job plan!

Why?

Solution:

12. Enrollee's HEALTH is not a barrier to his job plan!

Why?

Solution:

13. Enrollee's WORK RECORD is not a barrier to his job plan!

Why?

Solution:

14. Enrollee's SKILL LEVEL is not a barrier to his job plan!

Why?

Solution:

15. Enrollee's means of TRANSPORTATION is not a barrier to his job plan!

Why?

Solution:

16. Enrollee's MOBILITY is not a barrier to his job plan!

Situation: _____

Solution and Why? _____

Staff Assignment: _____

17. JOB OPPORTUNITIES are not a barrier to this job plan!

Situation: _____

Solution and Why? _____

Staff Assignment: _____

18. Enrollee has no OTHER barriers to his job plan!

Situation: _____

Solution and Why? _____

Staff Assignment: _____

Ex. F-6

Date Given: _____

																					GATE	
All	OAP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Screen
NONE	OAP	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	Device
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	

GATB
Screen
Device

Part I _____
Part II _____
Category _____

1 2 3 4

KUDER Date Given _____

V	OUT.	MECH.	COMP.	SCI.	PERS.	ART	LIT	MUS	SS	CLER.

ACHIEVEMENT TEST (R.S./GRADE LEVEL) DATE GIVEN

Primary:	Word	Paragraph	Arith. Computation	Arith Concept

Intermediate:	Word	Paragraph	Arith. Computation	Arith Concept
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4	4	4	4	4
5	5	5	5	5
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TYPING

SPELLING

Speed Accuracy

[illegible]

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LEGAL-MEDICAL SPELLING

Speed Accuracy

[illegible]

EDP-III

Enrollee's Name

Date

Component

PURPOSE OF CONTACT: _____

RESULT OF CONTACT: _____

STAFF MEMBER'S INITIALS

RECOMMENDED ACTION: _____

WORK EQUITY
PROJECT PROPOSAL FORMAT

AREA (REGION)

DATE: (Date application
submitted)

NAME OF OFFICIAL,
 - TITLE, AND ADDRESS: (Self-Explanatory)

PROJECT NO:

TITLE OF PROJECT: (Self-Explanatory)

TAX EXEMPTION NO.:
 (Non-profit organizations
 only)

CONTACT PERSON: (Name and telephone number)

OCCUPATIONAL FIELD: (Health, government service, law enforcement, housing, etc.)

PURPOSE/OUTLINE: (Description of project with thorough explanation of service to be provided, type of work to be done, and need for the services to be provided.) (The purpose/outline should explain the need for the service to be provided and, in detail the services proposed. The service should be one not currently existing in the applicant's jurisdiction or should expand the applicants service capability.)

ANTICIPATED DURATION: (Number of weeks or months the project will last, not to exceed 12 months; proposed starting date.)

SOURCE OF MATERIALS (if required): (If construction, renovation, or other type project requiring materials not allowable under the Federal Regulations, indicate the source from which materials will be obtained or provided. See Attachment I.)

COORDINATION WITH: (Applicable agencies, school districts, other entities involved; optional, depending on scope of project.)

AREA TO BE SERVED: (Geographic area/political jurisdiction to benefit from the project—"City of _____", "_____ County", multi-county, etc.)

WORK EQUITY THROUGH MEANINGFUL EMPLOYMENT

Application to:

U. S. Department of Labor

September, 1977

WORK EQUITY THROUGH MEANINGFUL EMPLOYMENT

Application to:

U. S. Department of Labor

September, 1977

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Application to:

U.S. Department of Labor

September, 1977

END PRODUCT: 1. Community Benefit: (Results and Benefits to accrue from completion of the project; should be measureable through statistics, reports, etc.)
2. Benefit to the Participant: (Potential for permanent employment upon completion of the project; increased employability based on skills learned, etc.; benefits to be gained from program participation.)

FUNDS REQUESTED: (Total funds required to operate the project
Specify Federal costs chargeable to the
project separate from local share or other non-Federal
costs.)

NUMBER OF POSITIONS TO BE
FUNDED IN THE PROJECT AND
HOURLY WAGE RATE:

PROJECT BEGINNING DATE: Please indicate the latest possible date that your project should or cannot be started.

DATE _____

METHOD OF PAYMENT: (Identify whether cost reimbursement or monthly advance will be required. Explain reason if advance is requested.)

	<u>FEDERAL COSTS</u>	<u>NON-FEDERAL COSTS</u>
Project Administration Total		_____
Staff Salary and Fringe	_____	
Staff Travel	_____	
Office Equipment and Supplies	_____	
Other Administration (Identify)	_____	
Participant Wage	_____	
Participant Fringe	_____	
Supportive Services	_____	_____
Training (Identify)	_____	_____
TOTAL PROJECT COSTS:	=====	=====

Signature of Applicant _____

(NOTE: Non-federal costs would include administrative, or training, or supportive services costs paid for from outside the project.)

POST PROGRAM FOLLOW-UP RECORD

	Compl. Date	Date of Follow-Up	County

I. PERSONAL INFORMATION

1. Participant's Name		2. Social Security Number	
Participant's Address			
a. Street	b. City	c. State	d. Zip Code
Telephone Number			
a. Home	b. Friend or Relative		

II. 30 DAY FOLLOW-UP

Labor Force Status of Participant				
☐ 1. Employed	☐ 2. Unemployed	☐ 3. Underemployed	☐ 4. Other	☐ 5. INA
Name of Employer		3. Participant's Occupation	4. Present Wage	
Date of Next Scheduled Follow-Up		6. Signature of Work Equity Representative		

III. 60 DAY FOLLOW-UP

Labor Force Status of Participant				
☐ 1. Employed	☐ 2. Unemployed	☐ 3. Underemployed	☐ 4. Other	☐ 5. INA
Name of Employer		3. Participant's Occupation	4. Present Wage	
Indicate Employer(s) Since Last Follow-Up (if any)				

COMMENTS	6. Signature of Work Equity Representative

IV. 90 DAY FOLLOW-UP

Labor Force Status of Participant				
☐ 1. Employed	☐ 2. Unemployed	☐ 3. Underemployed	☐ 4. Other	☐ 5. INA
Name of Employer		3. Participant's Occupation	4. Present Wage	
Indicate Employer(s) Since Last Follow-Up (if any)				

COMMENTS	6. Signature of Work Equity Representative

PARTICIPANT INTAKE FORM

APPLICANT INFORMATION

ELIGIBILITY AND CHARACTERISTICS INFORMATION	

ELIGIBILITY AND CHARACTERISTICS INFORMATION

54	55	56	57	58

Significant Segments:	Target Groups:	Eligible For:	Assigned To	Refer To:

1	Unemployed	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	Unemployed	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	Unemployed	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	Unemployed	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	Unemployed	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	Unemployed	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	7																								

COMMENTS

Balance of State Prime Sponsor Comprehensive Employment & Training Act												EXHIBIT D					
Participant ID		Agency I.D.		Last Name		PARTICIPANT CHANGE/TERMINATION FORM						Participant ID		Agency I.D.		Last Name	
111		8		13								111		8		13	
PROGRAM ACTIVITIES																	
No.	Date Day Yr.	Activity		PSE Code	Ant. Dur/Wks	DOT Code (OJT & WE)	Wage (OJT, WE & PSE)	Hrs/ Wk. (OJT PSE & WE)	Project No. (Cl. Trn., O & A Allow.) Contract No. (OJT)	Explanation							
		From	To														
1	12	24	26	28	30	33	39	43	45	Amount Oblig	Amount Spent	Explanation					
										Contract or Project No.	Provider						
										Amount Oblig	Amount Spent	Explanation					
										Contract or Project No.	Provider						
										Amount Oblig	Amount Spent	Explanation					
										Contract or Project No.	Provider						

Activity Codes				P.S.E. Codes	
10 Intake	40 QJT	63 W.E. GYP	01 Law/ Enforcement	06 Fire Protection	
20 O & A	42 PSE	70 Holding	02 Education	07 Parks/Recreation	
21 O & A With Allowance	60 W.E. Adult	90 Termination	03 Pub.Wks./Trans.	08 Social Service	
30 Class Trn P.S.	61 W.E. In-School	91 Retained Activity	04 Health/Hospital	09 CETA Program Admin.	
31 Class Trn. V.E.	62 W.E. Summer	99 Other	05 Environmental	10 Other	
		80 Spec. Program			

[illegible]

TERMINATION INFORMATION									
D U P	Date Mo. Day Yr.	From Activ.	Termin. Code	Labor Force Status 1 Employed 4 NILF 2 Underemploy. 5 Unknown 3 Unemployed	To Receive Cash Welfare 1 Yes 2 No	To Receive U.I. Benefit 1 Yes 2 No	Relocation Distance 1 Did Not Relocate 2 Less Than 50 mi. 3 Over 50 mi. 4 Unknown		
Occupational Title		DOT Code		Training Related 1 Yes 2 No	Wage/Hr.	Anticipated Duration 1 Three Days or Less 2 Four to 150 Days 3 Over 150 Days	Anticipated Hrs./Wk	Status Codes 1-00 1-00 1-00 1-00 1-00 1-00 1-00 1-00 1-00	

Termination Codes			Non-Positive Termination	
Entered Employment	Other Positive Termination		10 Laid Off	15 Refused to Cont.
01 Direct Placement	04 Entered School	07 Intertitle Trans.	11 Health/Pregn.	16 Admin. Separ.
02 Indirect Placement	05 Entered Military	08 Completed Program	12 Family Care	17 Cannot Locate
03 Obtained Employment	06 Entered Non-CETA Prog.		13 Trans. Problems	18 Other
			14 Moved From Area	

	D	WORK EXPERIENCE AND EMPLOYER INFORMATION									
	U	MAILING ADDRESS -- WORK EXPERIENCE PARTICIPANTS							County		
P	F	Street	City	State	Zip Code				Social Security No.		
COMMENTS:									Contact Person--Last Name	I	Telephone
									157		170171

5	C	Employer or Worksite	Check: to be Sent to Worksite (Work Exp.)	Work Comp. Code (W.E.)	Employer Name
6	U	1 Employer	1 Yes		
7	P	2 Worksite	2 No		
12-15	17	13	19	22	
Street No.	Street Name	City	State	Zip Code	County
41	55	67	69	74	

OPERATIONAL HANDBOOKS

OPERATIONAL HANDBOOKS

1. PLAN FOR SERVICE
2. PERSONNEL ADMINISTRATION AND POLICY STATEMENTS
3. JOB DEVELOPMENT STRATEGY
4. JOB SEEKING SKILLS

PLAN FOR SERVICES

This handbook will be instrumental in the initial training and cross training of all field staff involved in the Work Equity Project. The handbook will demonstrate in a cohesive manner how clientele will participate in the Project from filling out forms to all available components the Project offers.

WORK EQUITY PROJECT
PLAN FOR SERVICES

TABLE OF CONTENTS

- 1.0 Conduct Referral Receiving - Intake Component
 - 1.1 Obtain intake and registration criteria
 - 1.2 Complete transfer enrollment documents
 - 1.3 Conduct program orientation
 - 1.3.1 Describe program services
 - 1.3.2 Describe program expectations
 - 1.3.3 State client rights
 - 1.3.3.1 Review complaints procedure
 - 1.3.3.2 Review personal data policy
- 2.0 Provide for counseling strategy
 - 2.1 Arrange for consultation (appraisal)
 - 2.1.1 Occupational assessment
 - 2.1.2 Social assessment
 - 2.2 Review client activity (employment plan)
 - 2.2.1 Consider direct placement
 - 2.2.2 Consider on-the-job training
 - 2.2.3 Consider community projects
 - 2.2.4 Consider CETA Title VI
 - 2.2.5 Consider employability development planning

- 2.3 Provide one-on-one counseling structure
- 2.4 Designate small group assignments
- 3.0 Provide intensive manpower services
 - 3.1 Orientation
 - 3.1.1 Preview work world challenges
 - 3.1.2 Describe program goals based on individual modules
 - 3.2 Arrange for job seeking skills
 - 3.3 Schedule appointments
 - 3.3.1 Consider "slot" availability
 - 3.3.2 Arrange for placement interviews
- 4.0 Schedule EDP referral
 - 4.1 Orientation
 - 4.2 EDP I: Registrant establishes job goal
 - 4.2.1 Completes documents
 - 4.2.2 Identifies barriers to employment
 - 4.2.3 Schedule individual interviews
 - 4.3 EDP II: Staff establishes job goal
 - 4.3.1 Staff completes documents
 - 4.3.2 Staff identifies barriers to employment
 - 4.3.3 Schedule individual interviews

4.4 Revised employment plan

4.4.1 Solutions to employment barriers

4.4.2 Provide for supportive/intervention services

4.4.2.1 Chemical dependency referral

4.4.2.2 Remedial education

4.4.2.3 Vocational education

4.4.2.4 Vocational Rehabilitation services

4.4.2.5 Other community referral agencies

4.4.3 Review client activity (employment plan)

5.0 Provide for job development strategy

5.1 Review EP

5.2 Utilize placement strategy

5.2.1 Provide for job referral and followup

5.2.2 Provide for placement counseling and guidance

5.2.3 Provide for job seeking skills followup

5.3 Maintain job development component

5.3.1 Provide for communication of applicant needs

5.3.2 Provide for description of WEP services

5.3.3 Consider financial incentives

5.3.4 Review EEO/AA opportunities

5.3.5 Provide for ongoing contacts

5.4 Identify job provider data

5.4.1 Consider provider's product or services

5.4.2 Consider personnel contacts

5.4.3 Consider job types available

5.4.4 Consider employer qualifiers

6.0 Provide for job retention

6.1 Conduct employment adjustment monitoring

6.1.1 Monitor client perspectives

6.1.2 Monitor employer perspectives

6.2 Provide counseling services

6.2.1 Clarify client value systems

6.2.1.1 Determine values for working

6.2.1.2 Develop managerial strategies

6.3 Provide referral services

6.4 Provide for additional supportive/intervention services

7.0 Promote employment of WEP clients

7.1 Provide for employer participation

7.2 Market information on services

7.2.1 Publish employer newsletters

7.2.2 Conduct periodic seminars

7.2.3 Utilize public media

7.3 Disseminate job openings and market data

7.4 Consider employer constituents

PERSONNEL ADMINISTRATION AND POLICY STATEMENTS HANDBOOK

This handbook centers on personnel administration - policy matters. It attempts to set out the parameters by which the Work Equity staff will all work and live together.

There will be three goals that this handbook will try to achieve:

1. To attract and maintain top-quality employees who contribute to the growth and effectiveness of the Project.
2. To recognize and compensate performance by measuring output based on previously stated goals and objectives.
3. To encourage high caliber personnel to remain and marginal performers to reassess their capabilities and contributions.

TABLE OF CONTENTS

1. Plan Description
 - A. Salary Compensation Plan
 - B. Personnel Evaluation Program
 - C. Qualifications for Employment
 - D. Probationary Evaluation Period
2. Design and Objectives
3. Policy Statement on Personnel Scheduling and Attendance
4. Policy Statement on Opportunities for Professional Skills Development
5. Vacation/Sick Leave Benefits
6. Other Benefits
7. Policy Statement on Leave of Absences
8. Policy Statement on Involuntary Separation

JOB SEEKING SKILLS HANDBOOK

This handbook will explain how to instruct and tutor Work Equity clientele in the development of skills appropriate for job interviewing. The course is used to prepare enrollees in identifying employable assets and liabilities for potential employers. Persons are given opportunities to learn how to communicate assets and to minimize liabilities in job seeking.

TABLE OF CONTENTS

1. Prepare classroom materials, teaching aids, and other instructional materials.
2. Knowledge of preparation and maintenance of all job seeking skills equipment.
3. Job seeking skills module on individualized program for those persons not able to attend group sessions (4 hours)
4. Intensive job seeking skill module - 2-day session
 - A. Application
 - B. Work history
 - C. Discussion groups
 - D. Assets and liabilities
 - E. Role Playing
 - F. Utilization of resource materials in looking for employment
5. Job seeking skills module on resume writing.
6. Job seeking skills module on financial counseling.
7. Maintain client records.
8. Provide consultation to program counselors, job development unit concerning client capabilities.

JOB DEVELOPMENT STRATEGY HANDBOOK

This handbook will help with the coordination effort in Work Equity's job development strategies. The development of employment opportunities which will upgrade the employability level of clientele received by WEP by contracting business, industry, labor and public employer representatives and providing service to clientele in the placement phase of the Program.

TABLE OF CONTENTS

1. The job development coordination strategy of Employment Services and CETA.
2. Choosing appropriate private industry to develop for potential openings.
3. Redeveloping private industry to meet Work Equity clientele needs.
4. Job development as an art.
5. Realistic guidelines for employment.
6. Employment visit for detailed information.
7. Followup/paperwork.
8. Overcoming employer reluctances.
9. How to handle conflicts between employers and Work Equity clientele.

MANAGEMENT AND ADMINISTRATIVE PLAN

WEP ADVISORY/DECISION-MAKING PROCESS

WEP ADVISORY/DECISION-MAKING PROCESS

GOVERNOR

WEP Policy Board

Governor's representative
Department of Public Welfare
Governor's Manpower Office/Balance of State
Minnesota Department of Economic Security/
Employment Services
St. Paul CETA

WEP Advisory Council

Representative from business community
Representative from labor
Urban public assistance recipient
Rural public assistance recipient
Welfare representative (rural)
Welfare representative (urban)
Professional women's group representative
State legislator
GCET chairman
Veterans representative
Handicapped representative
Urban League representative
Regional Development Commission representative

Local CETA Advisory Councils

Women's representative
Limited English speaking representative
Other minority representatives
Community based organization representative
Employment Services representative
Business representative
Labor representative
Education training institution/organization
representative
Where appropriate, agriculture representative

WEP ADVISORY/DECISION-MAKING PROCESS

WEP POLICY BOARD

WEP will have a five member policy board comprising representatives from the affected agencies and the Governor's office. All policy decisions regarding WEP and its operations will be the responsibility of this group.

WEP ADVISORY COUNCIL

WEP will have a thirteen member advisory group to provide input and advice on the operations to the WEP central staff. This group will be an expansion of the advisory body utilized during the WEP planning phase. It will perform as a subcommittee to the Governor's Council on Employment and Training.

CETA PLANNING COUNCILS.

The WEP local centers will use the CETA planning councils to provide input and advice on individual office operations. This group includes the Regional Manpower Advisory Councils (RMACs) and the St. Paul CETA planning council. Overall responsibilities will involve such things as reviewing and commencing the selection of WEP community work projects.

MANAGEMENT INFORMATION SYSTEMS

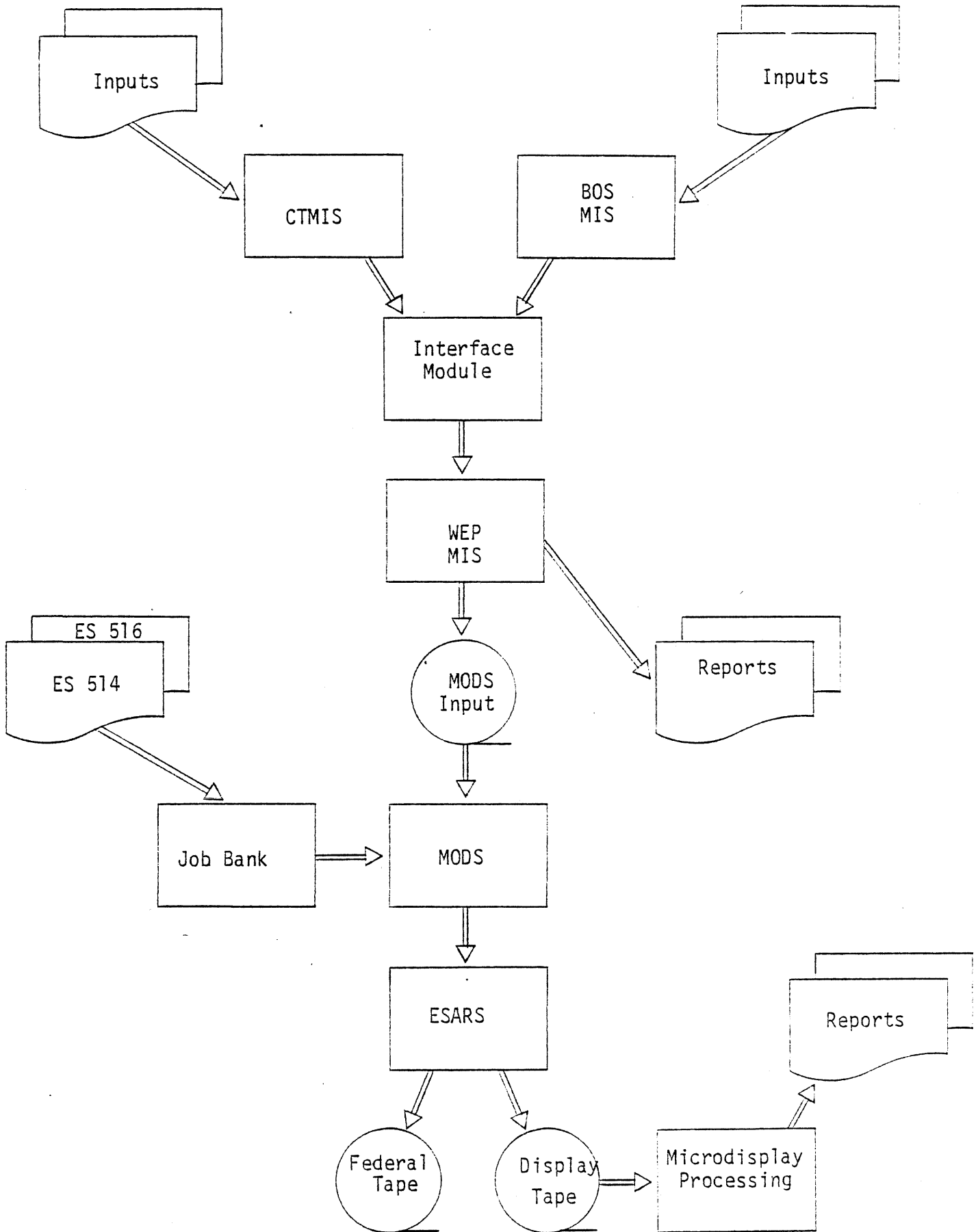
MANAGEMENT INFORMATION SYSTEM

The information requirements for the Work Equity Project will be met by the use of the Balance of State's CETA Management Information System (BOS MIS), St. Paul's CETA Client Tracking Management Information System (CTMIS) and the SESA Job Bank. Minor modification of the MIS inputs is necessary to insure compatability with MODS/ESARS in the two locations (St. Paul and St. Cloud) where WIN funds are involved. An interface module will be developed to generate MIS data elements acceptable to MODS as inputs. By utilizing distinctive location identification, outputs become available in both systems so that the impact of WEP can be readily determined. It is noted that it is necessary to track clients in both systems because of the diversion of WIN funds. This necessitates tracking of WIN clients and outcomes separately from WEP clients.

MIS FLOW

The flow chart on the next page illustrates the major data gathering/processing/distribution elements of WEP. Existing input documents will be used to minimize staff training. The two Management Information Systems will be integrated by a specially designed interface module to create a uniform data base for WEP reporting. This module will also generate data items acceptable to MODS for inputs. MODS processing will generate edit reports and inputs acceptable to ESARS. Standard Job Bank forms will also be inputted to MODS for analogous processing. ESARS outputs will provide the magnetic tape for federal requirements and the magnetic tape for processing the data to microdisplay format.

MIS Flow



GENERAL SYSTEM REQUIREMENTS

In order to serve the needs of WEP, both systems will require modifications which should not curtail the availability or utility of either system to serve CETA operations. This requirement will allow each prime sponsor to maintain normal operations without incurring significant cost for a major modification.

Each prime sponsor's MIS must remain independent of the others, but may need to be adapted to produce information necessary for WEP reporting. Changes required by one prime sponsor for CETA operations should not require a similar change by the others. However, any additions required for WEP which are not required for CETA operation would be required of both systems.

Finally, the integrated use of the two systems should effectively meet the management reporting and research data needs of WEP at a minimum cost.

SYSTEM OVERVIEW

The main purpose of the St. Paul Client Tracking Management Information System (CTMIS) is to keep track of the progress of all CETA participants at every important milestone during the participant's progress through the CETA program. The secondary purpose is to provide information to all levels of staff (at the management and operating level) so that the CETA program can be better planned and managed.

Information is generated by the computer, processing data that is submitted on all participants and potential participants each time they move to a different stage of activity in the program.

The CTMIS computer produces several sets of reports which are designed for CETA counselors and administrators. The reports are both operational and analytical in nature and describe participant status as well as provide statistical summaries on the various components of the CETA program.

DATA COLLECTION

Both systems have the essential forms for client tracking which collect the required DOL information on clients' activities and their characteristics. The clients' characteristics and activities provide common data collection for WEP through both systems.

Intake Forms

CTMIS' registration form (Exhibit A) is used for collecting application and client characteristics data. A client is enrolled after he or she is determined to be eligible and referred to a component. BOS CETA MIS has a separate application form (GMO-56 - Exhibit B) from which eligibility is determined. If the applicant is eligible, then the enrollment form (GMO-51 - Exhibit C) is completed. These two forms, CTMIS Registration and the GMO-51 will be the primary source of data on participants in WEP.

Component Enrollment and Termination

After the participant is accepted, he or she is enrolled into a component. Both systems can add unique components for Work Equity without any disruptive changes. However, the systems use dissimilar forms and processes to track participants in and out of components.

St. Paul uses an elaborate referral system to ensure that participants are properly tracked between its major subgrantees. Balance of State does not require this type of referral system because of the centralization of its operation. This difference will not cause any difficulty for WEP because

both systems have the basic features and forms to provide essential data on activities relative to WEP.

CTMIS uses the following forms to refer and track participant component activities (Exhibit D); (1) referral one (R1); Action 2 (A2) and Action 4 (A4). There are additional referral forms used but they are not essential to compatibility.

BOS CETA MIS uses the Participant Change/Termination Form (GMO-53-Exhibit D) to accomplish the tracking and data collection required for component transactions.

EXHIBIT A



CITY OF ST. PAUL • DIVISION OF MANPOWER PROGRAMS
310 CEDAR STREET, 4th FLOOR, SAINT PAUL, MINNESOTA 55101

REGISTRATION FORM

BASIC APPLICANT INFORMATION

B	REG NO 1 001236	DATE MM DD YY 03 17 76	REGISTERING COMPONENT ID 101 01	REFERRING SOURCE ID 901 01	NAME OF APPLICANT (LAST, FIRST, MI) JOHNSON BILL R

SOCIAL SECURITY NO 219 30 6143	STREET ADDRESS 943 ELMER ST	CITY (ASBRI) SPaul	ZIP CODE 55102

1" TELEPHONE 2 298-6509	2" COM DEV AREA 0 8	3" TRACT 023051	4" BIRTH DATE MM DD YY 01 08 44	5" AGE 3 2	6" SEX 1 M 2 F	7" SPANISH AMERICAN 1 YES 2 NO	8" ETHNIC GROUP 1 BLACK 2 WHITE 3 ASIAN 4 AM INDIAN 5 OTHER	9" HANDICAP 1 YES 2 NO

10" VETERAN STATUS 1 RECENTLY SEP AND SPECIAL 2 RECENTLY SEP 3 SPECIAL 4 OTHER VET 5 NOT A VET	11" DISABLED VETERAN 1 SPECIAL DISAB 2 DISABLED 3 NOT DISABLED	12" SCHOOL STATUS 1 IN SCHOOL F/T 2 IN SCHOOL P/T 3 COMP SCHOOL 4 DROP OUT 5 SUSPENDED 6 OTHER	13" HIGHEST GRADE 1 4	14" HIGHEST DEGREE 1 HS DEG 2 A.A. 3 BACHELOR 4 POST GRAD 5 NONE	15" HEAD OF HOUSEHOLD 1 YES 2 NO	16" NUMBER OF DEPENDENTS 0 3

17" DIRECT PAYMENT 1 CURRENT 2 FFR 3 NOT ELIG 4 EXHAUSTED 5 ELIG -NOT RECEIVING	18" PUBLIC ASSISTANCE 1 WIN 2 AFDC 3 SSI 4 G.A. 5 OTHER 6 NONE	19" EMPLOYMENT STATUS 1 EMPL FULL TIME 2 UNDEREMPLOYED 3 UNEMP SEEK WORK 4 OTHER	20" FARM WORKER 1 MIGRANT 2 SEASONAL 3 NO	21" HOUSEHOLD SIZE 0 4	22" ANNUAL FAMILY INCOME PAST 12 MONTHS \$02,164	23" ECONOMIC STAFFING DISADVANTAGE 1 YES 2 NO

24" CETA INFORMATION 1 DATE BECAME UNEMPLOYED MM DD YY 1 05 19 75	25" WEEKS SINCE LAST JOB 4 3	26" WEEKS UNEMPLOYED PAST 12 MOS 4 3	27" HOURLY WAGE LAST JOB \$4.21	28" LIMITED ENGLISH 1 YES 2 NO	29" OFFENDER 1 CURRENT 2 PREVIOUS 3 PENDING	30" FORMER TRAINEE 1 YES 2 NO	31" MARITAL STATUS 1 MARRIED 2 SINGLE	32" U.S. CITIZENSHIP 1 YES 2 REG 3 NO	33" APPLICANT ELIGIBILITY 1 TITLE 1 2 TITLE 2 3 TITLE 3 4 OTHER TITLES 5 NOT ELIGIBLE

34" PRIMARY DOT CODE OF APPLICANT 314 381	35" TITLE OF PRIMARY DOT CODE SHORT ORDER COOK	36" STAFF ID 0 4	37" STAFF MEMBER SIGNATURE John Simpson

38" REMARKS To the Applicant: The information being collected on you will be stored in a computer system serving St. Paul. All such information is treated as strictly confidential and is available only to you and the agencies serving you. SIGNATURE OF APPLICANT: TO THE BEST OF MY KNOWLEDGE THE ABOVE INFORMATION IS AN ACCURATE STATEMENT OF MY BACKGROUND AND CIRCUMSTANCES. I UNDERSTAND THAT ANY FALSE INFORMATION WOULD BE GROUNDS FOR DISMISSAL FROM THE CETA PROGRAM. Bill Johnson	39" ED _____ KP _____

40" REFERRAL: R	41" REG NO 1 001236	42" REFERRAL DATE MM DD YY 03 17 76	43" REFERRING COMPONENT ID 101 01	44" ACTION CODE 0 1	45" REFERRED COMPONENT ID 101 02	46" APPT DATE MM DD YY 03 21 76	47" FOLDER 1 YES 2 NO	48" CASE NO 000000	49" STAFF ID 0 2
50" DESCRIPTION OF ACTION TAKEN REFERRED TO ORIENTATION			51" NAME OF COMPONENT REFERRED TO ORIENTATION			52" STAFF MEMBER SIGNATURE Tom Essex			

SECRET

Form No. GMO-56 (Rev. 3-77)

012685

PARTICIPANT INTAKE FORM

APPLICANT INFORMATION

Agency I.D. PS 17	Last Name	First Name	Date of App. Mo. Day Yr.	Date Enroll. Mo. Day Yr.	Social Security No.
1 7					
Birth Date Mo. Day Yr.	Home Telephone No. Area	Highest Grade Completed			County Name
		01-11 Actual Grade 14 2 yr. college 17 1 yr. Post Grad 12 H.S. or GED Equiv. 15 3 yr. college 18 Master's 13 1 yr. college 16 4 yr. Degree 19 Doctor's			
Street No.	Street Name	City	State	Zip Code	County (Res)
1 2-16	17	23	37	49	51
Referral Source			Characteristic Group		
01 AVTI	05 High School	09 RMAC	13 Welfare	17 Inter-	G G G G G G G G G G G G G G G G
02 College/Univ.	06 MDES Local	10 Self	14 Media	CETC	P P P P P P P P P P P P P P P P
03 Comm. Act. Agen.	07 Probation Officer	11 State Facil.	15 WIN	99 Others	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
04 Div. Voc. Rehab.	08 Relative/Friend	12 Vet's Admin.	16 Outreach		

ELIGIBILITY AND CHARACTERISTICS INFORMATION

Citizenship Status	Labor Force Status		Full-Time Student	Weeks Un-Employed	Date Last Employed Mo. Day Yr.	Last 12 Months Weeks Unemp. No. Jobs																																	
1 Citizen	1 Employed	3 Unemployed	1 Yes																																				
2 Non-Citizen W/Work Permit	2 Underemployed	4 Other	2 No																																				
Prev. Employed by Agent	Public Assistance	U.I. Recipient	Fed. Supplemental Benefits Recipient	Former Manpower Prog.	Income Source	Seasonal Farm Worker																																	
1 Yes	1 AFDC	1 Yes	1 Yes	1 CETA	1 Farm	1 Not Seasonal																																	
2 No	2 Other	2 No	2 No	2 Non-CETA	2 Non-Farm	2 Migrant																																	
	3 None	3 Ben. Exhaust.		3 None		3 Other Seasonal																																	
Economic Disadvant.	Primary Wage Earner	Head of Household	No. in Family	No. of Dependents	Sex	Veteran Status																																	
1 Yes	1 Yes	1 Yes			1 Male	1 Not a Veteran																																	
2 No	2 No	2 No			2 Female	2 Rec. Separated																																	
						3 Special																																	
Disability Veteran	Ethnic Group	Spanish American	English Speaking Limitation	Handicapped	Correctional Process																																		
1 Yes	1 White	1 No	1 Yes	1 Yes	1 No																																		
2 No	2 Black	2 Mex. Amer.	2 No	2 No	2 Yes																																		
	3 Indo-Chin.	3 Puerto Rican			3 Ex-Offender																																		
	4 Other Oriental	4 Other																																					
Occupational Title - Current or Most Recent Job	DOT Code	Wage/Hr.	Average Hours/Week	Reason For Leaving																																			
				1 Better Job 5 Quit																																			
				2 Enter School 6 Fired																																			
				3 Enter Military 7 Health																																			
				4 Laid Off 8 Other																																			
Significant Segments:		Target Groups:	Eligible For:		Assigned To		Refer To:																																
Disadvant.	Unemployed	Underemployed	Veterans	Migr./Sp. Am.	Indians	Youth 14-21	Women	Handicapped	Manp. Trn.	Welfare	U.I. Recip.	Group 1	Group 2	Group 3	Group 4	Group 5	Title I	Title II	Title III	Title VI	Sp. Fund 1	Sp. Fund 2	Sp. Fund 3	Sp. Fund 4	Sp. Fund 5	1 Title I	5 Sp. Fund 1	2 Title II	6 Sp. Fund 2	3 Title III	7 Sp. Fund 3	4 Title VI	8 Sp. Fund 4	9 Sp. Fund 5	MDES	Welfare	Health	Other	
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

COMMENTS

Balance of State Prime Sponsor Comprehensive Employment & Training Act										Participant ID Agency I.D. Last Name																																																																																																																																																																																
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ACTION 1 - CONFIRMATION OF ARRIVAL

REFERRING COMPONENT			COMPONENT REFERRED TO			NAME OF APPLICANT							
CASE NO.	REG. NO.	APPOINTMENT DATE			SHOWED	DATE			NAME (S) OF STAFF MEMBER(S)				
109998		MM	DD	YY	1 YES 2 NO	MM	DD	YY					
1	3	9	15	21	22								
ACCEPTANCE INTO COMPONENT		IF ACCEPTED OR PENDING			EST. DATE			IF PENDING					
1 ACCEPTED 2 PENDING 3 REJECTED 4 DECLINED BY APPLICANT		EST. DATE ENROLLMENT			EST. DATE MID-POINT			EST. DATE COMPLETION			1 CONSENT OF ADULT 2 NO VACANCY 3 VERIFY DATA 4 OTHER (REASONS)		
		MM	DD	YY	MM	DD	YY	MM	DD	YY			
28		29			35			41			47		
IF APPLICANT IS REJECTED OR DECLINES ENTRY INTO COMPONENT: (UP TO 3 REASONS)						FOLLOW-UP							
1 INELIGIBLE 2 FAILED TEST 3 NOT QUALIFIED 4 LACK OF INTEREST 5 NO PARENT CONSENT						6 LOCATION OF ACTIVITY 7 OPERATING HOURS 8 HEALTH 9 OTHER (REASONS) ALSO SPECIFY REASON(S) IN REMARKS							
						RANK IN ORDER OF IMPORTANCE ☐ ☐ ☐							
						STAFF ID ☐							
						48							
						51							
						52							
REMARKS:													
ED _____ KP _____													

SECONDARY REFERRAL 2											
CASE NO.	REFERRAL DATE	REFERRING COMPONENT ID	ACTION CODE	REFERRED COMPONENT ID	APPT DATE	FOLDER	CASE NO.	STAFF ID			
109998	MM DD YY				MM DD YY	1 YES 2 NO					
1	3	9	15	20	22	27	33	34	40		
NAME OF PARTICIPANT				REMARKS:							
DESCRIPTION OF ACTION TAKEN				NAME OF COMPONENT REFERRED TO				STAFF MEMBER SIGNATURE			
ED _____ KP _____											

SECONDARY REFERRAL 1											
CASE NO.	REFERRAL DATE	REFERRING COMPONENT ID	ACTION CODE	REFERRED COMPONENT ID	APPT DATE	FOLDER	CASE NO.	STAFF ID			
109998	MM DD YY				MM DD YY	1 YES 2 NO					
1	3	9	15	20	22	27	33	34	40		
NAME OF PARTICIPANT				REMARKS:							
DESCRIPTION OF ACTION TAKEN				NAME OF COMPONENT REFERRED TO				STAFF MEMBER SIGNATURE			

ACTION 2 - PARTICIPANT ENROLLMENT IN COMPONENT
(TO BE SUBMITTED WHEN PARTICIPANT STARTS ACTIVITY)

CASE NO. 109998		DATE OF REPORT MM DD YY		DATE OF ENTRY MM DD YY		REHIRE 1. YES 2. NO	DOT CODE OF ACTIVITY	DESCRIPTION OF DOT CODE:
1	3	9		15		21	22	
WEEKS OF ACTIVITY	HOURS PER WEEK	HOURLY RATE \$	STAFF ID	FRINGE %	NAME OF PARTICIPANT			
					REGISTRATION NO.			
28		30	32	35	37	NAME OF COMPONENT		
EMPLOYER ID		NAME OF EMPLOYER				SIGNATURE OF STAFF MEMBER		
40		47				ED _____ KP _____		

ACTION 3 - MID-POINT REPORT
(TO BE SUBMITTED WHEN PARTICIPANT HAS COMPLETED ABOUT HALF OF ACTIVITY)

CASE NO. 109998		DATE OF REPORT MM DD YY		PROGRESS 1 SATISFACTORY 2 UNSATISFACTORY 3 UNKNOWN	STAFF ID	NAME OF PARTICIPANT
						REGISTRATION NO.
3		9		15	16	
SPECIAL PROBLEMS						NAME OF COMPONENT
						SIGNATURE OF STAFF MEMBER
						ED _____ KP _____

ACTION 4 - COMPONENT TERMINATION
(TO BE SUBMITTED UPON ACTIVITY COMPLETION OR TERMINATION)

CASE NO. 109998		DATE OF REPORT MM DD YY		DATE OF STATUS CHANGE MM DD YY		PARTICIPANT STATUS 1 COMPLETED 2 TERMINATED VOLUNTARILY 3 TERMINATED INVOLUNTARILY 4 NON-ENROLLMENT	NAME OF PARTICIPANT
							REGISTRATION NO.
3		9		15		21	
IF PARTICIPANT FAILED TO COMPLETE COMPONENT (SELECT REASON)						FOLLOW-UP 1 BY THIS COMPONENT 2 BY REFERRING COMPONENT 3 NONE WARRANTED	NAME OF COMPONENT
01 SELF-PLACEMENT - T/R 02 SELF-PLACEMENT - NOT T/R 03 RETURNED TO SCHOOL OR EDUCATIONAL CERTIFICATION 04 JOINED ARMED FORCES 05 LAID OFF 06 HEALTH/PREGNANCY 07 FAMILY CARE						08 TRANSPORTATION PROBLEMS 09 MOVED FROM AREA 10 REFUSED TO CONTINUE 11 ADMINISTRATIVE SEPARATION 12 CANNOT LOCATE 13 OTHER	REMARKS:
						24	
						STAFF ID	SIGNATURE OF STAFF MEMBER
						25	ED _____ KP _____

FISCAL SYSTEM

PREFACE TO FISCAL SYSTEM

The Department of Economic Security plans to transfer all fiscal systems into the State Employment Security Administration's (SESA) cost accounting system. The Governor's Manpower Office will assist the Work Equity Project with the understanding that SESA will be phased in during the fiscal year.

SECTION I

WORK EQUITY FISCAL SYSTEM OVERVIEW

Introduction

The primary basis for the Work Equity fiscal system will be the forms and procedures utilized for CETA-related activities. Currently, the Governor's Manpower Office (GMO) has in place a well-defined Fiscal System that controls the drawdown of Federal funds, develops and maintains budget controls, encumbers funds for payment, pays vendor and subgrant invoices, generates payroll and allowance checks, in addition to accounting for administrative expenditures and producing a variety of internal and external fiscal reports. (See Appendices D, E, and F for additional information as to the GMO staff capabilities, the Statewide Accounting System, and the CETA Accounting System.)

In addition to the expansion of existing functions associated with the volume of payment and payroll transactions, the Fiscal System will add the following new capabilities:

1. Process whereby reimbursement can be obtained from the Department of Public Welfare for General Assistance (GA) grants to Work Equity clients.
2. Modification of allowance payment procedure to include payment of allowances during Job Search Component.

WORK EQUITY PROJECT

FISCAL ACTIVITIES

Introduction

As stated previously, the Work Equity Project (WEP) will have impact on approximately 31,930 individuals and will involve resources in excess of \$43 million. All Federal funds will flow first to the Governor's Manpower Office and then to the rural forty-seven (47) counties and to the City of St. Paul. On the other hand, the State-generated funds associated with General Assistance (GA) payments will originate from the State Department of Public Welfare and flow directly to the Governor's Manpower Office (for the forty-seven (47) rural counties) and from there to the City of St. Paul Comprehensive Employment and Training Act (CETA) Prime Sponsor. Since this area is rather complex, this portion of the proposal is broken down in the following sections:

Section I

Work Equity Fiscal System Overview

Payments to Clients

Reimbursement Procedures

Section II

Work Equity Fiscal Controls

Section III

Work Equity Fiscal Forms

Section IV

Work Equity Fiscal Reports

Exhibit I-1 provides the general flow of funds through the Work Equity Fiscal System. The program will receive funding from two basic sources; namely, (1) the Work Equity Grant, itself, and (2) the General Assistance (GA) Grant funds attributable to Work Equity clients. The funds from the Work Equity Grant will be drawn down from a Department of Labor letter of credit and will be deposited in the State Treasury. The GA funds will be received from the Department of Public Welfare (DPW) as a result of an invoice submitted monthly with appropriate backup. The funds received from DPW will include both the local and State share of GA grants. The amount of the reimbursement will be determined by a formula which will ensure that the State and local contributions remain at the same levels which would have existed in the absence of the Work Equity Project.

The Fiscal Services Division will use enrollment and status change forms as an indication to commence wage payments to clients who are in Community Service Projects and who are to be paid directly by the Governor's Manpower Office. Clients working in projects that are the result of subgrants to Government agencies and to nonprofit corporations will be paid by the subgrantee, which will then invoice the Fiscal Services Division for payment.

The allowances that are paid to clients in training or Job Search will be handled by MDES under subgrant to GMO. Reimbursement to On-the-Job Training (OJT) and service vendors will be made by the Fiscal Services Division using standard contract and invoicing procedures already in place for CETA.

The City of St. Paul's Work Equity Program (WEP) will be in the form of a subgrant from the Governor's Manpower Office; and, as such, the City will be providing monthly invoices to the GMO for advances and reimbursement. As a CETA Prime Sponsor, St. Paul has all the systems in place to handle payrolls and vendor payments for Work Equity. The City will use a similar method to request and obtain reimbursement from the Department of Public Welfare (DPW) through the Governor's Manpower Office for General Assistance (GA) grants.

Payment Activities for Clients

Once a registrant enters the Work Equity Project, he or she may be eligible to receive many different types of payments. Utilizing a method of specific program activities, these would include the following types of payments (also, see Exhibit I-2):

Orientation

Paid orientation would result in payment being generated by the Training Payment Unit of Employment Services (MDES) for determined hours spent in planned orientation and/or evaluation processes. Current inter-agency agreements between the Prime Sponsor and the MDES would cover reports and reimbursements for these types of payments.

Social Services

Upon appraisal of job related social services needed for the Work Equity client, various types of support payment may be issued directly to the client or on his or her behalf. Locally held imprest cash funds may provide immediate, limited cash support until regular activity payments or wages are received. The Central Office of the Work Equity Program (WEP) Center may generate larger, needed job-related support payments. These may be made directly to the client; such as, for transportation, or to a specific vendor, for such items as residential support or medical care. In the latter case, the payments are specifically identified as being for the client for bills held by the vendor.

On-the-Job Training

Partially subsidized employment is offered during On-the-Job Training (OJT). Wages and fringe benefits are provided by a private sector employer for OJT which, in turn, is partially reimbursed by the Prime Sponsor. Contracts are negotiated by the job developers with the assistance of the Prime Sponsor Technical Services Unit. The negotiated reimbursement schedule is then incorporated into this agreement, and regular invoices are submitted to the Fiscal Division for work completed. Reimbursement is issued directly to the vendor for wages paid to the Work Equity client.

Classroom Training

On determination that a client needs additional training to be more job ready, the classroom training component may be utilized. In this component, payments may be issued through the Department of Employment Services for time spent in job-related technical training. Types of support may also be available. Certain types of tuition payments may be issued through the Division of Vocational Education for the Department of Education. Present interagency agreements allow these payments and subsequent reimbursements to the respective agency initiating payments to, or on the behalf of, the Work Equity client.

Public Service Employment (PSE)

Current types of CETA Public Service Employment may be utilized to accommodate the Work Equity clients who are job ready. In these cases, a Governmental division or subdivision will issue payroll checks to the Work Equity client. Through a subgrant, the Prime Sponsor will reimburse the authority for wages and fringe benefits paid to clients.

Job Search

Subsidized and supervised job-search may involve joint activity for the Work Equity client while participating in another component. Predetermined standards would involve regular payments to the clients for actual time spent in job search. Payments may be issued by the Training Payment

Unit of Employment Services (MDES) or by the Fiscal Unit of the Prime Sponsor, depending upon the joint activity the client is participating in. Types of reimbursement to non-Prime Sponsors are available through inter-agency agreements.

Community Projects Fiscal Flow

For the major component of Community Projects, the following alternatives are practical and now in use in CETA programming (also, see Exhibit I-3):

Alternative "A": Center Responsible

A Work Equity client could be placed directly by the Work Equity Program (WEP) Center at a worksite, either as a crew member or as a community projects supervisor. In this alternative, all information concerning payroll passes through the Center directly to the Prime Sponsor's Fiscal Services Unit. The Central Office then issues the payroll check on the regular biweekly payroll. This is similar to the CETA Title I Work Experience Program.

Alternative "B": Service Agency Responsible

A Work Equity client could be placed in a "Service Agency" developed community project. The Service Agency could consist of a city, county, or other Governmental unit, or a nonprofit manpower agency, such as the Community Action Program (CAP). In this case, all payroll functions are maintained by the Service Agency which, in turn, is reimbursed through the Prime Sponsor for the cost of payroll. This is similar to CETA Title VI Public Service Projects.

(NOTE: In either Alternative "A" or "B", the agency that handled the payroll may be responsible for possible Unemployment Insurance (UI) or Worker's Compensation claims. Under Alternative "B" the Service Agency would be reimbursed for these claims from Work Equity funds.)

Work Equity Funding Reimbursement Procedures

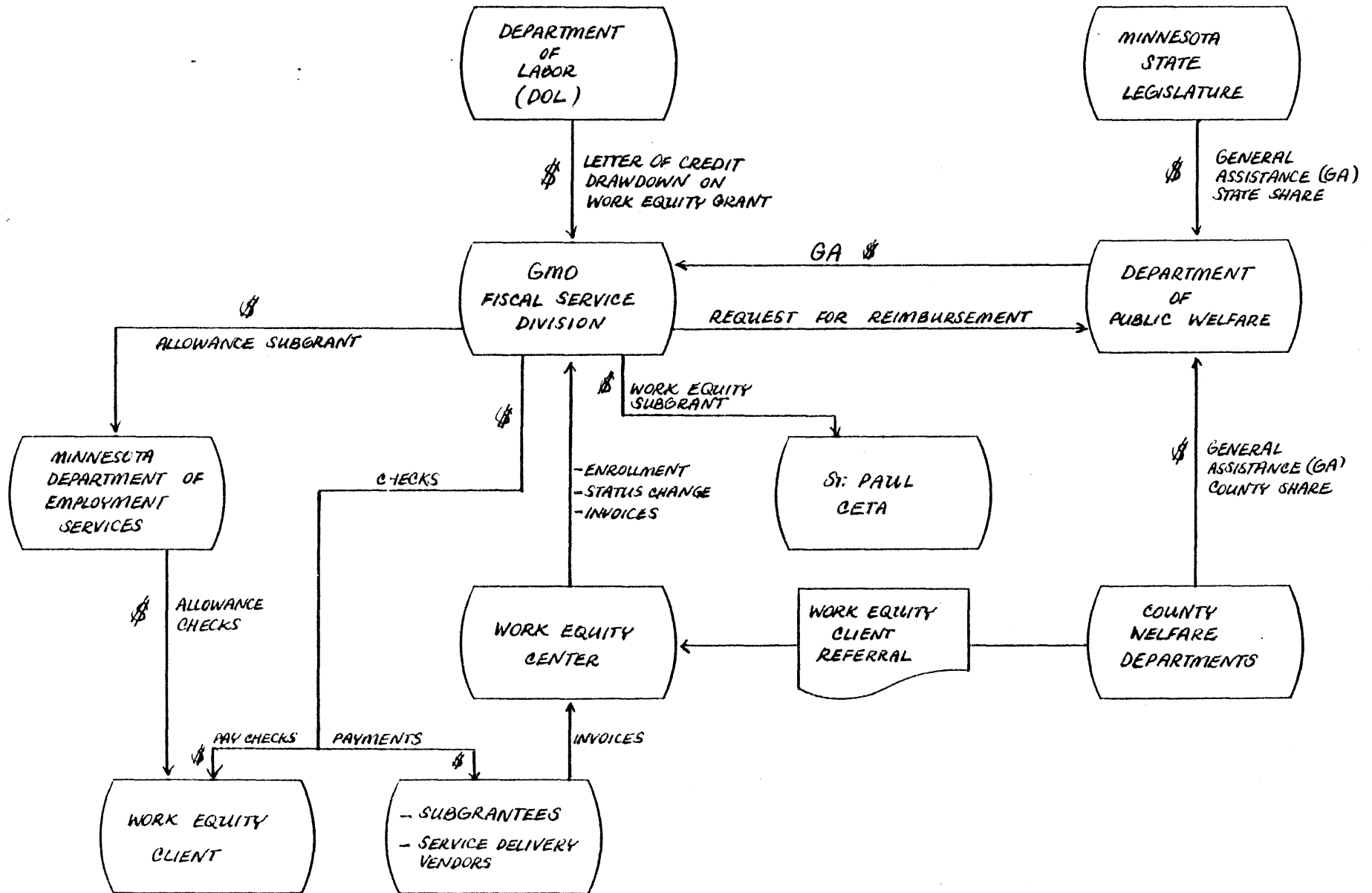
The Work Equity Section of the Governor's Manpower Office (GMO) would be funded from two main sources: (1) the Department of Labor's Work Equity drawdown, and (2) the Department of Welfare's Grant Transfers for referral Work Equity Program registrants.

Drawdown for the Work Equity Program would be similar to the CETA Prime Sponsor drawdown procedures. All applicable guidelines would be adoptable. The Work Equity Project will acquire additional resources from the State of Minnesota's Department of Public Welfare (DPW) General Assistance (GA) funds through a predetermined grant formula, based on average, monthly grant and average grant length. These funds from DPW would be requested each month, based on the number of General Assistance Work Equity Program registrants for that month. The invoice requesting these transferred grant amounts would be submitted to the Department of Public Welfare each month, with proper documentation of the referred Work Equity registrants. (See Exhibit I-4.)

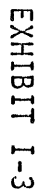
An individual invoice and documentation would be sent to the respective county each month. This would allow the county to verify those persons referred to the Work Equity Center during the month. Any discrepancies on General Assistance registrants could be resolved between the County Welfare Department and the Work Equity Center.

The Department of Public Welfare would issue a check to the Governor's Manpower Office each month for the calculated amount of grant attributed to referred Work Equity registrants. This could be adjusted, with proper documentation, for any disputed amounts from the county. If a disputed amount is later resolved to be an acceptable charge, these grant amounts would be recovered in a later month.

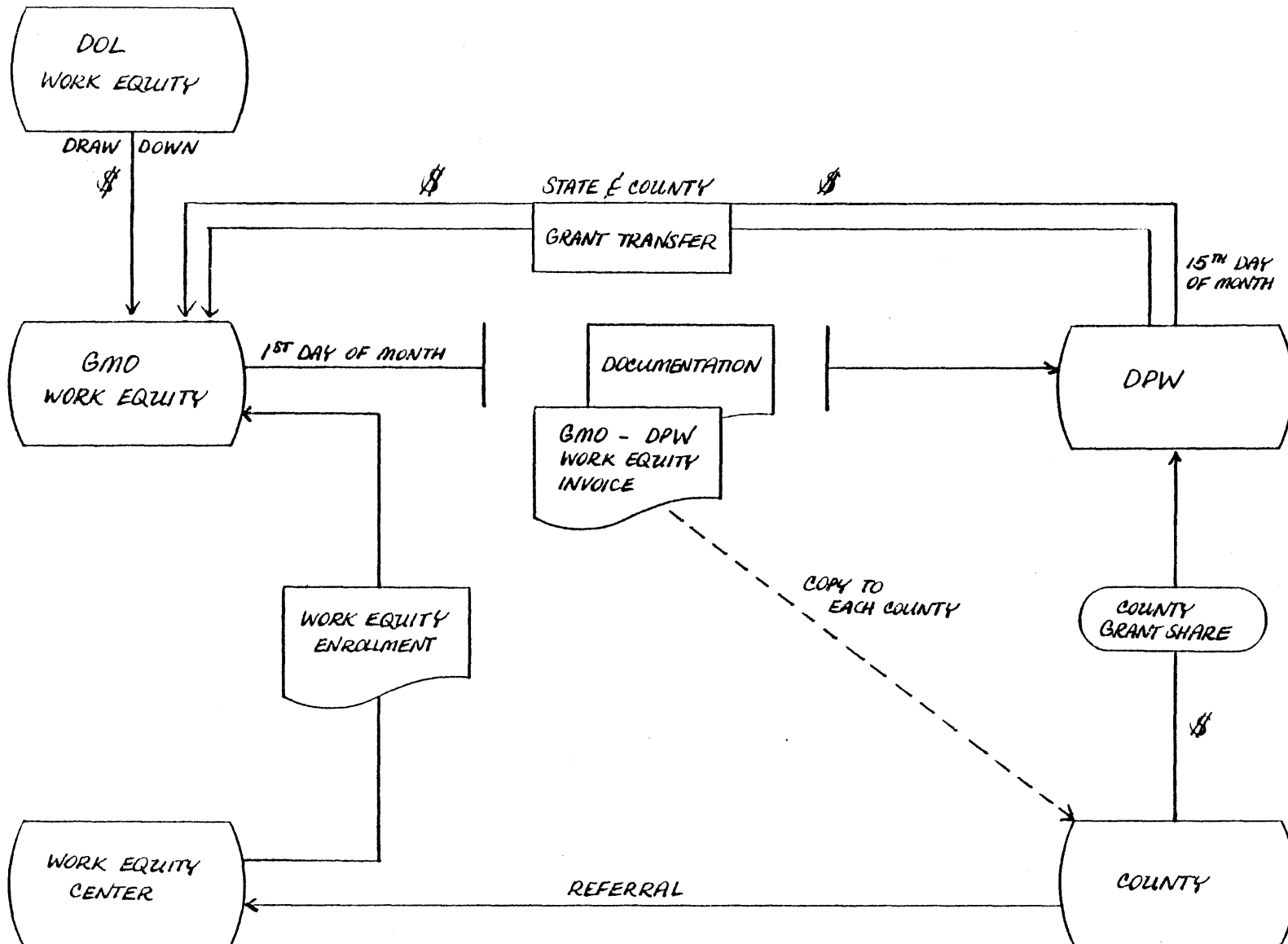
WORK EQUITY FISCAL SYSTEM



VIII-C-13



WORK EQUITY FUNDING FLOW



SECTION II
WORK EQUITY FISCAL CONTROLS

Controls to Prevent Improper Payments

The System to prevent improper payments includes a series of designations to identify staff people who are authorized to sign various documents, as well as approvals or authorizations that must be provided before specified documents are processed. Other elements of the payment control system include the following: (Also, see Exhibit II-1)

1. Crosschecks with other agencies making payments to Work Equity participants to ensure that participants do not receive double payments.
2. Time sheets signed by Work Equity participant supervisors, which are submitted as auditable backups for payroll worksheets or for invoices that are to be paid.
3. Checks to ensure that payments are made only for purposes authorized under the regulations used for the Work Equity Program.

Internal Auditing

A series of internal auditing mathematical checks are made during various phases of the payment process to ensure that payment rates and amounts correspond to the rates and amounts established in subgrants or other authorizing documents. (See Items 3.c., 4.a., 4.b., 4.d., and 5.d. in Exhibit II-1.)

Fraud Control

The possibility of fraud being committed is minimized by a series of "checks and balances." The concept underlying these checks and balances is that no person who is in a position to benefit from self-serving or dishonest acts is authorized to act without the authorization or approval of a second person. This reduces the possibility of fraud because two people would need to act in a collusive fashion. This means that:

1. Work Equity Program participant timesheets must be signed by the worksite supervisor to prevent a participant from unilaterally inflating the number of hours he or she worked.
2. Authorized signatures are required on all payment documents so that invoices that might be submitted for services which were not rendered are minimized. In the event that a person authorized to sign invoices or other payment documents submits a false invoice seeking reimbursements for services that were not provided, the authorized signature on the invoice becomes possible evidence for use in prosecuting the person.
3. Documents required in order to add a person to the Work Equity Community Projects' payroll and to generate a pay check must be signed by an authorized Work Equity Center

staff member. Other documents related to the enrollment of new participants that are sent to the Work Equity Management Information Unit are used as a cross-check to ensure that a Work Equity Center staff person does not enroll fictitious participants and arrange to receive pay checks that might be sent to such participants.

CONTROL POINTS -- WORK EQUITY (WE) -- PAYMENT PROCESSES

EXHIBIT II-1

ACTIVITY	CONTROL MECHANISM	IMPLEMENTED BY	OBJECTIVE OF THE CONTROL
1. Payment of Work Equity Job-Readiness (orientation) Appraisal Allowance Payments	Cross-check with MN Department of Employment Services (MDES) Unemployment Insurance (UI) Payment function	MN Department of Employment Services	To determine whether the Work Equity participant is receiving UI, and if so, to reduce UI payments by the amount of the Work Equity allowance payment
2. Payment of Work Equity Job-Readiness Appraisal Allowance Payments	Official statement of number of hours devoted to Work Equity Job-Readiness (orientation) Appraisal (MDES Form WEP/ES-952)	Work Equity Center Supervisor	To provide on a weekly basis a time card on the number of hours (orientation) spent in the job readiness appraisal activity, signed by the Work Equity participant and the participant's supervisor
3. Payment of Work Equity Supportive Service Invoices (Form WEP 62 (8-16-76))	3.a. Authorized Signature	GMO Work Equity Accounting Technician/Account Clerk	To ensure that only the Work Equity Center Supervisor or someone who has been delegated signature authority by the Supervisor signs supportive service vendor invoices. An authorized signature means that: 1. Payment for the services itemized on the invoice have been approved by the Work Equity Center Supervisor;

			2. Payment is authorized for the services rendered to or on behalf of the Work Equity participant whose name appears on the invoice.
	3.b. Authorized Signature	MN Department of Finance	To ensure that the Form FIN 9 "Disbursement Transmittal Letter/ Batch Cover Sheet" is submitted (and signed by an authorized individual). This form is used to "batch" supportive service invoices for submission to SWA.
4. Payment of Work Equity "Service-Agency Developed" Community Project Invoices (individual subgrants)	4.a. Authorized Signature	WEC responsible for the subgrant	To verify that WE invoices submitted by WE subgrantees are signed by a subgrantee staff person who is authorized to sign such invoices.
	4.b. "Hours Worked" Verification	Work Equity Center (WEC) responsible for the subgrant	To confirm that the "hours worked" which appear on the Work Equity Service-Agency Community Project <u>invoice</u> agree with the time sheets submitted to the WEC by the work site.

EXHIBIT II-1 (Cont.)

4.c. Wage Rate
Verification

Work Equity Center
(WEC) responsible
for the subgrant

To confirm that the monthly, biweekly or per-hour wage rate specified on the WE Individual Community Project subgrant agrees with the monthly, bi-weekly, or per-hour wage rate entered on the invoice.

4.d. Average Monthly
Wage Verifica-
tion

Work Equity Center
(WEC) responsible
for the subgrant

(If the salary is paid on a monthly basis) to determine that the hourly rate specified on the subgrant budget, times 173.3 or 174 hours (the average number of work hours in a month) equals the monthly wage amount which appears on:

a) The Subgrant

b) The Invoice

4.e. Authorized
Signature

GMO Technical
Services Unit
Work Equity Subgrant
Specialist

To verify that Work Equity subgrant invoices are submitted for payment by a Work Equity Center staff member who is authorized to sign off on such invoices.

EXHIBIT II-1 (Cont.)

	4.f.	"Funds Available" Verification	GMO Technical Services Unit Work Equity Subgrant specialist	To determine that the cumulative amount invoices against the subgrant does not exceed the amount of the subgrant (the total allocation amount).
	4.g.	"Allowable Expenditures" Verification	GMO Technical Services Unit Work Equity Subgrant specialist	To determine that the Work Equity subgrantee is not invoicing job costs to be charged against Work Equity cost categories which are <u>not</u> included in the Work Equity Subgrant budget (unallowable costs check).
	5.a.	Receipt of Appropriate Documentation:	GMO Work Equity Community Projects Payroll Senior Clerk	To ensure that the forms required by the State of Minnesota Central Payroll System has been received before a Work Equity Community Projects participant is added to the Community Projects Payroll.
	(ia.)	Work Equity Enrollment Form (GMO-53)		
5.	(iib.)	Employee's withholding allowance certificate (IRS Form W-4)		
	5.b.	Wage Rate Authorization	1) GMO Work Equity Program Staff	To ensure that GMO Work Equity Program staff have issued written instructions on the dollar-per-hour wage rate which WE Community Projects participants are authorized to receive.

EXHIBIT II-1 (Cont.)

		2) GMO Work Equity Program Staff	To ensure that the Payroll Clerk enters only an authorized Community Projects wage rate in completing the Community Projects Payroll Worksheets.
5.c.	Estimate of Hours Worked for Payroll Purposes	WEC Community Projects Staff	To ensure that the GMO WE Community Projects Payroll Clerk secures a telephone estimate on hours worked for the purpose of doing preliminary work on the WE Community Projects Payroll Worksheets.
5.d.	Cross-check on Official Timesheets	GMO WE Payroll Clerk	To confirm that the "Estimated hours worked for Payroll purposes" figures (which were solicited by telephone for use on payroll worksheets) are substantiated by the Official Timesheets submitted by the WE Community Projects worksite Supervisor.
5.e.	Official Confirmation of WE Community Projects hours worked for bi-weekly Payroll	GMO WE Payroll Clerk	To ensure that a timesheet signed by both the WE participant and the participant's supervisor has been received and is used as the document which authorizes the release of WE Community Projects Payroll checks to individual participants.

EXHIBIT II-1 (Cont.)

	5.f. Authorized Signature	WEC Community Projects Staff	To confirm that the official Timesheets submitted by the WE Community Projects worksite Supervisor are signed by an <u>approved Supervisor</u>.
	5.g. Authorized Signature on GMO-53 indicating a wage increase	WEC Community Projects Staff	To confirm that <u>wage increases</u> to be received by WE Community Projects participants are approved by an authorized Work Equity Center staff member.
	5.h. Authorized Signatures for: (i) State of Minnesota Central Payroll Work-sheets (ii) Civil Service Form 51 (new participants)	GMO WE Payroll Clerk	To ensure that Payroll work-sheets and CS51 Forms are signed by a GMO staff member who is authorized to sign such documents.
	5.i. Release of Payroll Checks Contingent on Submission of Completed W-4 Forms for Participants	GMO WE Payroll Clerk	To ensure that the proper rate of withholding for Federal Income Tax purposes has been established for each WE participant.

SECTION III
WORK EQUITY FISCAL FORMS

In order to minimize the number of newly designed Fiscal forms, the Fiscal Services Division of the Governor's Manpower Office will be relying heavily on the existing forms, with minor modifications. The only new Fiscal forms that are foreseen are those dealing with the reimbursement of General Assistance funds from the Department of Public Welfare. The following Fiscal forms now in use will have direct applicability to the Work Equity Program:

1. Participant Change/Termination Form (GMO 53) - (Exhibit III-1)

Purpose: To indicate that a client has entered/left a given component. Used to enter client into or terminate client from payroll system for Community Service Project payroll and to terminate client.

2. Payroll Time Record (WEP 7) - (Exhibit III-2)

Purpose: To indicate hours worked by day for each Community Service Project enrollee.

3. MDES CETA Enrollment Questionnaire (WEP 950B) - (Exhibit III-3)

Purpose: To indicate enrollee entitlement to allowances.

4. Request for Allowances (WEP, ES 952) - (Exhibit III-4)

Purpose: Indicates number of hours to be paid for allowances each week.

5. OJT Invoice/Termination Form (GMO-9) - (Exhibit III-5)

Purpose: To indicate payment amounts to OJT vendor.

6. Supportive Service Vendor Invoice (WEP 62) - (Exhibit III-6)

The following form has been designed by the Fiscal Services Division of the Governor's Manpower Office to be used for Department of Public Welfare (DPW) reimbursement of General Assistance:

7. DPW-GMO Work Equity Invoice - (Exhibit III-7)

Purpose: To seek General Assistance (GA) reimbursement from the Department of Public Welfare.

PAYROLL TIME RECORD

Employee Name:	Soc. Sec. No.	Payroll Period From _____ to _____	
Address: Street	City	State	ZIP Code

DAY	WED.	THURS.	FRI.	SAT.	SUN.	MON.	TUES.	TOTAL
DATE								
HOURS								

DAY	WED.	THURS.	FRI.	SAT.	SUN.	MON.	TUES.	TOTAL
DATE								
HOURS								

JOB SITE: _____ TOTAL HOURS
TO BE PAID _____

I certify that this report is correct:

Supervisor Signature _____ Date _____ Employee Signature _____ Date _____
W.E.P. _____ COST CENTER NO. _____

W.E.P.7(12/3/74)

MINNESOTA DEPARTMENT OF EMPLOYMENT SERVICES
WORK EQUITY PROGRAM
ENROLLMENT QUESTIONNAIRE

1) ☐ ORIGINAL
☐ AMENDED

Project No. _____

SSA No. _____

Date of Birth _____ Sex _____

Marital Status _____

FOR OFFICIAL USE ONLY

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

You have been selected to receive training

as a _____

For _____ weeks. Beginning _____ and ending _____

You should report to begin training _____ (DAY) _____ (DATE) _____ (TIME)

Report to _____ (TRAINING OFFICIAL) at _____ (FACILITY AND LOCATION)

You may receive the following allowances during your training provided you meet the week-by-week eligibility requirements:

- ☐ Basic training allowances \$ _____ per hour, plus \$ _____ for _____ dependents.
- ☐ Training incentive payments \$ _____ per week.
- ☐ Subsistence allowances \$ _____ per day when you are away from home overnight to attend training.

Transportation Allowances:

One Way:

Round Trip:

Distance to Training

Beyond commuting distance

\$ _____

\$ _____

Facility: _____

Daily Travel

\$ _____

\$ _____

Mode of Travel: _____

_____ Hours in Training Day

_____ Days in Training Week

Are you entitled to State or Federal Unemployment Insurance benefits?

Yes _____ No _____

If Yes -

Has claim been filed? _____

Date claim filed: _____

Local Office: _____

Weekly Ben. Amt. _____ Max. Ben. Amt. _____

CE DECLARATION: The facts shown above are complete and correct to the best of my knowledge and belief. The participant has been advised of payment rights for allowances, or waiver of allowances, and hereby agrees to verification of the information shown.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

8) Name below any person (up to 6) for whose support you are responsible.

NAME

DATE OF BIRTH

RELATIONSHIP

9)

I request advance payment of the following:

- ☐ Training Allowance
- ☐ Subsistence Allowance
- ☐ Transportation Allowance

I authorize a deduction of \$ _____ each week from my future allowance payments. I will repay any amounts not deducted.

Signature of Trainee _____
(For advance only)

Date _____

SIGNATURE OF TRAINEE

FRONT

REQUEST FOR ALLOWANCES Work Equity Program

TRAINING WEEK FROM _____ TO _____ (COL. 8-12)

A. PARTICIPANT:

COMPLETE ONLY IF TRANSPORTATION IS
AUTHORIZED BY CETA:WEEKLY
ONE-WAY
TRIPS☐

COMPLETE ONLY IF YOU ARE TO BE REIMBURSED FOR LODGING:

ONE-WAY TRIPS
TO/FROM
PERM. RESIDENCE☐NIGHTS SPENT
AWAY FROM
PERM. RESIDENCE☐

DO NOT WRITE IN BOXES BELOW

SUB	URT	RR TRIPS	ATTND	UXA	XA
(COL. 14)	(COL. 15-16)	(COL. 17)	(COL. 18-19)	(COL. 22-23)	(COL. 30-31)

(SCHOOL MUST VERIFY ATTENDANCE AND SIGN REQUEST)

ATTENDANCE RECORD.	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKLY TOTAL
HOURS ATTENDED								
HOURS UNEXCUSED								
HOURS EXCUSED								

THE INFORMATION CONTAINED IN THIS REQUEST IS CORRECT. I GIVE THIS INFORMATION TO SUPPORT MY REQUEST FOR ALLOWANCES. I UNDERSTAND THAT PENALTIES ARE PROVIDED FOR WILFUL MISREPRESENTATION MADE TO OBTAIN ALLOWANCES TO WHICH I AM NOT ENTITLED.

PARTICIPANT'S
SIGNATURE _____

DATE _____

PARTICIPANT MUST COMPLETE REVERSE OF CARD.

SD-T 1024-081

TRAINING CENTER CERTIFICATION

THE PARTICIPANT IS ENROLLED AND ATTENDING TRAINING AND HAS A SATISFACTORY RECORD. THE ANSWERS GIVEN ARE IN ACCORDANCE WITH OUR RECORDS. STATEMENTS MADE BY THE PARTICIPANT APPEAR COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

AUTHORIZED
SIGNATURE _____

DATE _____

REVERSE

C. FOR PARTICIPANT'S USE ONLY (CHECK APPROPRIATE BOXES - EXPLAIN "YES" ANSWERS AT RIGHT)

1. DURING THIS PERIOD DID YOU RECEIVE?	YES	NO	
UNEMPLOYMENT COMPENSATION	☐	☐	AMOUNT OF UC RECEIVED THIS WEEK: \$ _____
PUBLIC ASSISTANCE	☐	☐	NAME OF PUBLIC ASSISTANCE PROGRAM: _____
OTHER TRAINING ALLOWANCES	☐	☐	NAME OF OTHER TRAINING PROGRAM: _____
2. DID THE NUMBER OF YOUR DEPENDENTS CHANGE?	☐	☐	IF YES, INDICATE NEW NO. OF DEPENDENTS: _____
3. DID ANY OF YOUR DEPENDENTS RECEIVE PUBLIC ASSISTANCE, TRAINING ALLOWANCE UNDER CETA OR ANY OTHER TRAINING PROGRAM?	☐	☐	IF YES, NAME OF ASSISTANCE PROGRAM: _____
	☐	☐	NAME AND SSA # OF RECIPIENTS: _____
4. DID YOU MOVE THIS WEEK?	☐	☐	IF YES, NEW ADDRESS IS: _____
IF YES, DATE OF MOVE: _____			STREET _____
PERMANENT RESIDENCE	☐	☐	CITY _____
TEMPORARY RESIDENCE	☐	☐	STATE _____ ZIP CODE _____
MAILING RESIDENCE	☐	☐	NEW COST OF ONLY TRANSPORTATION: \$ _____

PLEASE RETURN THIS COMPLETED CARD TO:
MINNESOTA DEPARTMENT OF EMPLOYMENT SERVICES
TRAINING PAYMENT UNIT - 390 N. ROBERT STREET
ST. PAUL, MINNESOTA 55101

SD-T 1024-082

WEP ES-952 (REV. 4/14/76) SH-20221

OJT # _____

INV # _____ of _____

FINAL INV ☐

W.E.P. CENTER
BALANCE OF STATE PRIME SPONSOR
OJT INVOICE/TERMINATION FORM

SUBGRANTEE'S COMPANY NAME _____

END DATE FOR INVOICE _____

SUBGRANTEE'S MAILING ADDRESS _____

TRAINEE'S NAME _____

TRAINEE'S I.D. NUMBER _____

	HOURS	RATE OF REIMBURSEMENT	DOLLAR AMOUNT
WORKED TO DATE			
PREVIOUSLY INV			
REIMBURSEMENT		SEE NOTE	

NOTE: IF INVOICE INCLUDES MORE THAN ONE RATE OF REIMBURSEMENT, SPECIFY THE NUMBER OF HOURS AT EACH RATE.

NATURE OF TERMINATION ☐ COMPLETED TRAINING
 ☐ FAILED TO COMPLETE
 ☐ TRAINING AS CONTRACTED

☐ EARLY COMPLETION
☐ VOLUNTARY TERMINATION
☐ INVOLUNTARY TERMINATION

REASON(S) FOR FAILURE TO COMPLETE TRAINING _____

SUBGRANTEE REP. SIGNATURE _____

AGENCY REP. SIGNATURE _____

DATE _____

DATE _____

FOR GMO USE

Trans A6 /	Vendor #	Type / V /	Inv. # OJT #	Organ. / 39200 /	Seq. # /	Suffix 01 //
OBJ # 717 /	Dollar Amt. //	SubAcct /	Task /	SubTask 050 /	Cost Client Code	//

AUTHORIZED SIGNATURE _____

TRANS. # _____

SUPPORTIVE SERVICE

VENDOR INVOICE

Date _____

Vendor Name _____

Address _____

Enrollee's Name

Participant I.D. No. County Code

			Cost
CHECK ONE: ☐ Health/Med. (061) ☐ Child Care (062) ☐ Transport. (063) ☐ Resid. Supp. (064) ☐ Other (065) Description of service performed, activity, item purchased, etc.			

W.E.P. Supervisor Signature _____

W.E.P. Center _____

FOR GMO USE

Trans	Vendor #	Type	Inv. #	Organ.	Seq. #
A64/		/ V /		/ 39200 /	/
Suffix	OBJ #	Dollar Amt.	Sub Act	Task Sub Task	Cost Client Code
01 //	24 /		//	/ SSS / 06	/ 0000//

TRANS. # _____

AUTHORIZED SIGNATURE _____

Submit to MIU with GMO-53

W.E.P.-62 Revised (8-16-76)

DPW-GMO Work Equity Invoice

Grant Transfer Request For:

County Welfare Department _____ Month _____

1. Total number of General Assistance Work Equity registrants

this month _____

2. Grant Transfer Amount per registrant _____

3. Total Grant Transfer Amount Registrant this

Month (line 1 x line 2) _____

4. Additions: (previous unpaid requests)

NAMECASE NUMBERMONTH REQUESTED

5. Total Additions _____

6. Total previous unpaid (line 5 x line 2) _____

7. Adjusted Grant Transfer (line 3 + line 6) _____

8. List Manual Deletions this Request (county
use only)NAMENUMBER

9. Total Deletions _____

10. Total Deletion Amount (line 9 x line 2) _____

11. Adjusted Payment Amount (line 6 - line 8) _____

12. County Share (line 10 x _____%) _____

13. State Share (line 10 x _____%) _____

Attached: Monthly List Referred Work Equity Registrants

SECTION IV
WORK EQUITY FISCAL REPORTS

The Fiscal reports to be used in the Work Equity Program are modeled after reports now being generated by the Fiscal Services Division (of the Governor's Manpower Office) to monitor and control CETA expenditures. They are as follows:

1. Work Equity Financial Status Report - (Exhibit IV-1)

Purpose: Quarterly summary of Work Equity grant expenditures against plan by component and Department of Labor (DOL) cost category. (General Assistance (GA) reimbursements will show in Column A, Line 9).

2. GMO Fiscal Status Report (GMO 86) - (Exhibit IV-2)

Purpose: Monthly summary of Work Equity grant expenditures versus plan for use by GMO Division Directors.

3. Work Equity Program Fiscal Status Report - (Exhibit IV-3)

Purpose: Detailed monthly Fiscal report to Work Equity Centers showing expenditures against plan for each Center.

4. Standard Subgrantee Invoice (GMO 24) - (Exhibit IV-4)

Purpose: Dual purpose of showing subgrantee expenditures versus budget and, also, used as a request for funds.

5. Monthly Allowance Report (MA 2-17) - (Exhibit IV-5)

Purpose: Shows allowance payments for each client subtotaled by Center.

6. Budget-Expenditure-Encumbrance Report (BEER) - (Exhibit IV-6)

Purpose: To show detailed administrative expenditures versus budget for each management unit and Center.

7. Open Encumbrance Report - (Exhibit IV-7)

Purpose: Shows obligations versus expenditures for each subgrant.

8. Expenditure by AID Report - (Exhibit IV-8)

Purpose: Detailed report showing each payment transaction.

9. Internal Project Status Report - (Exhibit IV-9)

Purpose: To monitor report for special projects.

U.S. DEPARTMENT OF LABOR • Employment and Training Administration		2. FEDERAL AGENCY		3. FEDERAL GRANT NO.	
1. GRANTEE'S NAME AND ADDRESS		4. PROJECT PERIOD From To		5. REPORT PERIOD From To	
7. STATUS OF FUNDS		6. TYPE OF PROGRAM (Check One)		10. CERTIFICATION: I CERTIFY that to the best of my knowledge and belief that this report is correct and complete and that all outlays and unpaid obligations are for the purposes set forth in the grant agreement.	
		☐ Title I ☐ Title II ☐ Other (Specify)		Total Federal Funds Authorized Total Federal Share of Outlays and Unpaid Obligations Total Federal Share of Program Outlays	
				Federal Share of Unpaid Obligations Total Federal Share of Outlays and Unpaid Obligations Total Federal Share of Program Outlays	
1. Classroom Training					
2. On-the-Job Training					
3. PSE: Wages					
Fringe Benefits					
Others					
4. Work Experience					
5. Services to Participants					
6. Other Activities					
7. Total Work Equity Funds					
8. Vocational Education Funds					
9. Other Federal Funds					
10. Total					
8. INDIRECT EXPENSE A. Type of Rate ☐ Provisional ☐ Fixed ☐ Predetermined ☐ Final		9. SUMMARY FINANCIAL ACTIVITY A. Total Carry-In B. Actual Expenditures (Grant Year-To-Date) 1. Administration 2. Allowances 3. Wages 4. Fringe Benefits 5. Training 6. Services		10. CERTIFICATION: I CERTIFY that to the best of my knowledge and belief that this report is correct and complete and that all outlays and unpaid obligations are for the purposes set forth in the grant agreement. NAME TITLE SIGNATURE PHONE NO. DATE SUBMITTED	

EXHIBIT IV-2
GMO-86 (revised
11-12-76)

[illegible]

WEP FISCAL STATUS REPORT

EXHIBIT IV-3

Work Equity Program _____
 RPT MONTH _____
 START DATE _____
 PAYROLL ENDING DATE _____
 PROGRAM _____

ALLOCATION PERIOD
 FROM: _____ TO: _____
 TITLE I ALLOCATION _____
 VOC. ED. 5% ALLOC. _____
 OTHER () _____
 TOTAL _____

EXPENDITURE TYPE	A CUMUL. ACTUAL	B CUMUL. ACCRUED	C PLAN THRU REPORT MO.	D VARIANCE (C-B)	E %	F THIS MONTH ACCRUED
ADMINISTRATION						
MANPOWER SERVICES						
PARTICIPANT SERVICES						
Special Program Wages (01)						
Fringe (06)						
Special Program Wages (01)						
Fringe (06)						
Standard Program Wages (01)						
Fringe (06)						
Total Wages (01)						
Fringe (06)						
Supportive Svc. (24)						
O & A (71)						
PS Allow. (71)						
OJT (71)						
SUBTOTAL						
Tuition (PS)						
SUBTOTAL						
WEP Gen. Exp.-Admin						
WEP Gen. Exp.-Fringe						
TOTAL PS TITLE I						
Voc. Ed. 5% Tuition						
Allow.						
Chk.Chg.						
TOTAL VOC ED 5%						

GOVERNOR'S MANPOWER OFFICE
STANDARD FORMS 1000-10000

Subgrantee: _____
 Address: _____
 Zip: _____
 Phone: _____ Accountant: _____

Subgrant number: _____
 Subgrant period: _____
 From: _____ To: _____
 Subgrant amount: \$ _____
 Through mod. # _____
☐ Initial ☐ Interim ☐ Final
 Invoice number: _____
 Invoice period: _____
 From: _____ To: _____
 Funding Source: _____

Cost Categories	A Approved Budget	B Previous Expenditures Invoiced	C Actual Expenditures This Invoice Period	D Cumulative Actual Expenditures Through This Invoice Period (B + C)	Reporting Purposes Only	
					E Accruals Through End Of Month	F Total Accrued Expenditures Through End Of Month (D+E)
1. Administration						
2. Allowances Participant						
3. Wages Participant						
4. Fringe Benefits						
5. Training						
6. Services						
TOTALS						

PAYMENT REQUEST BLOCK	DOLLAR AMOUNTS
1. Advance Request No.	
Cumulative Expenditures (Col. D Total)	
Less Cumulative Reimbursement Invoiced	
Less Total Advance Received	
2. (Final Invoice Only)	
3. Amount This Request	
f. Required by: _____	

PAYMENT AUTHORIZATION BLOCK (GMO Use Only)	
Approved Amount (Col. A Total)	
1. (Amount Encumbered)	\$
2. Less Amount Previously Paid	\$
3. Less Amount Previously Advanced	\$
4. Net Amount Available (1-4)	\$
5. Approved Payment Amount	\$

Subgrantee Certification:

I hereby certify that the cumulative actual expenditures and accrued expenditures reported on this invoice are taken from the books of original entry and that such expenditures have been valid and consistent with the terms of the subgrant.

Subgrantee authorized signature / Date _____

Typed subgrantee authorized signature _____

TRAN AG1	VENDOR NUMBER	TYPE V
INVOICE NUMBER	DEPT/OFV	
reimbursement for		
SEQ. NO.	LN OL	P.O. NO.
AMOUNT	OCCTN. DATE	SUB. NOCT.
TASK	SUBTASK	
SEE NOTE	SEE NOTE	SEE NOTE

Approved:
Governor's Manpower Office

By _____ / _____
 Date

NOTE: GO USE ONLY				
Amount	Sub.Amt.	Task	Sub.Task	Trans.No.

I hereby certify that the goods or materials covered by this claim have been inspected and receipted for the services have been performed in accordance with specifications and are in proper form, kind, weight and quality and payment is hereby recommended.

Typed official signature _____

Governor's Manpower Office
 1000-10000-10000
 1000-10000-10000
 1000-10000-10000

EXHIBIT IV-5

MA 2-17 FOR MONTH L

PROJECT
NUMBER

007 426

-----A M O U N T S	
TRNG. ALLOWANCES	
ADULT	YOUTH
701	702

5121 027

81.00 .00

5121 048

314.00 .00

5121 050

345.00 .00

5121 051

336.00 .00

5121 052

120.00 .00

5121 053

343.00 .00

5121 054

120.00 .00

5121 055

534.00 .00

5121 056

276.00 .00

5121 057

276.00 .00

5121 058

108.00 .00

5121 059

243.00 .00

5121 060

262.00 .00

5121 061

263.00 .00

5121 062

150.00 .00

5121 063

276.00 .00

5121 064

120.00 .00

5121 068

276.00 .00

JING 12 30 76

P A I D-----			TOTAL REPORTED COSTS 799	-----NUMBER		PAID-----	
BSIS- ENCE 704	---TRANSPORTATION--- DAILY 705	OTHER 706		---TRAINEES A Y	PAYMENTS- A Y		
.00	.00	.00	81.00	1	0	1	
.00	.00	.00	314.00	1	0	4	
.00	.00	.00	345.00	1	0	5	
.00	.00	.00	336.00	1	0	5	
.00	.00	.00	120.00	1	0	4	
.00	.00	.00	343.00	1	0	5	
.00	.00	.00	120.00	1	0	4	
.00	.00	.00	534.00	1	0	6	
.00	.00	.00	276.00	1	0	4	
.00	.00	.00	276.00	1	0	4	
.00	.00	.00	108.00	1	0	4	
.00	.00	.00	243.00	1	0	4	
.00	.00	.00	262.00	1	0	4	
.00	.00	.00	263.00	1	0	4	
.00	.00	.00	150.00	1	0	5	
.00	.00	.00	276.00	1	0	4	
.00	.00	.00	120.00	1	0	2	
.00	.00	.00	276.00	1	0	4	

STATEWIDE ACCOUNTING SYSTEM
BUDGET - EXPENDITURE - ENCUMBRANCE REPORT
GENERAL EXP & ENCUMBRANCE DATA THRU 02-28-77 / SALARY EXP THRU PPE 02-15-77
STANDARD REPORT

DEPT 39-200 GOV MANPOWER OFFICE
ACTV 101 18 SMC SUPPORT

REPORT DATE 03/05/77
FISCAL YEAR: 7

S1 S2 S3 S4 S5
DIV. ACTV A10. OBJ1 OBJ2

REPORT - - DEPT 00 DIV 000 THRU DEPT 99 DIV 999
INCLUDES- - FUND 10 THRU FUND 98 - OBJ 000 THRU OBJ 999

	FISCAL YEAR BUDGET	EXPENDITURES Y.T.D.	% EXP	UNLIQUIDATED ENCUMBRANCE	% EXP + ENC	BALANCE
AID. 577510 18 STATE MPR CNCL-NONPERSL 1ST Q						
1-2 EXPENSE/CONTRACT SVS						
10 RENTS & LEASES	2,425	2,416	100	0	100	9
11 ADVERTISING	20	0	0	0	0	20
12 REPAIRS SERVICES	15	116	773	0	773	101--
14 PRINTING AND BINDING	912	555	61	42	65	315
15 CONSULTANT SERVICES	1,250	401	32	0	32	849
16 PURCHASED SERVICES	75	249	327	0	327	170-
20 COMMUNICATIONS	392	1,243	317	75	336	926-
21 TRAVL/SUBSITNC IN-ST	1,065	281	26	0	26	784
22 TRAVL/SUBSIS OUT-ST	2,466	1,090	44	0	44	1,376
29 OTHER CONTRACT SVS	115	0	0	0	0	115
TOTAL - 1-2	8,735	6,346	73	117	74	2,272
3 SUPPLIES & MATERIALS						
30 SUPPLS/MAT <1YR <\$50	400	632	158	0	158	232-
TOTAL - 3	400	632	158	0	158	232-
4 EQUIP-> 1YR > \$50						
40 ALL EQUIPMENT	80	300	375	0	375	220-
TOTAL - 4	80	300	375	0	375	220-
8 NON-EXPENSE DISBSMT						
83 ADVANCES-PREPD EXPNS	0	25	0	0	0	25-
84 REVENUE (REFUNDS OF)	1,100	1,810	170	0	170	770-
TOTAL - 8	1,100	1,835	172	0	172	795-
TOTAL - AID. 577510	10,315	9,172	89	117	90	1,026
AID. 577528 18 STATE MPR CNCL-NONPERSL 2-4 Q						
1-2 EXPENSE/CONTRACT SVS						
10 RENTS & LEASES	65	1	2	867	999	803-
11 ADVERTISING	60	0	0	0	0	60
12 REPAIRS SERVICES	55	76	138	24	182	45-
14 PRINTING AND BINDING	2,738	2,193	80	1,121	121	576-
15 CONSULTANT SERVICES	3,750	2,939	78	61	80	750
16 PURCHASED SERVICES	3,225	2,657	82	343	93	225
20 COMMUNICATIONS	278	169	61	31	72	78
21 TRAVL/SUBSITNC IN-ST	3,193	217	7	783	31	2,193
22 TRAVL/SUBSIS OUT-ST	7,398	2,307	31	693	41	4,398
26 FREIGHT AND EXPRESS	0	17	0	8	0	25-
29 OTHER CONTRACT SVS	345	1,500	435	500	580	1,655-

EXHIBIT IV-6

PC-04-39- -7
 OPT-39-200-GOV MANPOWER OFFICE
 ISD REPORT - FINR6701

STATE OF MINNE
 DIV.
 O P E N E N C U M B R

REPORT STATUS IS AS

DEPT DIV FUNC SUB-F PROG SUB-P ACTIVITY APPROP ACCT
 39 200 76 07 02 20 211 11987 00 30

ALLOTMENT AMT \$ 127,034.00
 REQUISITION AMT \$.00
 ENCUMBRANCE AMT \$ 56,372.48
 LIQUIDATION AMT \$ 45,903.01
 ALLOT FREE BAL \$ 24,758.51

NOTE: TH
 OPE
 BEL
 NOTE: THE
 SHO
 SWA

ENCUMBRANCE DETAIL: (AS OF REPORT DATE)
 USE SWA TERMINAL INQUIRY Q44 TO OBTAIN CURRENT ENCUM

SEQ. LN.	CLASS CODE CLASS NAME	DATE	VENDOR NO. VENDOR NAME	ENCU
04361 01	240 CARE OF PERONS	10-12-76 8	9999999-999	
04501 01	719 EXPEND AUTH-CLASS 71	10-27-76	9999999-999	
04513 01	719 EXPEND AUTH-CLASS 71	10-27-76	9999999-999	
04596 01	719 EXPEND AUTH-CLASS 71	11-03-76	0525500-002 MINN ST EMPLOYMENT SRVCS	
04608 01	719 EXPEND AUTH-CLASS 71	11-03-76	0525500-002 MINN ST EMPLOYMENT SRVCS	

ENCUMBRANCE DETAIL TOTAL LINE - - - - -

PAYROLL DETAIL: (AS OF LAST PAYROLL PROCESSED: 00-00-70) - - - - -

BOTA

PAGE 221-333-01

ANCE REPORT

REPORT STATUS AS OF 02-28-77
(REF. PAYROLL PROC. DATE)

MONTHS END

ACCT ID DESC

ACCT ID NO: 578187

CROOKSTON CETC-PARTIC SVCS 2-4 QTR

FISCAL YR: 7

REPORT SHOWS DETAIL ONLY ON ENCUMBRANCES WHICH ARE STILL
 N. ALTHOUGH A FULLY LIQUIDATED ENCUMBRANCE WILL NOT APPEAR
 DW, THE AMOUNT LIQUIDATED WILL APPEAR IN THE AID SUMMARY
 PROJECT ACCOUNT BALANCES SHOWN TO THE LEFT ARE AS OF THE DATE
 IN ABOVE. CURRENT ACCOUNT BALANCES MAY BE ATTAINED THROUGH
 TERMINAL INQUIRY USING A CODE OF:

Q30/578187/7

BRANCE DETAIL.

ORIGINAL MBRANCE AMT	REQUISITION AMOUNT	LIQUIDATION AMOUNT	ENCUMBRANCE PRESENT BAL
8,000.00	.00	2,602.98 ^{SS}	5,397.02
12,481.44	.00	7,145.44	5,336.00
12,630.12	.00	3,811.85	8,818.27
33,500.00	.00	12,318.00 ^{PS}	21,182.00
5,958.00	.00	710.60 ^{GA}	5,247.40
72,569.56	.00	26,588.87	45,980.69
- - - - -	SALARY- - - - \$	18,524.75	.00
	OVERTIME- - - \$	.00	10,391.79
	PREMIUM - - - \$	.00	.00
	SHIFT DIFF. - \$	.00	
	FRINGE- - - - \$		.00
	STATE RET.- \$	.00	
	FICA- - - - \$	1,083.46	
	GROUP INS.- \$	.00	
ENCUMBRANCE TOTAL - - - - - \$			56,372.48
(INCL. 4A & 4C DETAIL)			

DEPARTMENT
STATEWIDE ACCO
EXPENDITURE
03-01-77

DP-DIV AID NO APPROP. I D
39-200 578914 11987-00-30

F	ENCUM NO	OBJ	TRN	AMOUNT	TRANSACTION NO	DPO NO	S-A TSK S-T
7	04363-01	241	A64	18.30	03047702902		067-SSS-063
7	04363-01	241	A64	49.56	03297701936		-SSS-065
7	04363-01	241	A64	7.50	03297701920		-SSS-065
7	04363-01	241	A64	42.50	03297701928		-SSS-065
7	04503-01	717	A64	650.00	03087706634		129-104-050
7	04503-01	717	A64	1,405.25	03237707064		087-093-050
7	04515-01	717	A64	600.00	03087706731		067-008-050
7	04515-01	717	A64	1,050.00	03087706749		093-009-050
7	04515-01	717	A64	1,107.20	03087706712		067-005-050
7	04515-01	717	A64	608.00	03087706766		067-013-050
7	04515-01	717	A64	813.80	03087707736		067-012-050
7	04515-01	717	A64	439.12	03167707156		085-010-050
7	04515-01	717	A64	1,173.94	03237707167		067-004-050
7	04515-01	717	A64	135.70	03237707303		067-021-050
7	04515-01	717	A64	450.64	03237707192		085-010-050
7	04515-01	717	A64	208.80	03237707175		085-007-050
7	04598-01	711	A64	5,942.00	03017701592		96E-EA1-020
7	04598-01	711	A64	4,992.00	03077701014		96E-EA1-020

TOTAL AID 19,694.31

FINANCE
 NTING SYSTEM
 S BY AID
 03-31-77

PAGE NO 2698

ISD REPORT FINR9001
 REPORT DATE 04/02/77

COST/CLIENT CODE	SOURCE	VENDOR NO	VENDOR NAME
00109ROOT	0000-000000	0405330002	IND SCHOOL DIST 0347
00000MADISON	0000-000000	0546150002	WILLMAR CETC
00000CALIENDU	0000-000000	0546150002	WILLMAR CETC
00000MUNDY	0000-000000	0546150002	WILLMAR CETC
00139SPLETTER	1280-000000	0284710002	LARSONS APPLIANCE CTR
00076HUCK	1600-000000	0435600001	KRASEN PLBG HTG CO INC
ANDERSON	0480-000000	0669810004	LITCHFIELD IMPLEMENT
MOBERG	0600-000000	0275550002	LITCHFIELD GREENHOUSE INC
HARRISON	0640-000000	0149390001	CULLIGAN SOFT WATER SERV
GANDRUD	0304-000000	0452860003	MCGINNIS RONALD
VOLKENANT	0520-000000	0447000003	ROEDER WALTER TRUCKING
BAUMGARTEN	0000-000000	0671250005	TOWNS EDGE AUTO
SWEEP	0743-000000	0791500002	SCHWANKE TRACTOR & TRUCK
00000CUNNINGHAM	0118-000000	0174900004	WILLMAR DENTAL LAB
04229BAUMGARTEN	0000-000000	0671250005	TOWNS EDGE AUTO
HANSON	0696-000000	0669430007	HUTCHINSON HOUSING
	-000000	0525500002	MINN ST EMPLOYMENT SRVCS
	-000000	0525500002	MINN ST EMPLOYMENT SRVCS

PERSONNEL PROCEDURES

WORK EQUITY PROJECT

PERSONNEL PROCEDURES

Staff will be hired to operate the Work Equity Demonstration Project Program. Those hired for the duration of the Program will fall into one of three categories, including:

1. Newly hired individuals.
2. Individuals with a leave of absence from State, County, and City Agencies.
3. Individuals transferred from other agencies to the Project.

Those newly hired individuals and those with a leave of absence from other agencies to the WEP Project sites in the Balance of State (BOS) will fall within the "unclassified" personnel system of the Governor's Manpower Office. However, those persons hired for the City of St. Paul site will fall within the City's "classified" Civil Service Personnel System. Under both of the personnel systems, the policies and practices for employees adequately reflect the merit principles declared in the Intergovernmental Personnel Act of 1970, Public Law 91-648.

Those staff electing to take a leave of absence from other agencies to the Balance of State WEP will be ensured the following transfer rights:

Employees who take a leave of absence from the State's classified service to accept a position in the unclassified service maintain

their options and rights regarding benefits and tenure. The Attorney General has ruled that an employee in the classified service has the right to return to his/her former position but not to his/her prior work station. Thus, the employee can be restored to former classified status and position he/she last held but not necessarily at his/her former work station, provided proper applications are executed and approved.

It is anticipated many of the staff to WEP will be transferred from other affected agencies like the Minnesota Department of Employment Services (MDES) and the Department of Welfare. These persons will maintain their classified Civil Service positions with their Agencies and will be administratively supervised by the affected Agencies. Such items as leave, overtime, etc., will be the administrative responsibility of the originating Agency. In addition, the functional day-to-day supervision will be provided by either the Governor's Manpower Office (GMO) or the City of St. Paul.

Finally, to the extent feasible, priority will be placed on utilizing existing staff now working with Minnesota's Department of Employment Services' food stamp program, the Work Incentive (WIN) Program, the General Assistance (GA) Program, and the Comprehensive Employment and Training Act (CETA) Program. These individuals have the expertise and experience that will ultimately enhance the possibility of a successful Work Equity Program.

AFFIRMATIVE ACTION PERSONNEL POLICY

The Work Equity Demonstration Project shall seek to attract and hire qualified employees without regard to race, creed, color, age, sex, or national origin, who will enable the Project to achieve its objectives.

The responsibility for screening, evaluating or accepting candidates for employment rests with the management in accordance with State and federal requirements.

POLICY

The Work Equity Demonstration Project believes that it is vital to the successful conduct of business to promote economic, social and educational equity for all citizens. Accordingly, all Work Equity Project employees are recruited, hired, trained, assigned, paid and otherwise compensated, promoted, downgraded, laid off, recalled, and terminated based upon their own abilities, achievement, and experience without regard to race, color, age, creed, or economic status.

To fulfill our obligations and to comply with the federal regulations, executive orders, and various State and local laws regarding nondiscrimination, the following points must be complied with:

A. Equal employment opportunity posters must be posted in conspicuous places available to employees and applicants for employment.

B. All employment advertisements must contain the phrase "Equal Opportunity Employer."

C. Employment advertisements must not contain reference to age, etc.

D. Whenever State and private employment agencies and other sources of recruitment are utilized, they should be advised of our nondiscrimination policy and instructed to refer all qualified applicants regardless of race, color, creed, age, sex, or national origin.

E. No record of race, color, creed, or national origin of applicants may be maintained unless specified by federal and State regulations for data on compliance with EEO and affirmative regulations.

F. An Affirmative Action/Equal Opportunity Officer will be on the Work Equity staff continually reviewing and updating policies and procedures.

G. All applications for employment will be maintained for at least one year.

H. All facilities and work areas must be maintained on a nonsegregated basis.

I. Personnel practices will be reviewed on a continuing basis to insure total compliance with the State and that there is no discrimination.

J. In addition, all practices having to do with job assignment, promotion, layoff, termination, training and recreation must be administered on a nondiscrimination basis.

It is the policy of the Work Equity Project to comply with the spirit, as well as the letter, of State policy, and other applicable laws and regulations and to take affirmative action to increase employment of member of minority groups by seeking qualified, high potential minority group candidates. In so doing, however, we must continue to employ and promote only those individuals who are qualified for existing openings.

The Comprehensive Employment and Training Act of 1973 and the Department of Labor rules and regulations for implementation of the Act in Section 98.14 outline the basic personnel standards for federal contractors. Under these regulations each contractor will maintain personnel policies and practices for its employees in accordance with State and local laws, and regulations which adequately reflect the merit principles declared in the Intergovernmental Personnel Act of 1970 (P.L. 91-648). Also, contractors are encouraged to include on their staffs individuals who are representative of the population to be served by the program.

The Work Equity Demonstration Project will follow three basic procedures for the recruiting and hiring of all personnel. These procedures will continuously be reviewed by the Work Equity's Equal Opportunity Officer in order that compliance is met with State and Federal Affirmative Action Policies, laws, rules and regulations. The following is a refinement of Work Equity's three basic policies which consist of recruiting, interviewing, and hiring of personnel.

I. Recruitment:

A. The Work Equity Project will maintain listing (recruitment list) of minority and women's organization or contacts that have job placement and/or referral services

B. Ensure that all recruitment lists are up to date. This includes services rendered, name, address, telephone number, and possible contact persons. This list will be updated continuously.

C. All position openings in the Work Equity Project will be made public for at least ten (10) days.

D. All specifications on the position announcement will have minimum requirements, as well as containing the words "Equal Opportunity Employer."

E. All applications for the position will be asked to forward a resume or work and/or educational history description to the individual named on the position announcement.

II. Selection Procedure for Interviewing:

A. All resumes and/or work and educational history received within the proper position posting period will be reviewed.

B. The process for reviewing each applicant will be based upon his/her qualifications. These qualifications will include but not be limited to work experience, educational preparation, and results of reference checks.

C. The initial screening of resumes will be done on a point system. Each principal responsibility as dictated by the job description will be assigned a maximum of five (5) points. The applicant's qualifications will be matched accordingly to the principle responsibilities and receive a certain number of points for each principle responsibility. Finally, all principle responsibility points are totaled and the individual receives a total.

D. The applicant's total score will dictate whether or not he/she will be interviewed.

III. Interview

A. The job interview will utilize a set of standard questions derived from the principle responsibilities off the job description.

B. Each interview will consist of the same set of questions, and all answers to the questions will be assigned a number of points ranging from zero to five.

C. The points assigned to the applicant's resume will be added to the points assigned to the applicant's interview.

D. The top three (3) candidates will be recommended to the Deputy Director and Director for employment.

E. The Deputy Director and Director will make the final determination of filling the position.

This procedure fully supports the nondiscriminatory provisions of all State and federal rules and regulations; this includes but is not limited to the Civil Rights Act, the Governor's Code of Fair Practices, the Federal Age Discrimination in Employment Act of 1967, and the Governor's Executive Order #76.

Personal Interview Rating of
Previous Experience and Knowledge

Position: _____ Applicant: _____

Date Interviewed: _____ Interviewer: _____

	Rating						
1. How would you identify manpower and related technical assistance and training needs for the starting of a new program.	0	1	2	3	4	5	x
2. How would you develop and implement in service training programs for the implementation of a new program.	0	1	2	3	4	5	x
3. What experience do you have in developing training materials and outlines.	0	1	2	3	4	5	x
4. Have you ever been involved in preparing a training handbook to assist programs in increasing and improving their activities. In what way?	0	1	2	3	4	5	x
5. What knowledge do you possess about resources on the federal, state, and local levels which will strengthen and improve the training programs.	0	1	2	3	4	5	x
6. What knowledge and experiences do you have developing a written plan which identifies the training audit processes, the delivery systems, content and budget.	0	1	2	3	4	5	x
7. How would you go about coordinating and following up on group and conference activities in order that in-service-training needs can be examined.	0	1	2	3	4	5	x

Total Points: _____

Personal Rating of
Previous Experience and Knowledge

Position: _____

Applicant: _____

Date Interviewed: _____

Interviewer: _____

	Rating						
1. Identify manpower and related technical assistance and training needs.	0	1	2	3	4	5	x
2. Develop and implement in-service-training programs for implementation	0	1	2	3	4	5	x
3. Develop training materials and outlines.	0	1	2	3	4	5	x
4. Prepare printed training handbooks which will assist in increasing and improving programs and activities.	0	1	2	3	4	5	x
5. Seek our resources on the federal, state, and local levels which will strengthen and improve the already existing training.	0	1	2	3	4	5	x
6. Develop a written plan which identifies the training audit processes, the delivery systems, content and budget.	0	1	2	3	4	5	x
7. Coordinate and follow up on group and conference activities in order that further in-service-training needs can be examined.	0	1	2	3	4	5	x

Total Points: _____

ADJUDICATION SYSTEM

WORK EQUITY ADJUDICATION SYSTEM

All Work Equity participants will have at their disposal a uniform system for appealing agency actions within the Program. The Appeal Process established will replicate the procedures employed under the Work Incentive Program, (Minn. Stat. s256.045(1976), 29 CFR 56.60-56.77, 45CFR 224.60-224.77). Please refer to Exhibit A for a description of the WIN system.

Adjudication of appeals relative to the Work Equity Program will be the responsibility of the Commissioner of Public Welfare, who will provide a hearings officer at the State level to hear arguments. Internal procedures at the Center sites will be the responsibility of the Governor's Manpower Office.

Pursuant to existing authority (45 CFR 205 (AFDC), MS 256.D (GA) and 7 CFR 271.1) the Department of Public Welfare will be responsible for internal procedures and for appeals of (1) nonexemption from work requirements and (2) program-related grant reduction and/or benefit.

Sanctions

If a registrant refuses to participate in WEP without good cause, the following sanctions will apply:

- A. If such individual is a caretaker relative receiving AFDC or GA his needs will not be taken into account in determining the family's need for assistance, and assistance in the form of protective or vendor payments will be provided to the remaining members of the assistance unit. Under such circumstances, the caretaker relative may not be the protective payee.
- B. If such individual is the only dependent child in the family, assistance for the family will be denied.
- C. If such individual is one of several dependent children in the family, assistance for such child will be denied and his needs will not be taken into account in determining the family's need for assistance.

The sanctions will not be applied during a period of up to 60 days after such adverse decision, provided the registrant has been certified and accepts counseling and other necessary services aimed at persuading him to participate in the WEP Program. Meanwhile, where the individual is a caretaker relative, assistance to his family in the form of protective or vendor payments and counseling and other necessary services will be provided by the State welfare agency.

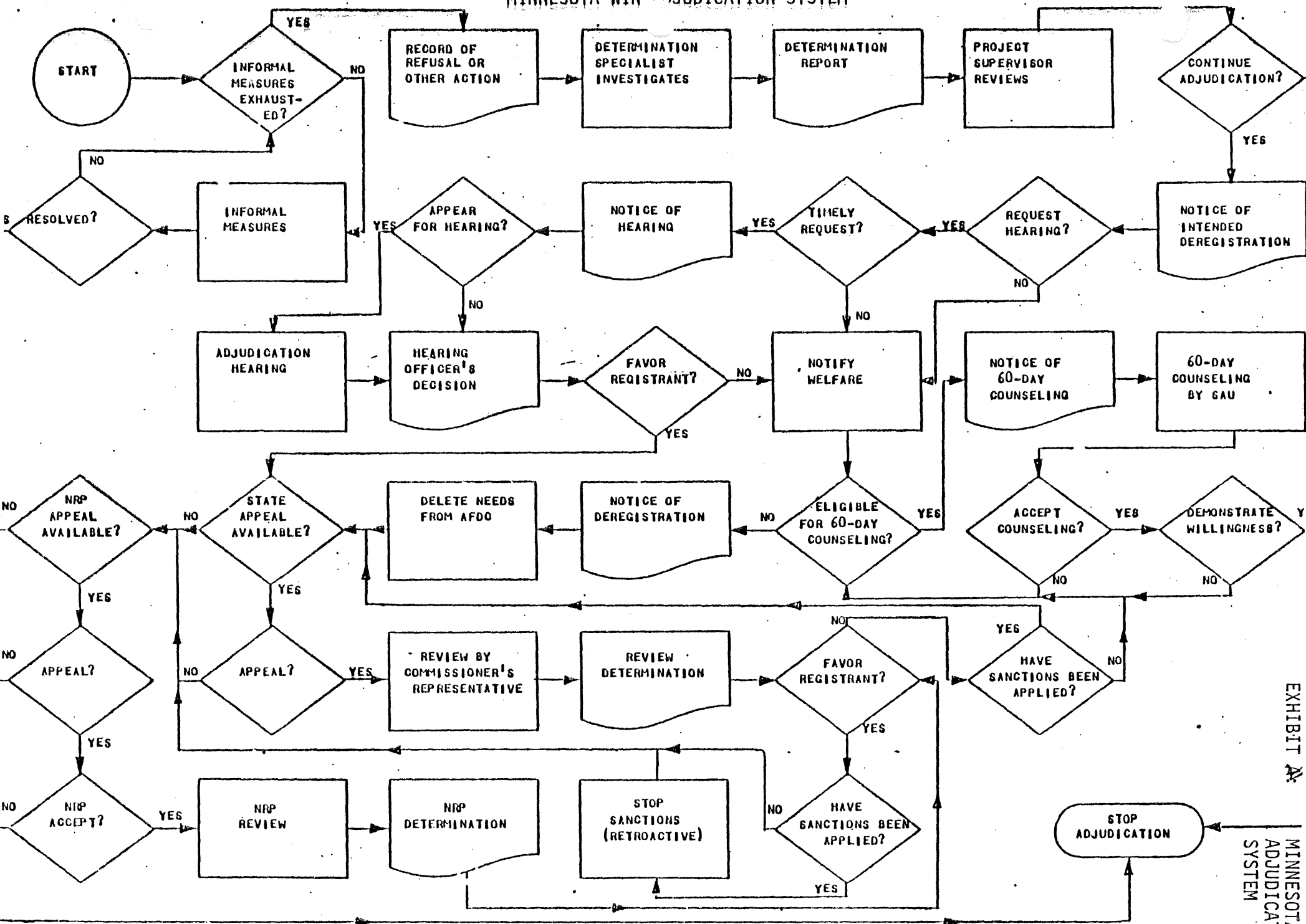
- D. If such individual is the only member of the assistance group, the case will be terminated.

E. If such individual is a member of a nonassistance food stamp household, eligibility for the entire household is terminated.

If an individual registered on a voluntary basis discontinues participation in the WEP Program, he and his family are not subject to the sanctions under this section.

In the event a registrant is referred back to the Income Maintenance Unit (IMU) as having good cause for not continuing on a training plan or a job, the IMU shall promptly restore the assistance payment to the individual or make other necessary payment adjustments.

EXHIBIT A: MINNESOTA WIN
ADJUDICATION
SYSTEM



Section Nine: The WIN Adjudication System

9.1 General: This section covers the WIN adjudication system for dealing with complaints, grievances and sanctionable issues that occur in connection with the WIN program. It also covers 60-day counseling and WIN sanctions. An individual must be registered with WIN, to have access to the adjudication system. Uncertified registrants may not receive 60-day counseling.

9.2 Issues Which May Be Adjudicated

A. Complaints and Grievances

Grievances are written complaints initiated by registrants which do not involve the threat of WIN sanctions. Also included are all disputes involving volunteers. Initially, written complaints are to be handled at the local level, outside the formal WIN adjudication system. An individual who is not satisfied with the disposition of his complaint may file a formal protest which will then be resolved through the formal WIN adjudication system. Such complaints may arise over questions of actions by the sponsor, training, or worksite staff regarding matters of:

1. Alleged discrimination on the grounds of race, religion, color, national origin, sex, or age;
2. Wages or allowances;
3. Hours of work or training;
4. Work or training assignments;
5. Disciplinary action; and/or
6. Any disputes involving volunteers.

B. Processing Grievances

1. Written Grievances. A grievance is to be presented in writing, and filed with the local WIN staff. Every effort should be made to resolve the grievance within the project, at the lowest possible level. The staff member receiving the grievance will explain the grievance procedure to the complainant. The person who receives the grievance must complete the investigation and submit his response to the complainant within 5 working days, whenever possible. The response must include the findings and action to be taken.

2. Formal Protests. If the complainant is dissatisfied with the action taken, he may file a formal protest through the local WIN staff by means of the Request for Hearing (WIN-4). In such cases, matters will be handled through the WIN adjudication system. The filing of a formal protest, however, will not excuse the registrant's non-participation in a WIN component or activity. For those mandatory registrants who are unwilling to continue active participation, WIN staff shall continue to make demands and, if the situation

warrants, will proceed with refusal action, even though a grievance has been initiated. WIN staff shall inform the registrant that all instances of non-compliance will be documented and will be introduced at the hearing. If the grievance involves a registrant who accepted an assignment to an activity under protest, the protest shall be handled in the same manner as if the registrant had, in fact, refused to participate. In such cases, registrants who fail to accept an adverse decision shall have no further recourse to a hearing on the issue.

3. Discrimination Grievances. Grievances involving discrimination on the grounds of race, religion, color, national origin, sex, or age shall be processed according to Equal Opportunity provisions established by DOL at 29 CFR 31, and in compliance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the regulations issued thereunder. The procedure is published in ES Memo, Vol. 30, No. 14, Supplement No. 2.

C. Sanctionable Issues

1. Definition. Sanctionable issues are those for which a registrant may be deregistered from the WIN program. For mandatory registrants, this may result in a reduction or loss of AFDC assistance. For volunteers, the sanction is limited to the deregistration of the individual from the program, and a 90-day or six-month waiting period before they will be allowed to register again. Sanctionable issues include, but are not limited to: failure or refusal without good cause to appear for appraisals or other interviews; failure or refusal without good cause to accept referral to employment, or an offer of employment; and failure or refusal without good cause to accept assignment to WIN components or to otherwise participate in the WIN program.

2. Acceptance of Disputed Assignment without Prejudice. A registrant may accept a WIN work or training assignment under protest without prejudicing his right to formally dispute the assignment. Such disputes, if not resolved after reasonable effort at the local level, will be handled through the WIN adjudication system. A WIN sanction will not result from an adverse adjudication decision if the registrant accedes by continuing in the assignment. If the registrant does not accept the adverse decision of the hearing officer and refuses to continue the assignment, he/she is not entitled to another hearing on the issue, but can institute an appeal from the decision. The adjudication process will continue as if it were a case of refusal to participate initially. In this case, he/she is to be offered 60-day counseling, if eligible. If not eligible, he/she is to be deregistered as the decision of the WIN hearing officer is to be implemented immediately, and shall not be stayed even though an appeal has been initiated. (See part 9.3 E, of this Section). An appeal must be initiated within 10 days following the date on which the hearing officer's decision is mailed. If no appeal is forthcoming, the individual shall be deregistered, unless determined eligible for a single counseling period of up to 60 days.

3. Without Good Cause Refusals

a. Overt Refusal. Overt refusal occurs when a registrant states orally or in writing that he/she will not participate or continue to participate

in WIN prescribed activities or components. Although the initial refusal may be oral, the registrant should be requested to state the refusal in writing. In the event that the registrant refuses to give a written statement, the appropriate WIN project staff member should prepare a complete record of the circumstances and the substance of the individual's refusal statement for immediate inclusion in the individual's registrant folder. If at all possible, an oral refusal should be witnessed by a third party if there is to be no written statement.

b. De Facto Refusal. When one or more of the following, or similar situations occurs, the registrant shall be considered to have refused to participate:

(1) A mandatory WIN registrant who (without good cause) failed or refused to cooperate in or appear for appraisal after notice of two scheduled interviews is a de facto refusal. For the purpose of the WIN hearing system, the registrant will be considered to have refused to participate in a prescribed WIN activity. If, in the judgment of ES staff, the registrant cannot present good cause for the refusal, the project staff will send or present to the registrant the Notice of Intended Deregistration;

(2) A certified registrant fails to appear without good cause for a job referral or interview when the referral is made by ES staff or another agency, and the job meets appropriate work criteria and is consistent with the employability plan;

(3) An individual repeatedly fails to report to work or for ES and/or SAU interviews, appointments, classes, etc., without an acceptable excuse. WIN staff must exercise sound judgment as to what constitutes "repeatedly". In general, it means more than one but not more than five consecutive failures to appear without an acceptable excuse;

(4) A registrant seriously disrupts a WIN activity or the orderly administration of the overall program, or his behavior constitutes a threat or hazard to fellow registrants or WIN staff;

(5) A registrant possesses the required education, experience, or aptitude to perform the assignment but makes no noticeable effort to benefit from the WIN activity. The registrant's performance must be at a level consistently below the normal range of achievement of the individual's fellow WIN registrants. The determining factors would be the WIN staff's best judgment as to whether the individual is performing at or near his actual potential;

(6) The registrant/recipient quits his job without good cause or is fired for cause at any time. The determination as to whether an individual was fired for cause is made by ES based on Unemployment Insurance Service criteria;

(7) An individual refuses to accept suitable child care which precludes participation in WIN. When more than one kind of child care is available to a mandatory registrant, he/she may choose the type, but if only one type is available which meets required standards and is suitable to the needs

of the child, the registrant may not refuse to accept such child care if it is needed for participation;

(8) A registrant refuses without good cause to accept other services, such as transportation, thereby precluding participation in work or training. However, a registrant may not be compelled to accept major medical services even if the refusal of such services precludes further participation.

c. Refusal to Participate with Good Cause. A finding of "good cause" may, among other things, be based on:

- (1) Illness or incapacity;
- (2) Court-required appearance or incarceration;
- (3) Family crises or changed individual or family circumstances;
- (4) Breakdown in transportation arrangements, and no readily accessible alternate means of transportation;
- (5) Inclement weather which prevented the registrant and other persons similarly situated from traveling to, or participating in, the prescribed activity;
- (6) Breakdown in the child care arrangements;
- (7) Lack of any other necessary supportive services, even those not specifically mentioned in the local or State WIN Plan;
- (8) The assignment does not meet appropriate work and training criteria.

4. Attempted Reconciliation. All efforts toward conciliatory resolution of sanctionable issues between ES and the individual must be exhausted prior to the issuance of a Notice of Intended Deregistration (WIN-2, hereinafter referred to as the Notice). If resolution is not achieved within 30 days of the date the individual was apprised of his refusal, ES shall mail the written Notice to the registrant. The conciliation effort may be terminated before the end of the 30-day period if, in the opinion of ES, resolution cannot be achieved in this manner. Thorough documentation of all informal efforts and corresponding dates must be maintained.

5. Refusals - WIN/ES Staff Action

a. When an ES staff member responsible for the activities of a registrant becomes aware of an issue in a dispute related to that registrant, he/she must use every available informal means to effect a conciliatory resolution of the dispute with the individual for a period not to exceed 30 days prior to the issuance of the Notice.

b. These efforts shall, if possible, include a personal interview with the individual to discuss all factors giving rise to the dispute with specific reference to the potential consequences of the issue(s) remaining unresolved, (e.g., deregistration from WIN and a possible reduction in the amount of the grant, if applicable to the dispute). All conciliation efforts must be thoroughly documented.

c. Where the issue remains unresolved, the responsible ES staff member must prepare a Record of Refusal or Other Action (WIN-14) including the dates and circumstances of the issue and the names of the persons involved. The record should include an attached written statement by the registrant, if available, and be submitted to the local Determination Specialist.

d. Upon receipt of the Record of Refusal or Other Action, the local Determination Specialist shall investigate the facts of the case by interviewing the staff member submitting the report, other WIN or welfare staff, the registrant, the employer (if appropriate), and any others who may have knowledge of the case. After investigating the issue, the local Determination Specialist shall prepare a Report of Findings (WIN-15), including a recommendation, for the WIN Project Manager or Area Manager who will decide if adjudication should be continued. This report must include, but need not be limited to, the following:

(1) A chronology of significant activities relative to the individual's participation and the circumstances surrounding the dispute;

(2) Pertinent facts surrounding these activities including the names of the persons involved;

(3) A recommendation to continue or cease the adjudication process.

e. The Report of Findings and all other pertinent case records shall be submitted to the WIN Manager for decision. Other case records shall include the Record of Refusal or Other Action, substantiating documents including statements and letters, and a Notice prepared for the WIN Manager's signature. The WIN Manager may:

(1) Remand the case to the Determination Specialist for further development of the evidence;

(2) Resolve the issue to the registrant's satisfaction. In this situation, the Report of Findings shall be appropriately endorsed and the case returned to the local Determination Specialist with written instructions for resolution of the matter. If the dispute was initiated by the registrant, the WIN project must also inform him/her in writing of the disposition of the matter; or

(3) Continue the proceedings, in which case the Report of Findings shall be appropriately endorsed, the Notice signed and dated, and the case returned to the Determination Specialist for disposition.

6. Notice of Intended Deregistration

a. Definition. The Notice of Intended Deregistration (WIN-2) is a formal notification that the registrant has failed to comply with required WIN activities and is subject to deregistration. It is not required for the deregistration of an individual who:

(1) Has successfully entered employment and is regularly employed;

(2) Is deregistered as exempt; or

(3) Is deregistered because of ineligibility for welfare.

NOTE: Once the Notice has been sent, code '6', "Left Welfare, Other" will not be used as a reason for deregistration, except in the event of the registrant/recipient's death. A registrant is considered to have failed to participate if a hearing was not requested, or if a hearing was held and an adverse decision was rendered. Code '5' will be used in this case. If other situations warrant, Codes '1', '2', and '4' may be used.

b. Content. The Notice shall contain:

(1) An explanation of the reason for the action and the consequence of refusal or failure to cooperate in prescribed activities without good cause;

(2) Notification of the registrant's right to a fair hearing if the individual believes the proposed action is unwarranted, provided the hearing request is filed as prescribed in this section;

(3) Notice that the proposed action will be implemented if the hearing request is not received on time;

(4) Required forms for requesting a hearing and instructions for their completion and filing;

(5) An offer to assist in preparation of a hearing request;

(6) Notice that the registrant may be represented at the hearing by counsel or other authorized representatives of the individual's choice. The registrant may be referred to public legal service attorneys who might handle the case without charge; and

(7) Notice that the individual will be permitted to present at the hearing material evidence and testimony not already in the record, and that such individual or authorized representative will have the opportunity to confront and cross-examine opposing witnesses.

c. Oral Notification. When the written Notice is mailed to the individual ES shall also, if possible, inform the person of the intended action personally or by telephone.

d. After the Notice has been sent, ES staff shall initiate no further contact with the individual. However, if the individual asks for help in requesting a hearing, such help must be given.

D. Disputes Regarding Exemption Determinations and WIN Registration

1. The welfare agency, and not ES, shall provide an opportunity for a hearing in the case where an individual, whether or not he/she has already registered for the WIN program, disputes a determination that he/she is not exempt from WIN. The welfare agency shall also provide an opportunity for a fair hearing to an individual who contests a denial of AFDC benefits when such benefits have been denied because of his/her refusal to register for WIN.

2. If the individual requests a hearing, it will be provided by the State Welfare Agency and follow the procedures described in DFW Income Maintenance Manual Section VII-3600. When the outcome is adverse to an applicant, refusal or failure to register is considered failure to comply with a basic AFDC eligibility requirement and makes the individual ineligible for AFDC benefits.

3. A decision on either exemption or eligibility determination by the welfare hearing officer is binding on both ES and the Welfare agency. WIN staff shall attend the hearing when their testimony is deemed relevant by the welfare agency.

9.3 WIN/ES Hearing Process

A. Scheduling a Hearing

1. Hearing Requests

a. A registrant who is dissatisfied with the disposition of a complaint or grievance is entitled to a hearing on the issue. The individual or his authorized representative may make an oral or written request for a hearing to WIN/ES. If the request is oral, ES shall prepare the required Request for Hearing (WIN-4) on the individual's behalf and obtain the individual's signature on the forms.

b. An individual who believes an intended deregistration action is unwarranted may, within 10 days after mailing of the Notice, request a hearing before a hearing officer. The individual or his authorized representative may make an oral or written request for a hearing to ES. If the request is oral, ES shall prepare the required hearing request forms on the individual's behalf and obtain the individual's signature on the forms, if possible.

c. If the registrant cannot be located after reasonable effort, an oral request shall be considered to be abandoned and further action on the request is to be discontinued.

d. A proper request for a hearing is one that is filed timely, in writing above the signature of the registrant. It is assumed that the date of mailing and the date of presentation will be the same. In the event the dates are different, the date of mailing will be used to determine the time

period for appeal. If the registrant does not appeal or respond within 10 calendar days following the mailing or presentation of the Notice, ES will take one of the following actions:

(1) If the individual is not eligible for 60-day counseling, he shall be deregistered immediately for refusal to participate in WIN.

(2) If the certified registrant has not been offered a 60-day counseling period during the course of his current registration, he is to be offered such a counseling period according to procedures described in Part 9.5A of this Section.

(3) ES will not wait for financial sanctions to be applied by the Welfare agency before deregistering an individual who has been determined to have failed to participate. Deregistration from WIN is the first sanction to be applied after it is determined that 60-day counseling is unsuccessful. Deregistration must be performed before financial sanctions can be applied.

2. Withdrawal of Hearing Request. A registrant or his authorized representative may withdraw the hearing request prior to the hearing. The request for withdrawal must be presented in writing.

3. Notice of Scheduled Hearing. Within 10 days following receipt of a request for a hearing, the Appellate section of ES shall mail a Notice of Hearing to the registrant and all interested parties. The Notice shall indicate the date, time, and place of the hearing and the issues to be considered and decided, and shall include a copy of the hearing procedures. The hearing shall be scheduled no earlier than 10 days nor later than 30 days following the date of the mailing of the hearing notice.

4. Rescheduled Hearing. The hearing officer may reschedule a hearing upon the request of the registrant, an authorized representative, other concerned party, or on his own motion.

B. Hearing Procedures

1. Responsibility for Presentation. ES staff familiar with the case and the issues to be decided, or their legal representatives, shall have primary responsibility for presenting WIN's case before the hearing officer.

2. Examination and Cross-Examination of Witnesses. The registrant or his/her appointed representative, as well as ES and SAU, or their representatives, shall be afforded the opportunity to present, examine, and cross-examine witnesses. The hearing officer may elicit testimony from witnesses but shall not act as an advocate for any party.

3. Recording Testimony. The hearing testimony shall be mechanically recorded, but shall be transcribed only when necessary for review by an appellate body.

4. Availability of the Case Record. Upon request, the case record and

the WIN Handbook or any portion thereof shall be made available for inspection and copying by any party to the hearing prior to, during, and following the hearing.

Special procedures may be used for disclosure of medical and psychological records such as disclosure to a physician designated by the individual.

C. Duties of the Hearing Officer

1. The hearing officer shall:

- a. Administer oaths and affirmations;
 - b. Regulate the course of the hearing;
 - c. Issue subpoenas as authorized by State law;
 - d. Assure that all relevant issues are considered, including the timeliness of the hearing request;
 - e. Rule on the introduction and relevance of new evidence and testimony;
 - f. Receive and enter into the record documentary evidence offered by any party to the hearing and accepted at the hearing. Upon request, copies of such evidence shall be made available to other interested parties;
 - g. Take any other action consistent with due process necessary to ensure an orderly hearing;
 - h. If feasible, resolve the dispute by conciliation at any time prior to the termination of the hearing;
 - i. Review the evidence and make a decision based thereon;
 - j. Prepare a written decision stating the findings of fact and conclusions of law and the reasons therefore, based on the entire record including any evidence and oral testimony provided at the hearing; and
 - k. Within 10 days, mail such written decision to the individual and authorized representative, if any, ES, the SAU, and RCC. Instructions for appealing an adverse decision or recommendation to the Commissioner's representative shall be attached to the copy sent to the individual and the representative, if any.
2. In cases involving novel questions of law and policy, the hearing officer may, within 5 days after issuing the written decision, submit the case for review and decision to the Commissioner's representative.
3. A hearing officer shall not consider the validity or constitutionality of the WIN regulations or the provisions of the Social Security Act upon which they are based.

D. Decisions of the Hearing Officer. The hearing officer may decide:

1. To dismiss the request for a hearing because:

- a. It was filed untimely without good cause;
- b. It has been withdrawn in writing;
- c. The registrant failed to appear at the hearing without good cause; or
- d. Reasonable cause exists to believe that the request has been abandoned or that repeated requests for rescheduling are arbitrary and for the purpose of unduly delaying or avoiding a hearing, in which case ES shall take appropriate action to dispose of the issue, which may include deregistration;

2. That the registrant has failed to appear for appraisal or other interviews without good cause, or has failed or refused to otherwise participate without good cause, and that appropriate deregistration action shall be initiated;

3. That good cause has been shown for failure or refusal to participate and the individual should be retained in the program or exempted;

4. That the registrant was appropriately or inappropriately assigned;

5. Render such other decisions as are appropriate to the issues in question, such as a decision that resolution of the issue is not within the jurisdiction of the hearing officer or of the WIN program.

E. Implementation of a WIN Hearing Officer's Decision. The WIN hearing officer's decision is binding upon ES and the welfare agency, and shall be implemented immediately. An appeal of the decision shall not stay or delay implementation of the decision. The WIN hearing officer's decision can be reversed only through the WIN adjudication system or by the courts.

9.4 WIN Appeals

A. Commissioner's Representative

1. Appeal Procedure

a. Any interested party, whether registrant or sponsor, who disagrees with the WIN hearing officer's decision, may appeal within 10 calendar days of the date the decision was mailed by the hearing officer. The appeal is to be presented by letter or memo to the Commissioner's representative.

b. Upon receipt of a request for review of a hearing officer's decision, the Commissioner's representative shall review the entire hearing record and any additional evidence obtained in connection with its consideration of the appeal.

c. When an appeal is filed, it may be necessary to make a written

transcription of the hearing proceedings. A copy of the written proceedings will be made available upon request to the interested parties.

2. Decision of the Commissioner's Representative

a. Within 30 days following receipt of the request for review, the Commissioner's representative shall prepare a written decision, either affirming or reversing the hearing officer's decision, or remanding the case to a hearing officer for further evidence. The decision of the Commissioner's representative shall state the findings of fact and conclusions of law and the reasons therefore, and shall be accompanied by instructions for appealing a decision to the National Review Panel and the rules under which the NRP considers appeals.

b. The Commissioner's representative shall mail copies of the decision to the registrant, his representative, ES, the SAU, the RCC, the NCC, and the NRP. The RCC shall notify the Regional Solicitor's Office (DOL) and the Regional General Counsel's Office (DHEW) of all such decisions.

3. Consideration of Novel Questions of Law and Policy. The Commissioner's representative may also consider novel questions of law and policy, and may submit the case within 5 days after rendering its decision to the NRP for review and decision.

4. Judicial Review by State Supreme Court

a. In addition to the rights accorded under Federal Law as set forth previously, Minnesota Law at Statute Section 256.736, Subdivision 4, Paragraph 4, provides that WIN registrants shall have the right of review of a decision by the WIN Board of Review in accordance with the provisions of Section 268.10, Subdivision 8, which provides for review on certiorari by the Minnesota Supreme Court. A decision of the WIN Board of Review may be appealed to the Minnesota Supreme Court by writ of certiorari (petition asking Supreme Court to review the case), provided such writ is issued and served upon the Commissioner of the Department of Employment Services within thirty (30) days after the date of mailing of the decision. A writ of certiorari is issued only by the Clerk of the Minnesota Supreme Court and such writ must be secured directly from the Clerk by the registrant or his/her legal representative. An appeal before the Minnesota Supreme Court is prosecuted in accordance with the Minnesota Rules of Civil Appellate Procedure. All costs incurred in prosecuting the matter in the Supreme Court will be the obligation of the registrant.

NOTE: The WIN staff cannot assist the registrant in prosecuting such an appeal; it must be done solely by the participant or his/her legal representative.

5. Further Appeals. Information on further appeals is available from the State WIN Adjudication Specialist.

9.5 Post-Determination Actions

A. Sixty-Day Counseling Period

1. A single counseling period of up to 60 calendar days shall be

provided by the SAU to those certified registrants who have been determined to have refused to participate in the WIN program without good cause, for the purpose of persuading them to participate in WIN. Those registrants who are not certified may not receive 60-day counseling.

2. During the 60-day counseling period, WIN benefits shall cease, although the individual shall not be deregistered from the program as long as he/she accepts counseling. Supportive services may be provided if necessary to enable the registrant to engage in counseling.

3. AFDC benefits shall continue during the counseling period, but where the registrant is a caretaker relative, assistance to his/her family shall be provided in the form of protective or vendor payments by the welfare agency.

4. The 60-day counseling period shall begin on the fifth business day following:

a. The expiration of the prescribed 10-day appeal period for filing a hearing request on a proposed deregistration or the date on which the request for such hearing is dismissed; or

b. The date of the State hearing officer's written decision that the disputant has refused or failed to accept employment or otherwise participate in WIN without good cause; or

c. The date of a decision by the Commissioner's representative or the National Panel which reverses a decision favorable to a WIN registrant.

5. If a period of counseling has been provided to an individual and he/she is not deregistered but is readmitted to the program, and if he/she is subsequently found to have again refused training or employment under WIN without good cause, the SAU shall not provide another counseling period or other services.

6. An eligible registered individual is to be granted one 60-day counseling period during each registration, even if he had such a counseling period during a prior registration.

7. If at any time during the counseling period the certified registrant agrees to comply with program requirements and gives evidence to the SAU and ES staff of willingness to participate during the same registration period, he/she may be accepted into the WIN program upon the concurrence of SAU and ES staff. If such individuals subsequently refuse to participate without good cause, they shall not receive another counseling period.

8. Counseling may be terminated at any time during the 60-day period at the discretion of the SAU when it becomes apparent that the counseling efforts are proving unsuccessful, and the individual should be deregistered. A certified registrant who fails without good cause to appear for two scheduled counseling meetings shall be considered to have terminated the counseling.

B. Notification of the IMU

ES shall notify the IMU within 3 days of: a decision which is adverse to the registrant; the date on which the 60-day counseling period will commence; and the date of deregistration if deregistration occurs. Timely transmittal of this information is necessary for the IMU to fulfill its responsibilities.

C. Sanctions for Refusal to Participate Without Good Cause

1. Congress has specified sanctions concerning AFDC payments for mandatory registrants who refuse without good cause to participate in the program or refuse to accept a bona fide offer of employment in which they are able to engage. These sanctions do not, however, apply to exempt individuals who volunteer for registration.

2. No payment reductions are to be applied while an individual is taking part in the 60-day counseling period. However, in the case of a caretaker relative, assistance will be provided in the form of protective or vendor payments or of foster care.

3. When an individual refuses or terminates counseling (as determined by the SAU) or at the end of the 60-day period, if he/she is still unwilling to participate in WIN or take employment in which he/she is able to engage, the following sanctions will be applied:

a. ES is required to deregister an individual who has been determined to have failed to participate without good cause. This deregistration is to be performed immediately upon notification by the SAU that 60-day counseling has been unsuccessful. The IMU will adjust the individuals' grant upon receipt of the Notice of Deregistration.

b. If the person is a caretaker relative receiving AFDC, his/her needs will not be taken into account in determining the family's need for assistance and assistance in the form of protective or vendor payments or of foster care will be provided;

c. If the person is the only dependent child in the family, assistance for the entire family will be denied;

d. If the person is one of several dependent children in the family, his/her needs will not be taken into account in determining the family's need for assistance.

D. WIN Registration of Previously Deregistered Individuals

1. Any individual who has been deregistered from WIN after having refused to participate without good cause must remain deregistered for 90 consecutive calendar days from the date the grant was adjusted and must indicate to WIN project staff a willingness to participate before he/she may again register for WIN. If the individual applies for AFDC during the 90-day period, his/her application cannot be processed until the expiration of the 90-day period.

2. If an individual who has been reaccepted into the WIN program after having been deregistered for refusal to participate without good cause is subsequently deregistered for refusal to participate without good cause, he/she must wait for a period of six months before he/she may again register for WIN. The individual shall not be reaccepted into WIN unless a written statement is given to WIN project staff of willingness to participate. If the individual applies for AFDC during the six-month period, his/her application cannot be processed until the expiration of the six-month period. The six-month waiting period applies to any subsequent registrations as well.

3. Reacceptance into the WIN program may be denied where the deregistration action was the result of the individual's disruptive behavior or of criminal or other activities which presented a hazard to the staff or to others.

INSTRUCTIONS FOR FORMS USED WITH SECTION IX

When a formal request for a hearing has been initiated, the local WIN Determination Specialist must assemble the records of the case for the State hearing officer. The records must contain, but need not be limited to:

1. The Record of Refusal (WIN-14);
2. The Report of Findings (WIN-15);
3. Other pertinent documents, including statements and letters, case notes, medical evaluations, EP's and 511's.
4. A copy of the Notice of Intended Deregistration (WIN-2); and
5. The original of the Request for Hearing (WIN-4).

The assembled case records and a cover memo must be forwarded to the State WIN Adjudication Specialist within one working day following the expiration of the prescribed 10 day appeal period. The memo must show the date of submission and list the documents submitted. The case will then be delivered to the Appellate Section for scheduling within one working day following receipt of the case. All records submitted to the State WIN Office must be clean and readable copies.

NOTICE OF INTENDED DEREGISTRATION

WIN-2

Initiator: Local Determination Specialist (for signature by WIN Manager).

Necessity of Action: Explain the events necessitating this notice.

Closing: Include the name of local Determination Specialist, and the phone number at which he/she may be reached.

Include the name of the town from which the Notice is mailed.
Include the date of mailing.

Special Instructions: Enclose the Request for Hearing form (WIN-4) and a return envelope. Deliver via certified mail.

TRAINING PROPOSAL

WORK EQUITY PROJECT

TRAINING PROPOSAL

Introduction

The Work Equity Project is a concept which is new to many staff who are currently working in Employment Service offices, CETA Centers, or State and County Welfare Departments. New staff must also become acquainted with the total Project and the individual agencies involved. Interagency linkages and relationships must be developed and emphasized. Program operations and reporting systems need to be developed and explained to all staff. Therefore, during the first sixty days of the Project, an intensive training program will be implemented to lay foundations and establish the basic systems and relationships essential to effective Program operation.

At a minimum, the following training sessions will be conducted:

- Orientation to the Work Equity Project
- CETA, an orientation for non-CETA employees and new staff
- WIN, an orientation for non-WIN employees and new staff
- Functional Program components:

Intake, eligibility determination, referral systems

Orientation and assessment of clients

The Employability Development Plan

Job development, placement, OJT contracting

Community project development and Title VI

Contracting/fiscal management

On the following pages is a summary of the specific training events, potential audience for each, and format and content of the training. Also attached is a proposed timetable for development and delivery of the initial training opportunities to be provided. As the Project is further implemented, additional training and technical assistance will be given as requested by the Project staff. Training evaluations will be a major vehicle for identifying further training needs.

Development of Training

To facilitate effective and rapid delivery of training, and to provide continuous leadership and supervision of the total training effort, a request for training assistance will be issued to potential providers. The request will indicate the following responsibilities to be carried out by the provider selected:

- To develop a complete training plan indicating dates, locations, subject matter, detailed format, and trainers for each event.
- To develop a training team to conduct the Work Equity Project Orientation proposed.
- To select current WIN and CETA staff to conduct the specific Program orientation sessions proposed.
- To identify training leaders for the functional training sessions, utilizing as much as possible staff currently conducting the specific program operations of each specified session.

- To arrange for facilities, equipment, lodging, meals, and other logistics of the training sessions.
- To supervise and/or prepare printed materials to be used in training events.
- To issue on a timely basis notices of scheduled training to the intended audiences and develop registration procedures.
- To develop training evaluations which identify strengths and weaknesses of each session as a guide to improvement, and which provide trainees an opportunity to indicate needs, topics, and content for future training.
- To compile a summary of each training event.

The Technical Assistance and Training staff of the Governor's Manpower Office will prepare the Request for Training Assistance and screen the responses. The TAT staff will continue to serve as a resource to the provider in developing the plan, selecting the trainers, and orienting the provider and trainers to the general Project and training processes.

PROPOSED TRAINING FOR WORK EQUITY PROJECT

TRAINING SUBJECT	INTENDED AUDIENCE	FORMAT AND CONTENT
ORIENTATION TO THE WORK EQUITY PROJECT	Staff from MDES offices, CETA Center staff, BOS, St. Paul CETA staff, County Welfare staff, CETA/WIN/ES Administra- tors, additional new staff.	One-day sessions for not more than 50 persons at each, concurrent or re- peat sessions conducted on a regional basis throughout the State. Content will emphasize basic concept, roles, and relationships of the agencies involved in services.
ORIENTATION TO CETA	Non-CETA staff and new staff. Non-WIN staff and new staff.	One-day sessions conducted on regional basis concu- rently with general orien- tation. Content will out- line basic purposes and services with emphasis on interagency linkages.
INTAKE, REFERRAL AND ELIGIBILITY DETER- MINATION PROCEDURES	Staff from all agencies who will be performing the identified procedures.	One-day sessions with small groups in concurrent ses- sions on each specific sub- ject area, held in 5 separ- ate locations throughout the State. Content will fo- cus on eligibility regula- tions, intake processes in- cluding applications, and referral processes and com- munications, with appropri- ate forms to be used in each activity.

PROPOSED TRAINING FOR WORK EQUITY PROJECT

TRAINING SUBJECT	INTENDED AUDIENCE	FORMAT AND CONTENT
ORIENTATION AND ASSESS- MENT OF CLIENTS (O & A)	Staff who will serve on the O&A team or will con- duct the O&A for clients.	One-day sessions held in St. Paul, and 4 out-State locations. Content demon- strations, followed by small group roleplay and practice sessions with the demonstrators as group leaders.
THE EMPLOYABILITY DE- VELOPMENT PLAN (EDP)	Staff responsible for writing the client EDP.	One-day sessions held in St. Paul, and 4 out-State locations. Following a general presentation of basic EDP development and forms, small groups will hold practice sessions.
JOB PLACEMENT, JOB DEVELOPMENT, OJT CONTRACTING	Job development and place- ment staff TOTAL:	One-day sessions held in St. Paul, and 4 out-State locations. Con- current sessions on specific as- pects will be held with trainees rotating in small groups to each practice session.

PROPOSED TRAINING FOR WORK EQUITY PROJECT

TRAINING SUBJECT	INTENDED AUDIENCE	FORMAT AND CONTENT
COMMUNITY PROJECTS AND TITLE VI	Staff concerned in operating this component of the Project and public officials who may become involved.	One, one-day session in a central location. Content will discuss regulations, potential projects, followed by small group reaction and development.
FISCAL MANAGEMENT AND CONTRACTING	Fiscal and contracting staff from all agencies.	One-day session in a central location. Content will introduce required forms, reporting systems, and regulations.

PROPOSED TIMETABLE

DAY 2	DAY 14	DAY 20	DAYS 21-28	DAYS 29-60	DAYS 60-70
Request for Training Assistance mailed to potential providers.	Proposals screened; provider selected.	Training plan prepared for approval.	Plan implementation: Training sites selected. Orientation teams trained. Trainers/teams functional areas selected. Notices prepared and sent. Evaluations designed. Materials prepared.	Delivery of training as scheduled in approved plan.	Summary of training; preparation of future training plan.

WORK EQUITY BUDGET

WORK EQUITY PROJECT BUDGET

TABLE OF CONTENTS

Budget Explanation

Budget Summary

Minnesota WEP State Summary Staff Costs

WEP Central Detail

Balance of State Detail Summary

Region 7W

Region 8

Region 6W

Region 6E

Region 7E

City of St. Paul Detail

Department of Public Welfare WEP Subgrant

DPW In-kind Contributions

WEP Estimated Participants

Number WEP Registrants

Number WEP Intakes

WEP Participant Matrix Flow

Budget Computation of Client Costs

Non-WEP Resources Available

Operating Assumptions

BUDGET EXPLANATION

The attached schedules show all monies projected for the Work Equity Project over a ten-month phase-in period. Separate detail is provided for staff needs, client costs and subgrant costs. The detailed budget calculations were divided into separate phase-ins for the ten month period. As shown on the submitted budget information summary, most funds are for wages and fringe benefits to clients enrolled in work projects.

Three levels of detail are included in the summaries. The staff budget takes into consideration the date of startup for each location, the staffing needs determined for each location and the resulting equivalent man-years. The man-years are thus converted into costs for personal services and benefits and supporting nonpersonal service categories. The direct client cost budget shows projected registrant loads and subsequent intake numbers. These intake clients are serviced according to the program assumptions and number of slots determined for each component. The unit costs are applied and subsequent totals for each CETA cost category determined. All items detailed on the budget summary as non-WEP sources are supported by computation schedules.

WORK EQUITY BUDGET SUMMARY

10 Month Period Ending September 30, 1978

	<u>Workload</u>	<u>Unit Cost</u>	<u>WEP Total Cost</u>	<u>Non-WEP Contributions</u>	<u>Source</u>	<u>Total Project</u>
Registration	3,947			261,241	WIN	261,241
Intake	3,781			551,625	GA	551,625
Work Equity Svcs.						
Intensive Mpwr.Svs.	4,579	125	572,375			572,375
On-the-Job Trng.	896	840	752,640	752,640	EMP	1,505,280
Classroom Training	76	1,995	151,620			151,620
Community Projects my	628.75	6,496	4,084,360			4,084,360
CETA PSE Referral my	258.75	10,000		2,587,500	PSE	2,587,500
Social, Supportive Svcs.			<u>158,214</u>	<u>360,570</u>	SAU	<u>518,784</u>
Subtotal WEP Services			5,719,209	4,513,576		10,232,785
WEP Staffing						
WEP Central			357,378	926,000	EX	1,283,378
Balance of State			453,143	16,340	WIN	469,483
City of St. Paul			150,850	84,956	WIN	235,806
DPW Subgrant			<u>119,420</u>	<u>1,600</u>	DPW	<u>121,020</u>
Subtotal Staff/Needs			1,080,791	1,028,896		2,109,687
TOTAL PROGRAM			<u>6,800,000</u>	<u>5,542,472</u>		<u>12,342,472</u>

my= equivalent Manpower Years

Source Index:

Footnote	-	Back-up Document
WIN	-	WIN Resources Available
GA	-	General Assistance Contributions
EMP	-	Private Sector Match
PSE	-	CETA PSE Referral Contributions
SAU	-	Potential SAU Contributions
EX	-	Excess Property Available
DPW	-	In-kind Equipment Supplies

ESTIMATED EXPENDITURE PLAN

Project Name: WEP State Summary

Budget Category	1st Qtr. Cum. Accrued Expenditures	2nd Qtr. Cum. Accrued Expenditures	3rd Qtr. Cum. Accrued Expenditures	TOTAL FY 78 Accrued Expenditures
ect Personal Services				599,123
ual Leave Taken				50,388
er Personal Services				52,616
total Personal Services	55,492	243,774	473,925	702,127
ersonal Benefits	9,549	42,164	82,028	121,553
plies				8,549
munications				19,670
vel				16,830
ipment Rental				1,438
ipment Expense				2,023
emises Rent				63,974
emises Expense				6,748
ervices				15,464
er				2,995
Total Nonpersonal Services	9,579	47,011	92,537	137,691
TOTAL	74,620	332,949	648,490	961,371

The WEP State Summary budget is based on a WEP funded staff need of 46.8 positions over a 10 1/2 month period (refer to WEP organizational chart). An average cost per position of \$17,600 which includes personal services and personal benefits applied to these positions. This cost figure plus the estimated required nonpersonal services is based on historical WEP/Employee Services cost reporting. The line items of this expenditure plan correspond exactly with the DOL cost accounting report 61.

ESTIMATED EXPENDITURE PLAN

Project Name: WEP Central

Budget Category	1st Qtr. Cum. Accrued Expenditures	2nd Qtr. Cum. Accrued Expenditures	3rd Qtr. Cum. Accrued Expenditures	TOTAL FY 78 Accrued Expenditures
Direct Personal Services	34,373	91,660	160,406	229,151
Annual Leave Taken	2,977	7,939	13,894	19,849
Other Personal Services	3,217	8,578	15,011	21,444
Total Personal Services	40,567	108,177	189,311	270,444
Personal Benefits	6,953	18,542	32,449	46,356
Supplies	614	1,636	2,863	4,090
Communications	842	2,245	3,929	5,613
Travel	781	2,081	3,643	5,204
Equipment Rental	202	539	922	1,347
Equipment Expense	68	183	319	455
Premises Rent	2,078	5,540	9,695	13,850
Premises Expense	510	1,359	2,378	3,397
Services	855	2,280	3,991	5,701
Other	138	368	641	921
Total Nonpersonal Services	6,068	16,231	28,381	40,578
TOTAL	53,608	142,950	250,141	357,378

The WEP Central budget is based on a WEP funded staff need of 18 positions for a 9 month period (refer to WEP organizational chart). An average cost per position of \$17,600 which includes personal services and personal benefits as applied to these positions. This cost figure plus the estimated required nonpersonal services is based on historical IN/Employment Services cost reporting. The line items of this expenditure plan correspond exactly with the DOL cost accounting report 61.

ESTIMATED EXPENDITURE PLAN

Project Name: Region 7W

Budget Category	1st Qtr. Cum. Accrued Expenditures	2nd Qtr. Cum. Accrued Expenditures	3rd Qtr. Cum. Accrued Expenditures	TOTAL FY 78 Accrued Expenditures
Direct Personal Services	9,551	28,654	47,756	66,859
Annual Leave Taken	796	2,388	3,979	5,571
Other Personal Services	790	2,370	3,949	5,529
Total Personal Services	11,137	33,412	55,684	77,959
Personal Benefits	1,937	5,812	9,686	13,561
Supplies	135	404	673	942
Communications	386	1,158	1,930	2,702
Travel	364	1,093	1,822	2,551
Equipment Rental	2	7	11	16
Equipment Expense	42	126	211	295
Leases Rent	1,380	4,139	6,899	9,658
Leases Expense	124	372	619	867
Services	200	600	1,001	1,401
Other	73	220	367	514
Total Nonpersonal Services	2,706	8,119	13,533	18,946
TOTAL	15,780	47,343	78,903	110,466

The WEP Region 7W budget is based on a WEP funded staff need of 5.2 positions for a 10½ month period (refer to WEP organizational chart). An average cost per position of \$17,600 which includes personal services and personal benefits is applied to these positions. This cost figure plus the estimated required nonpersonal services is based on historical N/employment Services cost reporting. The line items of this expenditure plan correspond exactly with the DOL cost accounting report 61.

ESTIMATED EXPENDITURE PLAN

Project Name: Region 8

Budget Category	1st Qtr. Cum. Accrued Expenditures	2nd Qtr. Cum. Accrued Expenditures	3rd Qtr. Cum. Accrued Expenditures	TOTAL FY 78 Accrued Expenditures
Direct Personal Services	3,248	22,737	42,227	61,716
Annual Leave Taken	271	1,895	3,519	5,143
Other Personal Services	269	1,880	3,492	5,104
Total Personal Services	3,788	26,512	49,238	71,963
Personal Benefits	659	4,612	8,564	12,517
Supplies	39	273	507	741
Communications	112	783	1,455	2,126
Travel	106	739	1,373	2,007
Equipment Rental	1	4	8	12
Equipment Expense	12	85	159	232
Premises Rent	400	2,800	5,200	7,600
Premises Expense	35	251	467	682
Services	58	406	754	1,102
Other	21	150	278	406
Total Nonpersonal Services	785	5,491	10,201	14,908
TOTAL	5,232	36,615	68,003	99,388

The WEP Region 8 budget is based on a WEP funded staff need of 4.8 positions for a 9½ month period (refer to WEP organizational chart). An average cost per position of \$17,600 which includes personal services and personal benefits was applied to these positions. This cost figure plus the estimated required nonpersonal services is based on historical WIN/Employment Services cost reporting. The line items of this expenditure plan correspond exactly with the DOL cost accounting report 61.

ESTIMATED EXPENDITURE PLAN

Project Name: Region 6W

Budget Category	2nd Qtr. Cum. Accrued Expenditures	3rd Qtr. Cum. Accrued Expenditures	TOTAL FY 78 Accrued Expenditures
Direct Personal Services	9,320	20,730	32,139
Annual Leave Taken	777	1,727	2,678
Other Personal Services	771	1,714	2,658
Total Personal Services	10,868	24,171	37,475
Personal Benefits	1,892	4,209	6,525
Supplies	157	349	541
Communications	450	1,000	1,550
Travel	424	944	1,463
Equipment Rental	3	6	9
Equipment Expense	49	109	169
Premises Rent	1,607	3,574	5,541
Premises Expense	144	321	497
Services	233	519	804
Other	86	191	296
Total Nonpersonal Services	3,153	7,013	10,870
TOTAL	15,913	35,393	54,870

The WEP Region 6W budget is based on a WEP funded staff need of 2.5 positions for a 8½ month period (refer to WEP organizational chart). An average cost per position of \$17,600 which includes personal services and personal benefits was applied to these positions. This cost figure plus the estimated required nonpersonal services is based on historical WIN/Employment Services cost reporting. The line items of this expenditure plan correspond exactly with the DOL cost accounting report 61.

ESTIMATED EXPENDITURE PLAN

Project Name: Region 6E

Budget Category	2nd Qtr. Cum. Accrued Expenditures	3rd Qtr. Cum. Accrued Expenditures	TOTAL FY 78 Accrued Expenditures
Direct Personal Services	13,430	37,769	60,430
Annual Leave Taken	1,119	3,147	5,035
Other Personal Services	1,110	3,123	4,997
Total Personal Services	15,659	44,039	70,462
Personal Benefits	2,724	7,661	12,258
Supplies	161	454	726
Communications	462	1,301	2,081
Travel	437	1,228	1,965
Equipment Rental	3	8	12
Equipment Expense	50	142	227
Premises Rent	1,653	4,649	7,439
Premises Expense	148	418	668
Services	240	674	1,079
Other	88	248	396
Total Nonpersonal Services	3,242	9,122	14,593
TOTAL	21,625	60,822	97,313

The WEP Region 6E budget is based on a WEP funded staff need of 4.7 positions for a 8 month period (refer to WEP organizational chart). An average cost per position of \$17,600 which includes personal services and personal benefits was applied to these positions. This cost figure plus the estimated required nonpersonal services is based on historical WIN/Employment Services cost reporting. The line items of this expenditure plan correspond exactly with the DOL cost accounting report 61.

ESTIMATED EXPENDITURE PLAN

Project Name: Region 7E

Budget Category	2nd Qtr. Cum. Accrued Expenditures	3rd Qtr. Cum. Accrued Expenditures	TOTAL FY 78 Accrued Expenditures
Direct Personal Services	11,315	33,944	56,573
Annual Leave Taken	943	2,828	4,714
Other Personal Services	936	2,806	4,678
Total Personal Services	13,194	39,578	65,965
Personal Benefits	2,295	6,885	11,475
Supplies	136	408	680
Communications	390	1,169	1,949
Travel	368	1,104	1,840
Equipment Rental	2	7	11
Equipment Expense	43	128	213
Premises Rent	1,393	4,180	6,967
Premises Expense	125	375	625
Services	202	606	1,010
Other	74	223	371
Total Nonpersonal Services	2,733	8,200	13,666
TOTAL	18,222	54,663	91,106

The WEP Region 7E budget is based on a WEP funded staff need of 4.4 positions for a 7½ month period (refer to WEP organizational chart). An average cost per position of \$17,600 which includes personal services and personal benefits was applied to these positions. This cost figure plus the estimated required nonpersonal services is based on historical WIN/Employment Services cost reporting. The line items of this expenditure plan correspond exactly with the DOL cost accounting report 61.

ESTIMATED EXPENDITURE PLAN

Project Name: City of St. Paul

Budget Category	2nd Qtr. Cum. Accrued Expenditures	3rd Qtr. Cum. Accrued Expenditures	TOTAL FY 78 Accrued Expenditures
Direct Personal Services	30,751	61,502	92,255
Annual Leave Taken	2,466	4,932	7,398
Other Personal Services	2,735	5,470	8,206
Total Personal Services	35,952	71,904	107,859
Personal Benefits	6,287	12,574	18,861
Supplies	276	552	829
Communications	1,216	2,432	3,649
Travel	600	1,200	1,800
Equipment Rental	10	20	31
Equipment Expense	144	288	432
Premises Rent	4,306	8,612	12,919
Premises Expense	4	8	12
Services	1,456	2,912	4,367
Other	30	60	91
Total Nonpersonal Services	8,042	16,084	24,130
TOTAL	50,281	100,562	150,850

The WEP City of St. Paul budget is based on a WEP funded staff need of 7.2 positions for a 9 month period (refer to WEP organizational chart). An average cost per position of \$17,600 which includes personal services and personal benefits was applied to these positions. This cost figure plus the estimated required nonpersonal services is based on historical WIN/Employment Services cost reporting. The line items of this expenditure plan correspond exactly with the DOL cost accounting report 61.

DEPARTMENT OF PUBLIC WELFARE SUBGRANT
REVISED SUMMARY BUDGET

STAFF

Total Salaries, Fringe, Indirect	\$ 92,600	
Travel (Unit as a Whole)	13,820	
Instate	\$ 9502	
Out-of-State	4318	
Total Staff-Related Costs		\$ 106,420
Rules, Public Hearings	10,000	
Other	3,000	
Printing	\$ 1000	
Data Process-		
ing	2000	
Total Non-Staff Related Costs		13,000

TOTAL BUDGET REQUIRED	\$ 119,420

DPW IN-KIND CONTRIBUTIONS TO WEP

Office rental per year	\$1000	
Supplies per year	600	
Total in-kind contributions		\$ 1,600

ESTIMATED WEP PARTICIPANTS
(Graph Explanation)

This graph provides detail on the number of AFDC and general assistance clients to be included each month in each designated area. The statistics used are from the Department of Public Welfare (DPW) and are derived from different sources for General Assistance (G.A.) and Aid to Families with Dependent Children (AFDC).

G.A. figures are drawn from a survey taken by DPW of WEP target area counties in February, 1977, encompassing all then-current employable General Assistance recipients. Recipients included in the survey were designated by the county as either "new" (that is, application for assistance was made in that month), or "ongoing" and the figures were then regionalized. Typical caseload fluctuations also were applied in order to obtain a more reliable prediction.

AFDC projections include anticipated mandatory and voluntary registrants, based on existing county and caseload statistics from December, 1976, WIN quarterly reports and AFDC caseload statistics from July - September, 1976, which then were considered in conjunction with DPW's computerized prediction of increase or decrease due to economic factors, geographical area, etc. These figures were also regionalized for the data on the graph.

WEP will not provide services to ongoing WIN clients. The only two areas initially in WEP where WIN currently operates are Region 7W and the City of St. Paul. In these two locations, only newly eligible AFDC clients will initially be in the project. On the other hand, Regions 6E, 6W, 7E and 8 are currently non-WIN areas. In these locations WEP, in addition to serving newly eligible AFDC recipients, will

provide services to those ongoing clients who would have been eligible for WIN had the related program been available.

The rationale for not initially including any ongoing WIN clients is two-fold. First, it will maintain the continuity of commitments and services to these individuals, which could otherwise disrupt the agreed upon WIN employability plan. Second, with only "new" clients, there will be a better track in which to measure the success of WEP treatment. The on-board group which will be initially excluded is approximately 265 individuals. They will continue to receive WIN services. It is anticipated that this caseload should become considerably smaller as natural attrition occurs.

In those areas designated as non-WIN, WEP will service both new and ongoing AFDC recipients. The only other category of recipients not to be served during the initial phases is that of general assistance recipients in St. Paul. This omission is due largely to budget constraints, and a large St. Paul caseload (8,326 employables including new and ongoing for the January-September 1978 estimates), and a desire to offer services to B. O. S. areas. In B. O. S. counties, both new and ongoing G. A. recipients will be included in WEP, thus eliminating duplication of services that would exist if counties were required to maintain their G. A. work programs.

The chart also shows the month that WEP phase-in will occur in each area. September, 1978, will be the last month of operation under the current budget proposal.

ESTIMATED WEP PARTICIPANTS

AREA	PROGRAM	WEP BUDGET PERIOD										SUB TOTAL	G.A. TOTAL	AFDC TOTAL	AREA TOTAL
		DATE DEC. '77	JAN. '78	FEB.	MAR.	APR.	MAY	JUN	JUL	AUG	SEP				
Region 7W	General Assistance												267	195	
	-New	20	21	22	23	23	21	20	21	20	20	211			
	-Ongoing	12	11	11	11	11	--	--	--	--	--	56			
	A.F.D.C.														
	-New	20	20	20	20	20	19	19	19	19	19	195			
	-Ongoing	--	--	--	--	--	--	--	--	--	--	0			
	TOTAL	52	52	53	54	54	40	39	40	39	39				462
City of St. Paul	General Assistance												0	1590	
	-New	--	--	--	--	--	--	--	--	--	--	0			
	-Ongoing	--	--	--	--	--	--	--	--	--	--	0			
	A.F.D.C.														
	-New	--	94	187	187	187	187	187	187	187	187	1590			
	-Ongoing	--	--	--	--	--	--	--	--	--	--	--			
	TOTAL	--	94	187	187	187	187	187	187	187	187				1590
Region 8	General Assistance												291	195	
	-New	--	21	21	22	21	20	20	20	20	20	185			
	-Ongoing	--	22	21	21	21	21	--	--	--	--	106			
	A.F.D.C.														
	-New	--	11	12	11	11	10	12	11	11	11	100			
	-Ongoing	--	19	19	19	19	19	--	--	--	--	95			
	TOTAL	--	73	73	73	72	70	32	31	31	31				486
Region 6W	General Assistance												87	140	
	-New	--	--	7	7	7	7	6	6	6	6	52			
	-Ongoing	--	--	7	7	7	7	7	--	--	--	35			
	A.F.D.C.														
	-New	--	--	4	6	5	4	5	5	6	5	40			
	-Ongoing	--	--	20	20	20	20	20	--	--	--	100			
	TOTAL	--	--	38	40	39	38	38	11	12	11				227

ESTIMATED WEP PARTICIPANTS

AREA	PROGRAM	DATE DEC. '77	WEP BUDGET PERIOD									SUB TOTAL	G.A. TOTAL	AFDC TOTAL	AREA TOTAL
			JAN. '78	FEB.	MAR.	APR.	MAY	JUN	JUL	AUG	SEP				
Region 6E	General Assistance												324	246	
	-New	--	--	17	35	35	33	31	32	33	33	249			
	-Ongoing	--	--	15	15	15	15	15	--	--	--	75			
	A.F.D.C.														
	-New	--	--	11	11	10	10	10	9	9	10	80			
	-Ongoing	--	--	34	33	33	33	33	--	--	--	166			
	TOTAL	--	--	77	94	93	91	89	41	42	43				570
Region 7E	General Assistance												189	423	
	-New	--	--	--	19	19	18	17	18	18	18	127			
	-Ongoing	--	--	--	13	13	12	12	12	--	--	62			
	A.F.D.C.														
	-New	--	--	--	23	23	22	21	21	20	20	150			
	-Ongoing	--	--	--	55	55	55	54	54	--	--	273			
	TOTAL	--	--	--	110	110	107	104	105	38	38				612

TOTAL SERVED3947

(See attached narrative for explanation)

ESTIMATED WEP PARTICIPANTS

-Client Referral-

77

78

	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	TOTAL	
Balance of State												
GA	32	75	121	173	172	154	128	109	97	97	1,158	
AFDC	20	50	120	198	196	192	174	119	65	65	1,199	
City of St. Paul												
AFDC	94	187	187	187	187	187	187	187	187	187	<u>1,590</u>	
TOTAL	52	219	428	558	555	533	489	415	349	349	3,947	
-Client Intake-												
	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	TOTAL	
Balance of State												
GA	32	75	121	173	72	154	128	109	97	97	1,158	
AFDC	19	47	113	186	184	180	164	112	61	61	1,127	
City of St. Paul												
AFDC	88	176	176	176	176	176	176	176	176	176	<u>1,496</u>	
TOTAL	51	210	410	535	532	510	468	397	334	334	3,781	

WEP PARTICIPANT MATRIX FLOW

Percentage of Client Per WEP Activity

	Basic 28 Week Cycle								
	Intake Cycle				Recycle Period				
	2 weeks	4 weeks	4 weeks	4 weeks	2 weeks	4 weeks	4 weeks	4 weeks	Final
Intake Group 100%(1)									
Intensified Manpower Services	95%				26.1%				
On the Job Training		23.7%	23.7%	23.7%					
Community Projects		52.3%	47.1%	36.6%		23.5%	21.1%	19.0%	
EDP	5%				2.6%				
Classroom Training		2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	
Subtotal	100%	78.0%	72.8%	62.3%	30.7%	25.5%	23.1%	21.0%	
CETA PSE Referred		11.4%	11.4%	11.4%	8.0%	8.0%	8.0%	8.0%	
Indirect Placements									
From Intake/IMS		7.6%	7.6%	7.6%	7.6%	7.6%	7.6%	7.6%	7.6%
From CWP			5.2%	15.7%	23.6%	28.8%	31.2%	33.3%	35.1%
From OJT					23.7%	23.7%	23.7%	23.7%	23.7%
From PSE					3.4%	3.4%	3.4%	3.4%	3.4%
Holding/PSE on going									25.0%
Other		3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	4.0%
TOTAL	100%	100%	100%	100%	100%	100%	100%	100%	100%

(1) Intake group consists of 100% General Assistance employables
94% AFDC mandatories/volunteers

BUDGET COMPUTATIONS

CLIENT COSTS

INTAKE WORKLOAD-COMPONENT BREAKDOWN

Registrants	AFDC	GA	TOTAL
City of St. Paul	1,590	-	1,590
Balance of State	<u>1,199</u>	<u>1,158</u>	<u>2,357</u>
TOTAL	2,789	1,158	3,947
Intake	2,623	1,158	<u>3,781</u>

- INTENSIFIED MANPOWER SERVICES -

From Intake Cycle	3,592 slots (95%)
From Recycle	<u>987 slots (26.1%)</u>

TOTAL	4,579

Unit Costs: Wage @ 110.40	\$505,522
Fringe @ 14.60	<u>66,853</u>

TOTAL	<u>\$572,375</u>

- ON-THE-JOB TRAINING -

From Intake Cycle	896 slots (23.7%)

Unit cost \$840/contract	\$752,640
Training costs TOTAL	<u>\$752,640</u>

- ORIENTATION, CLASSROOM TRAINING -

From Intake Cycle 76 slots (2%)

Unit Costs:	Allowances	\$1,656	\$125,856
	Training	339	<u>25,764</u>

TOTAL COMPONENT	<u>\$151,620</u>

- COMMUNITY WORKS PROJECTS -

The decreasing workload assumption used for community projects dictates a conversion to equivalent manyears in order to compute a budget line item. This conversion is as follows:

Activity Month	Slots/Activity Month	Indirect Place- ments/Month	Referred EDP	Holding
1	1977	(196)		
2	1781	(397)		
3	1384	(397)	(99)	
4	888	(91)		
5	797	(79)		
6	718			613
 TOTAL	 7545 client months 628.75 man-years			

	Three Months	Equivalent Year
Average cost/client	Wage: \$1,440	\$4,760
	Fringe: 184	736
 TOTAL	 \$1,624	 \$6,496
 COMMUNITY PROJECTS TOTAL	 Wage: \$3,621,600	
	Fringe: <u>462,760</u>	
 TOTAL	 <u>\$4,084,360</u>	

NON-WEP RESOURCES

WIN Resources Available Requirements for WIN Money Expenditures and WIN Goals to be Achieved

The attached tables of WIN money and staff to be diverted to WEP are based on the following assumptions and WIN experience.

Assumptions

1. Starting dates have been adjusted to the phase-in schedule.
2. Numbers of registrants who leave WIN will continue to be approximately the same as in past years.
3. FY 78 money requested for WIN in Minnesota will be approved.
4. WIN money will be used for AFDC clients only and will be accounted for separate from total WEP funding.
5. AFDC registrants in WEP will meet goals required for WIN funding.
 - A. 37.1% Enter Employment
NOTE: (Registrants can be counted only once during a given fiscal year. An individual who enters permanent employment, is not deregistered, becomes unemployed, and becomes active again is not counted as a new registrant, and if placed again during the same fiscal year is not counted as a placement.)
 - B. 85% Entering Employment Retain Employment for 30 Days.
 - C. 37% of WIN Federal money must be spent on OJT and PSE. Because of the need to identify WIN expenditures, the fact that there will be no WEP PSE, and WEP funding is to be used primarily for Work Experience, it might be wise to earmark diverted WIN funds for OJT. This would simplify the accounting, maintain WIN goal as a base for subsequent funding, and allow more of WEP funds to be expended in line with Federal recommendations.
 - D. \$658 Annualized Welfare Grant Reduction for Each Registrant. Total \$1,583,806 (37.1% of Money Converted to Welfare Savings Annualized).

Other Reportable Items

Entered employment from Labor Market Exposure.
Employed, off AFDC as percent of total entered employment.

NON-WEP RESOURCES

WIN Experience

1. Numbers of registrants remaining in WIN do not include working registrants.
Decreases in numbers are based on experience.
2. Working registrants who lose jobs or request assistance in finding other employment are not counted as new registrants. This number is about equal to the number entering employment each month. No additional workload figures result from this recycling, but it must be considered in staffing and funding because time and money are required to provide services to these registrants.

WIN RESOURCE CALCULATION

The sheets attached show the calculated impact on the WIN regions where the Work Equity Program will become operational.

<u>Region</u>	<u>Location</u>	<u>WEP Month Operational</u>
7W	St. Cloud	December
City	St. Paul	January

Based on the phase-in schedule, the present WIN monies and payments will be diverted to WEP in the following summarized manner:

	Administrative	Registrant	Total
St. Cloud	\$ 16,340	\$ 56,540	\$ 72,880
St. Paul	<u>84,956</u>	<u>204,701</u>	<u>289,657</u>
	<u>\$ 101,296</u>	<u>\$261,241</u>	<u>\$362,537</u>

NON-WEP RESOURCES

DOCUMENTATION FOR GENERAL ASSISTANCE

AVERAGE LENGTH PER CLIENT FOR WORK EQUITY PARTICIPATION

Based on the operating assumptions and subsequently established client matrix flow, the following table is developed to compute the average length of participation.

<u>WEP Cycle</u>	<u>Number of Clients Active ^{1/}</u>	<u>Total Client Weeks (100 clients)</u>
2 weeks	100	200.0
4 weeks	78	312.0
4 weeks	72.8	291.2
4 weeks	62.3	249.2
2 weeks	28.7	57.4
4 weeks	25.5	102.0
4 weeks	23.1	92.4
4 weeks	21.1	84.4
		<u>1,388.6</u>

1,388.6 client weeks/100 clients or 13.9 weeks average participation per client.

Average monthly grant	\$147.59	Weekly =	\$34.32
Average component duration			13.88
GA allowance for duration			476.36
Total Est. GA registrants			1,158
Total GA available for WEP			\$551,625

^{1/}Number of clients active in the WEP funded components of Intensive Manpower Services, OJT, Community Projects, EDP and Classroom Training.

NON-WEP RESOURCES

CETA PSE REFERRAL CONTRIBUTION

The assumption for referrals to CETA PSE would contribute to WEP resources the following amounts:

Referral rate: 11.4%
Placement after 3 months: 25%
Average participation: 9 months

<u>Month</u>	<u>Slots</u>	Indirect Placement
1	431	
2	431	
3	431	(129)
4	302	
5	302	
6	302	
7	302	
8	302	
9	<u>302</u>	
	3105 activity months	
	258.75 equivalent man-years	

Unit cost contribution: \$10,000.00

Total PSE contribution: \$2,587,500

Based on current CETA Balance of State MIS statistics.

NON-WEP RESOURCE
POTENTIAL WIN/SAU CONTRIBUTION

WIN/SAU funds
Available for WEP

Number - AFDC (2 sites)	1,785
Average WIN SAU cost per new registrant	\$ 202

TOTAL SAU WIN Allowance for WEP	\$360,570

EXCESS EQUIPMENT AVAILABLE

State and Local Supplemental Funds

I. Excess Property Available for Use

AVTI's	\$507,000

CAP's	6,660

CETA Centers	<u>46,400</u>

	\$560,000

II. State and Local Equipment

State equipment to be used by WEP	\$130,000

Local donation of material and equipment	<u>236,000</u>

	\$366,000

Expiration Date 9/30/77	
U.S. DEPARTMENT OF LABOR • Employment and Training Administration GRANT SIGNATURE SHEET COMPREHENSIVE EMPLOYMENT AND TRAINING PROGRAM	GRANT NUMBER 27-7064-37
MODIFICATION NUMBER 004	
GRANTOR U.S. Department of Labor Employment and Training Administration 230 South Dearborn Street Chicago, Illinois 60604	GRANTEE Minnesota Governor's Manpower Office 690 American Center Building 150 East Kellogg Boulevard St. Paul, Minnesota 55101

This grant is entered into by the United States of America, Department of Labor, Employment and Training Administration, hereinafter referred to as Grantor and (Name of Prime Sponsor) Mn. Governor's Manpower Office hereinafter referred to as Grantee. The Grantee agrees to operate a Comprehensive Employment and Training Program in accordance with the provisions of this agreement, including the Comprehensive Manpower Plan and such general and special assurances as are included herein.

A. GRANT PERIOD

This Grant agreement covers the period (Date) from November 15, 1976 to September 30, 1978

B. OBLIGATION

This action ☒ increases ☐ decreases ☐ does not change the federal obligation for this grant by
 (this action) \$ 6,800,000 to (new level) \$ 6,981,000

C. TITLE AND FISCAL YEAR

TITLE	FISCAL YEAR			TOTAL
	(a) 1977	(b) 1978	(c)	
TITLE I				
Base				
Incentive				
Discretionary				
TITLE II				
Base				
Discretionary				
TITLE III				
Indians				
Migrant				
Other	181,000	6,800,000		6,981,000
TITLE IV				
Base				
Discretionary				
TOTAL	181,000	6,800,000		6,981,000

D. GRANT ALLOTMENT

\$ 6,981,000 (This is the announced allotment which is subject to availability of funds and does not constitute a federal obligation.)

E. This modification request will result in ☒ a modification to the grant agreement, and/or
☐ a substantive change to the Comprehensive Manpower Plan.

APPROVED FOR THE GRANTOR BY		APPROVED FOR THE GRANTEE BY	
NAME		NAME	
TITLE		TITLE	
SIGNATURE	DATE	SIGNATURE	DATE

SECTION I - APPLICANT/RECIPIENT DATA

SECTION II - CERTIFICATION

SECTION III - FEDERAL AGENCY ACTION

FEDERAL ASSISTANCE

1. TYPE OF ACTION ☐ PREAPPLICATION ☒ APPLICATION
(Mark appropriate box)
☐ NOTIFICATION OF INTENT (Cpl)
☐ REPORT OF FEDERAL ACTION

2. APPLICANT'S APPLICATION

Leave Blank

3. NUMBER WEP-2

b. DATE 12 77 9 9

3. STATE APPLICATION IDENTIFIER

a. NUMBER 7407-1601

b. DATE Year month day
ASSIGNED 19 77 9 9

4. LEGAL APPLICANT/RECIPIENT

a. Applicant Name : State of Minnesota
b. Organization Unit : Department of Economic Security
c. Street/P.O. Box : 150 East Kellogg Boulevard
d. City : St. Paul a. County : Ramsey
f. State : Minnesota g. ZIP Code: 55101
h. Contact Person (Name & telephone No.) : Frank J. Pucci (612)296-1148

5. FEDERAL EMPLOYEE IDENTIFICATION NO.
41-600007-162

6. GPO. GPM (From Federal Catalog)

a. NUMBER
b. TITLE none (pilot program)

7. TITLE AND DESCRIPTION OF APPLICANT'S PROJECT

Work Equity Demonstration Project
Purpose: To test the feasibility of supplying meaningful, challenging, and long-term employment to those members who now receive AFDC grants, GA grants and food stamps. Funded by CETA Title III and WIN.

8. TYPE OF APPLICANT/RECIPIENT

A-State H-Community Action Agency
B-Interstate I-Higher Educational Institution
C-Substate J-Indian Tribe
D-District K-Other (Specify):
E-County
F-School District
G-Special Purpose District

Enter appropriate letter ☒ A

9. TYPE OF ASSISTANCE

A-Basic Grant D-Insurance
B-Supplemental Grant E-Other
C-Loan

Enter appropriate letter(s) ☒ E

10. AREA OF PROJECT IMPACT (Name of cities, counties, states, etc.)
St. Paul and 46 Southern Minnesota counties (see attachment)

11. ESTIMATED NUMBER OF PERSONS BENEFITING
3,900

12. TYPE OF APPLICATION

A-New C-Revision E-Augmentation
B-Renewal D-Continuation

Enter appropriate letter ☒ D

13. PROPOSED FUNDING

a. FEDERAL \$ 6,800,000 .00
b. APPLICANT .00
c. STATE .00
d. LOCAL .00
e. OTHER .00
f. TOTAL \$ 6,800,000 .00

14. CONGRESSIONAL DISTRICTS OF:

a. APPLICANT

b. PROJECT several

15. PROJECT START DATE Year month day
19 77 10 1

17. PROJECT DURATION 16 Months

18. ESTIMATED DATE TO BE SUBMITTED TO FEDERAL AGENCY Year month day
19 77 9 9

15. TYPE OF CHANGE (For 12a or 12b)

A-Increase Dollars F-Other (Specify):
B-Decrease Dollars
C-Increase Duration
D-Decrease Duration
E-Cancellation

Enter appropriate letter(s) ☒ A ☒ C

19. EXISTING FEDERAL IDENTIFICATION NUMBER

NA

20. FEDERAL AGENCY TO RECEIVE REQUEST (Name, City, State, ZIP code)

U.S. Dept. of Labor, Employment & Training Adm., Chicago, Ill.

21. REMARKS ADDED

☒ Yes ☐ No

22. THE APPLICANT CERTIFIES THAT:

a. To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurance if the assistance is approved.

b. If required by CMS Circular A-95 this application was submitted, pursuant to instructions therein, to appropriate clearinghouses and all responses are attached:

(1)
(2)
(3)

No response attached

☐
☐
☐

23. CERTIFYING REPRESENTATIVE

a. TYPED NAME AND TITLE
Michael C. O'Donnell
Dept. of Economic Security

b. SIGNATURE

c. DATE SIGNED Year month day
19

24. AGENCY NAME

25. APPLICATION RECEIVED Year month day
19

26. ORGANIZATIONAL UNIT

27. ADMINISTRATIVE OFFICE

28. FEDERAL APPLICATION IDENTIFICATION

29. ADDRESS

30. FEDERAL GRANT IDENTIFICATION

31. ACTION TAKEN

☐ a. AWARDED
☐ b. REJECTED
☐ c. RETURNED FOR AMENDMENT
☐ d. DEFERRED
☐ e. WITHDRAWN

32. FUNDING

a. FEDERAL \$.00
b. APPLICANT .00
c. STATE .00
d. LOCAL .00
e. OTHER .00
f. TOTAL \$.00

33. ACTION DATE Year month day
19

35. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)

34. STARTING DATE Year month day
19

36. ENDING DATE Year month day
19

37. REMARKS ADDED

☐ Yes ☐ No

38. FEDERAL AGENCY A-95 ACTION

a. In taking above action, any comments received from clearinghouses were considered. If agency response is due under provisions of Part 1, CMS Circular A-95, it has been or is being made.

b. FEDERAL AGENCY A-95 OFFICIAL (Name and telephone no.)

WORK EQUITY OPERATIONAL ASSUMPTIONS

CLIENT FLOW

I. Eligibility Determination/Referral/Intake

- A. 100 percent of General Assistance employables will be actively involved in the program.
- B. 94 percent of AFDC mandatories will be actively involved in the program. The other 6 percent will be working more than 30 hours per week at the time of registration.

II. Occupational Assessment and Social Service Needs

- A. 2 percent of active participants (incoming per month) will have resolvable barriers and be referred to EDP.
- B. 3 percent of active participants (incoming per month) will have unresolvable physical or emotional barriers and be referred to EDP.

III. Intensive Manpower Services

- A. 95 percent of all active participants (incoming per month) will go through intensive manpower services.
 - 1. Of this, 8 percent will be indirect placements.
 - 2. Of this, 25 percent will be referred to OJT.
 - 3. Of this, 55 percent will be referred to CWP.
 - 4. Of this, 12 percent will be referred to CETA Title VI.

IV. Placements (components)

- A. CWP - 10 percent will be placed into jobs the first month of operation. Every month thereafter, 20 percent of this incoming group will be placed.
- B. OJT - There will be 0 percent placements the first - third months. As of the fourth month, we will place 25 percent of those referred into private sector employment.
- C. Title VI - 0 percent placed the first three months. As of the fourth month, 30 percent of those referred will be placed.

V. Restarting

A. Community Work Projects

1. 5 percent of all those individuals initially referred to community work projects will be directed to EDP after Intensified Manpower Search.
2. 31 percent of all those individuals initially referred to CWP will be unsuccessful after approximately 28 weeks. These individuals will either be placed in a "holding" component or, if we have sufficient funds, will be placed in full-time work projects.

B. Initial Assessment and Intensified Manpower Services

1. Those registrants not placed in unsubsidized employment after a maximum period of two weeks in IMS and 12 weeks in CWP will be reassigned to another two weeks of IMS and either be reassessed to EDP or another 12 weeks of CWP. This comes to a total of 28 weeks for the entire cycle.

WORK EQUITY PROGRAM
OPERATING ASSUMPTIONS

UNIT COST BUDGET

I. Intake - Intensive Manpower Services Average time period - 6 days

48 hours
x 2.30
\$110.40

\$110.40 for average length
of stay

Unemployment Compensation @ 4.55%
Workmen's Compensation 2.83%
FICA 5.85%

Total fringes 13.23% \$ 14.60

Wages per person \$110.40
Fringe benefits (13.23%) 14.60

\$125.00 per person for 6 days

II. Community Jobs Project - 12 weeks

Average wage per hour - \$3.00 - 160 hours per month

\$1,440 per client (3 months - 480 hours per component)

+ 184 (fringe benefits)

\$1,624 per client for component

III. OJT Contract @ \$3.50 per hour/WEP pays half

480 hours per component
x 3.50

\$1,680.00 per client

\$1,680 per OJT (12 weeks)

\$ 840 WEP share

IV. Title VI = \$833 per month from CETA per client.

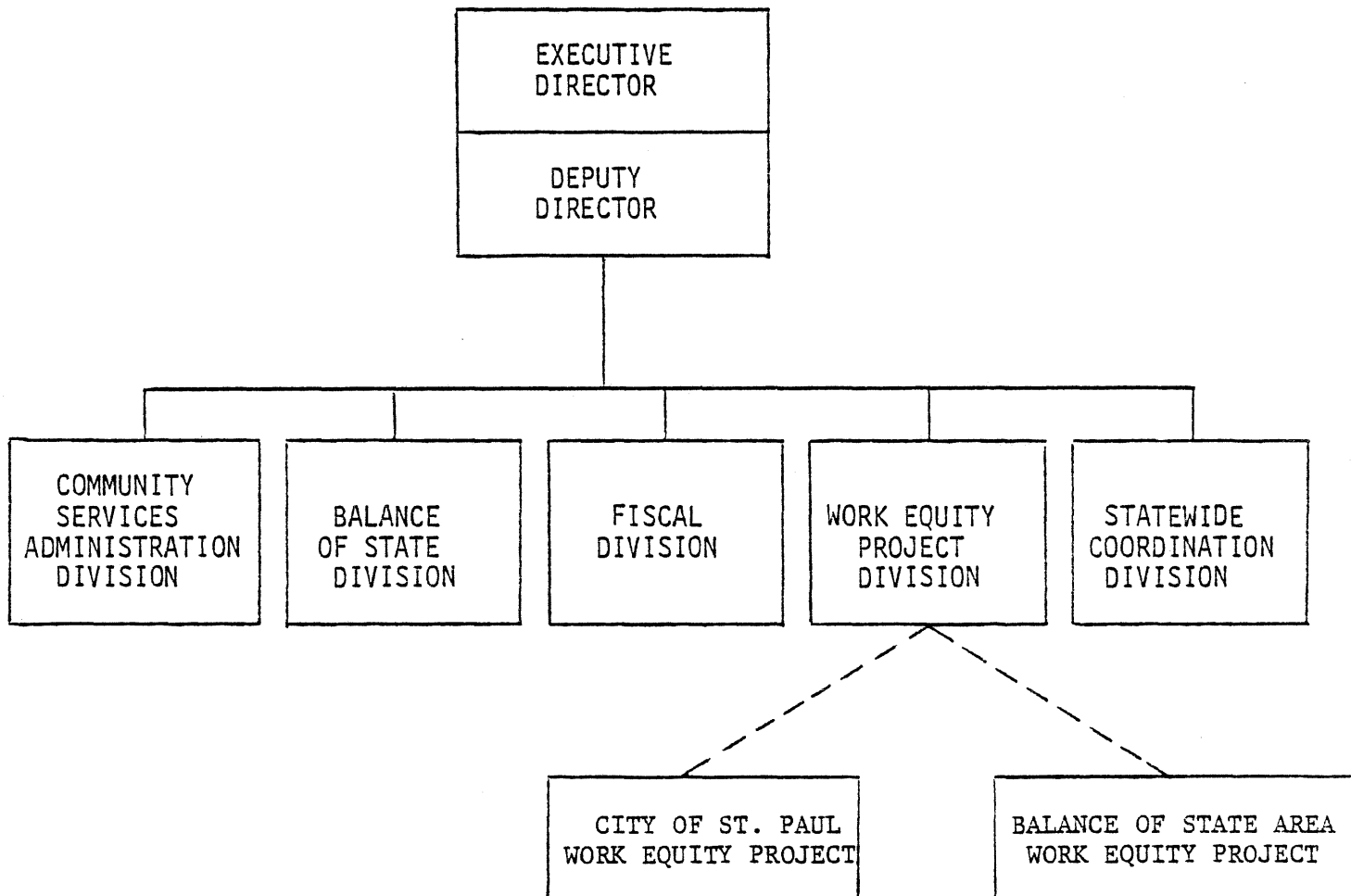
V. Classroom Training - 6 months

\$264	tuition payments
+75	books, fees
<u>\$339</u>	total per client
30	hours per week
<u>x2.30</u>	
\$69.00	per week
<u>x24</u>	
\$1,656	per client 6 months allowance
+ 339	tuition, books, fees
<u>\$1,995</u>	Total cost per client
	for Classroom Training

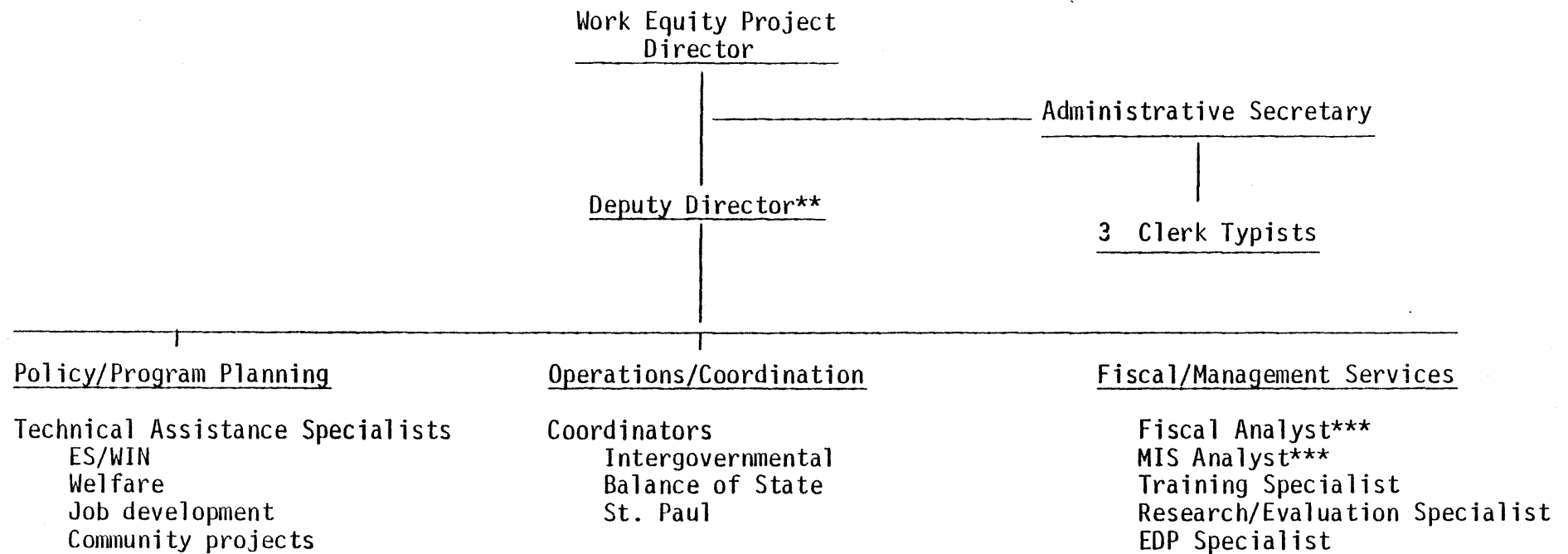
STAFFING PATTERNS/JOB NARRATIVES

STATE OF MINNESOTA
WORK EQUITY PROJECT
GOVERNOR'S MANPOWER OFFICE

ORGANIZATIONAL CHART



GOVERNOR'S MANPOWER OFFICE*



*As of November 15, 1977, the Governor's Manpower Office, the Minnesota Department of Employment Services and the Department of Vocational Rehabilitation will be reorganized as a new state Department of Economic Security. This reorganization will facilitate a smoother operation of WEP and help insure coordinated delivery of services.

**The director and deputy have legal services available through existing Attorney General staff assigned to both the Governor's Manpower Office and other involved state departments.

***MIS and budgetary matters will also receive assistance from the existing staff at the Governor's Manpower Office as needed for maintenance of overall effort.

STAFF NARRATIVE

Decisions have been made relative to delivery of service whereby central staff will be reduced from the previous plan to about eighteen positions. It is anticipated that by taking such action funds for additional staff can be diverted to the field operations for enhancing the WEP Center effectiveness. It is our position that by maintaining a central WEP staff which is small and cohesive and diverting as many resources to the service delivery modes we will be able to ultimately provide better service.

ADMINISTRATION

PROJECT DIRECTOR

The project director will be responsible to the Director, GMO. The director will have overall responsibility for the management of the entire program and will serve a review function for the various components of the project. In addition, the director will have responsibility for maintenance of an ongoing relationship with the Department of Public Welfare.

DEPUTY DIRECTOR

The director's deputy will be responsible to the director. The deputy will have general responsibility for day to day office operations and staff supervision. In addition, the deputy will be called on to perform the tasks of the director in his/her absence.

ADMINISTRATIVE SECRETARY

The clerical staff for the project will consist of an administrative secretary and three clerk typists. The administrative secretary's duties will include scheduling duties of the project's clerical staff,

assisting the ordering supplies, and providing support services for conference and training sessions.

POLICY/PROGRAM PLANNING

ES/WIN SPECIALIST

The Employment Service/Work Incentive specialist will have responsibility for taking part in and/or supervising specialized employment placement functions. This position will also have responsibility for supervision of such placement functions within placement units organized by subgrantees.

WELFARE SPECIALIST

Responsibilities of the welfare specialist will be to develop program resources to cope with problems encountered in meeting client needs. This position will require a thorough knowledge of the inter-relationship of WEP and the rules and regulations applicable within the Minnesota Department of Public Welfare. Matters that will be critical to success in this position will include awareness and transmittal of client needs. In addition, responsibility for development and submission of HEW 1115 waivers will be included in this position.

JOB DEVELOPMENT SPECIALIST

The job development specialist will work closely with area job developers to provide employment experience for WEP clients through contact with potential employers and review of current labor market information. The job developer will make regular recommendations regarding updating

of areas of concentration for potential involvement of new employment opportunities and regularly review job vacancies filed with Employment Service offices and newspaper listings as is deemed appropriate.

COMMUNITY PROJECTS SPECIALIST

The community projects specialist will assist subgrantees in identifying and developing community projects in those areas served under WEP. To facilitate the development of community projects, the person serving in this capacity will work with local deliverers of service in identifying and organizing an advisory council and provide ongoing assistance to establish priorities and ensure compliance with WEP guidelines and client needs.

OPERATIONS/COORDINATION

INTERGOVERNMENTAL COORDINATOR

The intergovernmental coordinator will assist in coordinating the efforts of WEP with the various units of government, particularly municipalities and regional development commissions. This position will be responsible for working with state and local agencies other than the Department of Welfare and Employment Services to ensure a thorough understanding of and cooperation with WEP. Also included in this position will be the involvement of local elected officials, non-governmental agencies, representatives of client groups and potential employers in an ongoing effort to solicit input, minimize misconceptions and effectuate broad-based participation.

BOS COORDINATOR - ST. PAUL COORDINATOR

These two coordinator positions will be responsible for working with the respective subgrantees to facilitate compliance with the terms of the contract. These people will provide assistance to and liaison for the sub-contractors. As a part of normal job activities, they will report progress under the terms of the contract and work with WEP central staff in anticipating the needs of the subgrantees.

FISCAL MANAGEMENT SERVICES

FISCAL ANALYST

WEP, as a demonstration program, will have to develop an individualized reporting system for fiscal matters. The fiscal analyst will serve WEP as the staff accountant. This position will have responsibility for estimating expenditures in conjunction with the director and deputy director. Also included in the scope of work encompassed by this position will be periodic review of costs vs. projections and reporting requirements as they relate to the funding sources.

MIS ANALYST

The MIS analyst will have the responsibility of developing data processing systems which reflect the management of the program. The MIS function as developed will exhibit client flow and all phases of systems documentation. The WEP MIS developed will be as closely compatible as possible with existing systems currently in use by related programs or agencies.

EMPLOYABILITY DEVELOPMENT PLANNING ANALYST

The employability development analyst will prepare procedures by which an employability development plan will be prepared by EDP personnel within the agencies of the subgrantees. The EDP analyst will continually be involved in updating and evaluating such planning throughout the terms of the grant. In addition the person serving in this position will work closely with both clients and EDP personnel in the field to ensure compliance with the stated goals of finding long-term unsubsidized employment for WEP participants.

RESEARCH AND EVALUATION SPECIALIST

This position is designed to plan and coordinate all research with the designated research contractor. The research and evaluation specialist will also plan, direct and analyze any and all internal research activities. Included in this position's scope of responsibility will be a determination of which reports should be published and where the appropriate forum for such publications exists.

TRAINING SPECIALIST

The training specialist will identify WEP and subgrantee technical assistance and training needs and involve state, federal and local resources as needed. This specialist will appropriate input from other WEP staff will develop and conduct training for WEP staff, involved CETA, WIN, Welfare and Employment Services personnel and include those involved in planning as well as delivery of service.

FIELD STAFFING PATTERNS AND JUSTIFICATIONS

Following are job descriptions for staff required to operate the Work Equity Program. Actual descriptions of duties for each position will vary according to the size of the office involved. Duties assigned to individual positions need to be flexible to meet the numbers and needs of clients to be served.

Justifications for the job descriptions will, in some cases, present themselves as overlapping so a closer look at each region's unit staffing patterns has been submitted.

If further justification is sought, refer to enclosed job descriptions.

Interviewer - (Intake and Orientation)

The interviewer's main responsibilities will consist of:

1. Work Equity Registration Process
 - A. All forms properly filled out and completed.
 - B. Insure proper delivery of all forms to proper place.
 - C. Notification to referral source as to status of client.
2. Conduct program orientation
 - A. Describe program services
 - B. Describe program expectation
3. Scheduling of appointments for client to be seen by counselor and participate in intensive manpower services component.

The interviewer will see three (3) new clients a day (average based on 1976 CETA statistics), spending an average of two (2) hours per person. Figured on the average of twenty-two working days a month, a WEP unit must receive sixty (60) clients a month to warrant a full-time interviewer.

If monthly enrollments fall short of sixty, the interviewer will perform related work as required (see job descriptions).

Employment Services Interviewer: The duties of the interviewer funded by the Employment Services will be limited to the job placement function. These duties will include job development and referral to unsubsidized and subsidized employment. Portions of positions or numbers of positions to be funded will depend on potential for placement count. This is necessary to assure that workload generated will justify this diversion of staff based on funding by the Resource Allocation Formula (RAF). The interviewer will also participate in WEP team activity as time permits.

Project Coordinator: The project coordinator will spend 50% of his/her time developing and monitoring community projects and the other 50% of his/her time coordinating and monitoring PSE with CETA Title VI. He or she will also work closely with the already existing CETA PSE coordinator and the WEP coordinator who is responsible for community projects.

The monthly caseload size is not to exceed fifty (50) participants. If there is not enough participant activity in any one region to warrant this position, the responsibilities for the position will be purchased by WEP from the already existing CETA staff.

Counselor: The counselor's responsibilities will focus on the essential aspects of the Work Equity Project:

1. One-to-one counseling (appraisals)
2. The Employability Development Planning component.
 - A. Support services referrals
 - B. In-depth assessment
 - C. Classroom training
 - D. Referral for SAU only services
3. Job seeking skills

In order for the counselor to develop cohesive relationships with clients who are deemed not job ready, the average caseload size will not exceed twenty-five (25) monthly.

WEP Coordinator: The WEP coordinator will be responsible to the CETA center supervisor. Other responsibilities include:

1. To insure services are provided to 500-600 clients during a 10-month period.
2. To monitor unit field staff performance.
3. To coordinate all WEP services within a given unit.
4. To sign all on-the-job training contracts.
5. To coordinate with local county government unit community projects.

Our cooperative mission is the resolution of problems and needs which uniquely affect the employability of the economically handicapped individuals. All functions and activities performed by every person in the Work Equity Project staff directly contributes to that mission.

BALANCE OF STATE

Field Staff Needs by Region - Defined by Months Operational

Each staffing unit will be housed with the already existing CETA center within the region, unless space is not available. In that case, the WEP staff would purchase space at the county welfare facility.

REGION 7W - 10 Months

462 participants; monthly enrollments equal 46

- 1 - WEP coordinator
- 1 - Interviewer (intake and orientation)
- 1 - Employment service interviewer (on loan)
- 1 - Project coordinator
- 2 - Counselors
- 1 - clerk typist

REGION 7E - 7 Months

612 Participants; monthly enrollments equal 88

- 1 - WEP coordinator
- 1 - Interviewer (intake and orientation)
- 1 - Employment Services interviewer
- 1 - Project coordinator
- 2 - Counselors
- 1 - Clerk typist

REGION 6W - 8 Months

227 Participants; monthly enrollment equal 28

- ½ time WEP coordinator (or purchase service from existing CETA supervisor)
- ½ time Employment Services interviewer
- 1 - Interviewer (50% intake and orientation and 50% counselor)
- 1 - Clerk typist
- 1 - Counselor

REGION 6E - 8 Months

570 Participants; monthly enrollments equal 71

- 1 - WEP coordinator - rotating with 6W
- 1 - Interviewer (intake and orientation)
- 1 - Employment Services interviewer
- 2 - Counselors
- 1 - Project coordinator
- 1 - Clerk typist

REGION 8 - 9 Months

486 Participants; monthly enrollments equal 55

- 1 - WEP coordinator
- 1 - Interviewer (intake and orientation)
- 1 - Employment Services interviewer
- 1 - Project coordinator
- 2 - Counselors
- 1 - Clerk typist

CITY OF ST. PAUL
Field Staff Needs Defined by Months Operational

9 Months operational

1,683 Participants; monthly enrollments equal 187

- 1 - WEP coordinator
- 3 - Interviewers (intake and orientation)
- 2 - Employment Services interviewers (on loan)
- 1 - On-the-job training coordinator
- 2 - Project coordinators
- 5 - Counselors
- 2 - Clerk typists

WORK EQUITY PROJECT

INTERVIEWER

Kind of Work: Entry-level professional employment interviewing work.

Difficulty and Responsibility of Work: An employee in this class is responsible for performing one or more specific interviewing and employment activities; application taking and assisting clients in completing registration forms; providing clients with a general program orientation and providing clients with knowledge pertaining to their individual rights and obligations. An employee in this class in one of the larger offices may have specialized work assignments; one in the smaller offices may perform a wider range of duties. Direct supervision is recieved from the Work Equity Coordinator.

Task Statements: (Illustrative only; indicates kinds of work performed in the class outlined above.)

Assist clients in completing necessary registration forms.
Completes and assembles office or section forms for statistical purposes.
Preforms client orientation program.
Explains and provides applicants with data on client rights.
Keeps referral source informed as to the status of Clients referred.
Schedules and maintains all office appointments.
Performs related work as required.

Knowledges, Skills and Abilities necessary for functioning at full productivity. (Those asterisked are also essential at entry and are to be used in development of selection criteria.)

Ability to prepare statistical reports and maintain employer, placement and applicant records.

Ability to write clearly and organize material logically for inclusion in reports or correspondence.

*Verbal facility to converse and deal with people at differing levels and relate to people in consultation and gathering of information.

*Ability to deal tactfully and patiently with people and to put them at ease.

*Ability to reason analytically and organize facts when asking or answering questions.

*Ability to maintain poise and composure.

WORK EQUITY PROJECT

COUNSELOR

KIND OF WORK: Beginning level counseling work

DIFFICULTY AND RESPONSIBILITY OF WORK: An employee in this class is responsible for providing counseling services for job applicants who wish to choose, change or adjust to a vocation. Assignments are specific and detailed in nature. Work is closely reviewed through conferences, reports and field visits. This employee reports to the Work Equity Project Coordinator.

ESSENTIAL REQUIREMENTS OF WORK:

Working knowledge of both individual and group employment counseling methods and techniques.

Working knowledge of occupations and professions.

Working knowledge of services provided by other community agencies.

Working knowledge of physical and mental disabilities and their relationship to job performance and adjustment.

Working knowledge of the use, interpretation and limitations of various occupational tests.

Ability to observe and properly evaluate personal characteristics, education, work experience and aptitudes.

Ability to develop and maintain effective working relationships with applicants, community groups, employers and other employees.

EXAMPLES OF WORK: (Illustrative only; indicates kinds of work performed in the class outlined above)

Assists inexperienced applicants who have not made a satisfactory vocational choice to evaluate their qualifications and relate them to occupational requirements so they may develop a realistic vocational plan.

Assists experienced applicants who wish to change their occupation to choose a more suitable occupation.

Assists applicants who have vocational problems to carry out the necessary plans for adjustment to resolve them.

Specializes in a particular type of counseling case such as assisting applicants who have physical or mental handicaps find suitable employment.

Refers applicants to other social agencies when necessary.

Selects and interprets the results of interest, aptitude and performance tests.

Makes conclusions and recommendations through use of direct observations, interviews, tests and reports.

Maintains complete applicant counseling records and writes periodic work reports.

Performs related work as assigned.

DESIRABLE PREPARATION FOR WORK:

College graduation with a degree in sociology, psychology or other behavioral science area, including at least 15 semesters or 22 quarter credits in counseling related course work.

WORK EQUITY PROJECT

EMPLOYMENT SERVICE INTERVIEWER

Kind of work: Entry-level professional employment interviewing work.

Difficulty and Responsibility of Work: An employee in this class is responsible for performing one or more specific employment security activities, such as placement, job order and application taking, requiring technical knowledge. Work is carried out in accordance with established practices and procedures. The employee may work with others at the same level who specialize in employment counseling, in working with disadvantaged applicants, in job analysis and in other related manpower services, as part of a team to give maximum assistance to clients.

Task Statements: (Illustrative only; indicated kinds of work performed in the class outlined above.)

Interviews and refers applicants to job orders.
Completes and assembles office or section forms for statistical purposes.
Screens applicant files for referrals to job orders.
Assigns occupational codes to job applicants.
Receives and classifies employer job orders.
Verifies outcome of job interviews.
Contracts employers via phone in an effort to develop job openings.
Contacts community or other state or federal agencies to provide services to applicants.
Performs related work as required.

Knowledges, Skills and Abilities necessary for functioning at full productivity. (Those asterisked are also essential at entry and are to be development of selection criteria.)

Knowledge of services offered by the Department of Manpower Services where clients may be referred for greater assistance.

Ability to write clearly and organize material logically for inclusion in reports or correspondence.

*Verbal facility to converse and deal with people at differing levels and relate to people in consultation and gathering of information.

*Ability to reason analytically and organize facts when asking or answering questions.

*Ability to maintain poise and composure.

WORK EQUITY PROJECT

PROJECT COORDINATOR

Kind of Work: Entry-level professional work with some knowledge or experience in CETA PSE, work experience and/or community projects.

Difficulty and Responsibility of Work: To coordinate the PSE Title VI and Community Work Project effort so that maximum training and employment opportunities are provided. Monitor clients performance while participating in a PSE or community project and do the necessary case documentation. Provide consultation to clients while on the job. Work closely with the CETA PSE coordinator and the community work supervisor.

Task Statements: (Illustrative only; indicates kinds of work performed in the class outlined above)

Assist in the placement of clients into Community Work Projects or PSE Title VI.

To monitor clients while participating in community projects or PSE Title VI positions.

To keep casefiles up to date and accurate.

To assist and aid clients participating in community projects and PSE positions to actively participate in competitive unsubsidized job search.

To inform center job developers or interviewers of client characteristics and needs.

To be completely informed of situations and problems that require attention and take action to insure client participation in appropriate components.

To work with clients during orientation and assessment, aid in EP and EDP development and help with planning career objectives.

Knowledge, skills and abilities necessary for functioning at full productivity.

Interviewing techniques, human relations and communications skill are necessary to perform this position effectively with applicants, clients, social service and user agencies.

Knowledge of factors including but not limited to employment process which handicapped certain groups of persons from seeking and retaining employment.

WORK EQUITY PROJECT

WORK EQUITY PROJECT COORDINATOR

Kind of Work: Perform technical duties relative to development, coordination and management of the assigned Work Equity Unit.

Difficulty and Responsibility of Work: The coordinator will have the responsibility for coordinating staff services including but not limited to employability planning, vocational guidance counseling, job development, job seeking skills, on-the-job training, and other services which are available through WEP.

Task Statements: (Illustrative only; indicated kinds of work performed in the class outlined above.)

To identify changes in and implications of regulations, policies, procedures, program design and options under the current implementation of WEP.

Perform on-site monitoring to assess program performance and contract compliance.

Develop and maintain a personnel strategy for staff persons assigned to particular WEP units which will best implement job development and placement activities.

Coordinate efforts and develop working relations between county welfare and CETA and the WEP units.

Responsibility for the signing and legalities of the on-the-job-training contracts.

Knowledges, Skills and Abilities necessary for functioning at full productivity.

Experience in the areas of:

- a) Client problem/need diagnosis and employability assessment
- b) Job development, job seeking skills and placement counseling

Experience in supervision of other staff and program functions including but not limited to monitoring personnel performance, client services and maintenance of relationships with other local government units.

Knowledge of factors involved in the employment process which handicapped certain groups of persons from seeking and retaining employment.

PROCESS FOR OBTAINING WAIVERS

HEW 1115 WAIVERS

In order to bring all WEP features into compliance with Title 45 regulations, waivers of several Title 45 sections will be sought under the authority of Section 1115 of the Social Security Act. A standard 1115 waiver procedure will be followed, as described below.

The waiver package will consist of detailed analyses and justifications of the Work Equity Program, a description of the necessary waivers, an explanation of their necessity and an assessment of their impact on present federal regulations. The Department of Public Welfare will complete and submit the waiver project to the Department of Health, Education and Welfare's Office of Grants Management which requires a minimum of 60 days to review the waiver request.

At this time, the Department of Public Welfare has met with the Office of Grants Management to determine the waiver procedures, and has preliminarily identified the sections for which waiver may be necessary.

In addition, the waivers must be approved by the National Welfare Rights Organization (NWRO) and a Human Subjects Committee. If appropriate, an existing Human Subjects Committee will be asked to review the waivers; if this is not appropriate, a Human Subjects Committee will be established by the Governor. These two groups will further analyze the effect of WEP on its participants, possibly making state-level investigations of various WEP facets and may recommend changes to the Office of Grants Management. The NWRO review requires a minimum of 30 days; the Human Subjects Committee requires a 60 day minimum for review. These reviews may be done concurrently with the Office of Grant Management Administration's review and will be submitted simultaneously.

Specific issues which require consideration of possible waivers are listed below.

A. Constitutional

1. Equal Protection/Differential Treatment
2. Pre-emption of Federal Program over State (re: GA)
3. Privacy - what safeguards exist in HEW, relationship between Federal and State requirements
4. What experience have other projects had with these issues?

B. Rules/Regulations

1. 201.10 Quality Control
2. 201.11 Merit System
3. 201.12 Audit Procedures
4. 205.10 Hearings
5. 205.50 Safeguarding Information
6. 205.60 Reports and Records
7. 205.100 Single State Agency: Control
8. Program Control
9. County-wideness
10. 205.101 Organization of Administration
11. 205.120 Statewide Operation
12. 205.130 State Financial Participation
13. 205.146 Penalties (WIN, F. Plan., ESDT)
14. 205.150 Cost Allocation - New Costs
15. 206.10 Right to Apply
16. Continuing Eligibility Determination
17. Continuing Eligibility Activity on Part of Client
18. 233.11 WIN (exempt, in lieu of, certify to; Work Proj. as suitable work)
19. 233.20 Statewide standards of "need" of grant is less
20. 233-20 Treatment of other income, allow work expense, \$30 and 1/3
21. What are earnings of WEP participants? How treated?
22. 233.100 UF - 100 hours, quarters, UC (must apply and receive, then not eligible for WEP)
23. 234.100 vis a vis, check issuance
24. 234.60 10% limit on protective and vendor payments
25. 237. Recipient count
26. 237.60 Maintenance of Effort
27. Interplay with WIN - under each option
28. Implications which visit upon other programs - hold harmless of state and county funds - increase level of WIN and Social service funds

SPECIAL PROVISIONS

WORK EQUITY PROJECT

SPECIAL PROVISIONS

This part of the proposal addresses the need for certain assurances, waivers and hold harmless provisions for the following:

- a. Availability of Title XX Funds
- b. Work Equity Operations Assurances
- c. County and State Additional Costs Hold Harmless
- d. Research Design

AVAILABILITY OF TITLE XX FUNDS

WORK EQUITY PROJECT
AVAILABILITY OF TITLE XX

In 1972, the U.S. Congress passed legislation which set limits upon the amount of Federal reimbursement available to states for the provision of social services. These services are now defined under the auspices of Title XX of the Social Security Act of 1975. Federal reimbursement for social services is limited to \$2,500,000,000 yearly, with each State allocated a percentage of the available funds.

Social service expenditures are reimbursed at the 75 percent level up to the state's allotment "ceiling." Any funds expended once the ceiling has been reached are the total responsibility of state or local government. There is no provision for increasing the Federal allotment or state ceiling to adjust for inflation, increased service needs of client population, etc. Hence, the amount of money which must be expended without benefit of any Federal reimbursement increases yearly.

In Minnesota, the present allotment from Title XX funds is \$46,500,000. The allotment for FY 1978 is \$46,000,000. However, social service expenditures for Title XX were \$117,221,521 for FY 1976. The estimate for FY 1977 is \$134,108,876. Minnesota has been at its Federal ceiling for the past three years. The Federal share amounts to about 45 percent of the total cost rather than the potential Federal share of 75 percent.

The 25 percent (when below ceiling) and the 100 percent (when above ceiling) cost in Minnesota is borne primarily by county governments. While there are occasionally direct grant funds available periodically to support certain services which the Federal agency is prioritizing (e.g., day care, WIN/SAU), it remains that any increase in utilization of social services attributable to Work Equity would become a dollar-for-dollar cost to counties.

For this reason, it is the position of the Department of Public Welfare that social service costs which occur as a direct result of Work Equity should not be reimbursed from the already extremely limited Title XX funds, but should be reimbursed by the Work Equity Program itself.

WORK EQUITY OPERATIONS ASSURANCES

WORK EQUITY PROGRAM (WEP) OPERATIONS

ASSURANCES

INTRODUCTION

The State of Minnesota fully intends to comply with all laws, rules and regulations applicable to this program unless otherwise noted under requests for waivers of program provisions. Furthermore, the State intends to comply with State and Federal statutes with respect to confidentiality as well as equal employment opportunity/affirmative action provisions.

The Governor's Manpower Office, as WEP sponsor, assures that all requirements, benefits, and services specified as required under the WIN program will be met or exceeded under the WEP program design.

Specifically, the State of Minnesota agrees to comply with the provisions (402(a)(19) and 430 of the Social Security Act in developing and establishing the research and demonstration project titled "Work Equity Through Meaningful Employment."

The State of Minnesota provides the following assurances:

Operation of Program

The State of Minnesota agrees to give priority to the individuals specified in Section 433(a) of the Social Security Act.

The Work Equity Program will develop an Employability Potential (EP) for each person referred in accordance with Section 402(a)(19)(b) of the Social Security Act. The EP will describe the person's education, work

experience, and orientation determined to be needed by the person to enable him/her to become self-supporting.

In addition to the regular counseling and testing available through the Federal Employment Service (ES) System, WEP will provide (1) basic education, (2) training in communication and employability skills, (3) institutional training, (4) On-the-Job Training (OJT), and (5) special job placement assistance and follow-up service.

Incentive Payment

WEP agrees to pay an incentive payment of not more than thirty dollars (\$30.00) a month for activities prescribed under Section 432(b)(2), as well as provide a program of institutional and work experience training for those individuals for whom such training is likely to lend to regular employment.

Period of Enrollment

WEP agrees that the program established by Section 432(b)(2) shall not have average enrollment in excess of one year.

Relocation of Participants

WEP will assist program participants desiring relocation of their place of residence when the WEP staff determines such relocation is necessary to accomplish permanent unsubsidized employment, as approved by the Secretary.

Participants - Not Federal Employees

WEP participants will not be deemed to be Federal employees.

SUPPORTIVE SERVICES

WEP will have a Separate Administrative Unit (SAU) to provide (in accordance with Section 433) priorities relative to (1) health, (2) vocational rehabilitation, (3) counseling, (4) child care, and (5) other social and supportive services.

When support services are provided, WEP will certify to the Secretary that those individuals ready for employment and training will participate in development of an operational Employability Plan (EP) in accordance with Section 433. WEP will certify to the Secretary that when more than one kind of child care is available, the mother may choose the type she prefers. Benefits received for the child or children will not reduce an Aid to Families With Dependent Children (AFDC) grant.

. COUNTY AND STATE ADDITIONAL COSTS HOLD HARMLESS

WORK EQUITY PROJECT
COUNTY AND STATE ADDITIONAL COSTS

HOLD HARMLESS

The State of Minnesota will require written indication from the Department of Labor (DOL) that it will provide for any additional costs to the counties or State as a result of participation in this Demonstration Project. Additional costs include, but are not limited to, need for additional welfare staff; additional fiscal or administrative expenditures; and any other costs directly related to the Work Equity Demonstration Project.

The Department of Labor further agrees that all work and/or training costs for AFDC recipients will be paid by this demonstration grant.

RESEARCH DESIGN

RESEARCH DESIGN

Process and impact analyses designed to investigate the effectiveness of the Work Equity Program.

Process Analysis Design

Process analysis design describes the various actors - individuals, political and social institutions - involved in the WEP experiment, specifically the Minnesota Department of Employment Security, the Minnesota Department of Public Welfare, the City of St. Paul, the county welfare boards, and the community job projects.

The process model is based on the assumption that individual and organizational interaction, based on both formal and informal agreements or protocols, affects the way in which policy goals or questions are implemented or resolved. Institutional and individual self-interest are seen to be the motivating forces explaining behavior in the model. Two distinct processes will be examined. First, the effect of a treatment or policy on the experimental group will be compared to a control group. The second approach examines the demonstration project and focuses on the question "What happens and why?" These two approaches focus attention on the sources of resistance to change.

Impact Evaluation Design

There are three basic components in the impact evaluation design. First, there is an evaluation of the actual WEP process as it directly affects job search and employment in unsubsidized jobs. It considers the affect of WEP on the labor market, the change in welfare dependency of WEP clients, the net costs of WEP, and the process of adjustment of a WEP client over time.

The second component attempts to measure the degree to which WEP clients become more economically self-sufficient over time compared to the controls. This portion includes a labor market analysis, also.

Finally, the third component investigates some psychological factors. For example, how does WEP affect one's general commitment to work or acceptance of welfare as a major source of income?

The costs and benefits of WEP are to be estimated with emphasis being on the net financial costs and benefits to society. Of significant importance is the issue of WEP participants' affect on the displacement of existing workers.

WEP staff will work jointly with Abt Associates, an independent research organization, of Cambridge, Massachusetts, in the development of the research design. Both WEP and Abt Associates are responsible for arriving at an acceptable research approach and for determining appropriate evaluation objectives. Abt Associates will present their research design to the WEP staff early in October. WEP staff will assist Abt Associates' field representatives in the implementation of the research design and data collection.

APPENDICES

APPENDIX A

THE BILL

Section 1.

This section includes jobs secured through the work equity program as "suitable employment". This is needed because "suitable employment" is used late in law to define that work a recipient must undertake.

Section 2.

This section defines "work equity program".

Section 3.

This section authorizes DPW to issue emergency rules to implement this project. This is needed to avoid the long delay in the administrative procedures act so the project can start this summer.

Section 4.

This section provides that payment to a recipient shall be set under terms of a contract between DPW and GMO. Income received by a participant in work equity will not be considered as income for General Assistance eligibility purposes.

Section 5.

This section exempts participants in work equity from current general assistance work programs.

Section 6.

This section requires GA recipients who must currently register with Employment Services and participate in GA work programs to register and participate in its replacement, work equity.

Section 7.

This section authorizes the GMO to provide the work equity program. It requires them to establish program priorities, e.g. training for each person and assign persons to community work under similar conditions as currently exist in GA work programs.

Section 8.

This section enables a participant to work and be paid for more hours than would be necessary to equal in value his general assistance grant. This provision will facilitate the transition from welfare to work and provide additional funds to recipients in the process.

Section 9.

This section authorizes the Commissioner to enter a contract with GMO and U.S. Department of Labor defining the work equity program. The contract must provide for transfer of GA funds to GMO and will allow recipients who work to keep more income than they would receive under a GA grant only.

1 A bill for an act
2 relating to public welfare; mandating the working
3 of certain general assistance recipients; allowing
4 the use of general assistance funds for the work
5 equity program; empowering the commissioner of
6 public welfare to contract for recipient services
7 and grant distribution; amending Minnesota
8 Statutes 1976, Sections 256D.02, by adding
9 subdivisions; 256D.04; 256D.06. by adding a
10 subdivision; and 256D.11, Subdivisions 1 and 4,
11 and by adding subdivisions.
12
13 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:
14 Section 1. Minnesota Statutes 1976, Section 256D.02,
15 is amended by adding a subdivision to read:
16 Subd. 13. "Suitable employment" means an appropriate
17 income producing job including, but not limited to, all
18 public subsidized jobs procured through the work equity
19 program.
20 Section 2. Minnesota Statutes 1976, Chapter 256D.02, is
21 amended by adding a subdivision to read:
22 Subd. 14. "Work equity program" means the
23 demonstrational training and employment project administered
24 by the governor's manpower office.
25 Sec. 3. Minnesota Statutes 1976, Section 256D.04, is

1 amended to read:

2 256D.04 (DUTIES OF THE COMMISSIONER.) In addition to
3 any other duties imposed by law, the commissioner shall:

4 (1) Supervise the administration of general assistance
5 by local agencies as provided in Laws 1973, Chapter 650,
6 Article 21;

7 (2) Promulgate uniform rules and regulations consistent
8 with law for carrying out and enforcing the provisions of
9 Laws 1973, Chapter 650, Article 21 to the end that general
10 assistance may be administered as uniformly as possible
11 throughout the state; rules and regulations shall be
12 furnished immediately to all local agencies and other
13 interested persons; in promulgating rules and regulations,
14 the provisions of 15, shall apply;

15 (3) Allocate money appropriated for general assistance
16 to local agencies as provided in Laws 1973, Chapter 650,
17 Article 21;

18 (4) Accept and supervise the disbursement of any funds
19 that may be provided by the federal government or from other
20 sources for use in this state for general assistance;

21 (5) Cooperate with other agencies including any agency
22 of the United States or of another state in all matters
23 concerning the powers and duties of the commissioner under
24 Laws 1973, Chapter 650, Article 21;

25 (6) Cooperate to the fullest extent with other public
26 agencies empowered by law to provide vocational training,
27 rehabilitation, or similar services;

28 (7) Gather and study current information and report at
29 least annually to the governor and legislature on the nature
30 and need for general assistance, the amounts expended under
31 the supervision of each local agency, and the activities of
32 each local agency and publish such reports for the

1 information of the public;

2 (8) Report at least annually to the governor and
3 legislature the cost of living in the various counties and
4 metropolitan areas as related to the standards of assistance
5 and the amounts expended for assistance, and make this
6 information available to the public; and

7 (9) Issue emergency rules necessary to implement the
8 work equity program and promulgate all rules pursuant to
9 chapter 15 necessary to carry out the program so that its
10 demonstrational project may be administered uniformly
11 throughout participating counties. Rules shall be furnished
12 immediately to all local agencies and other interested
13 persons.

14 Sec. 4. Minnesota Statutes 1976, Section 256D.06, is
15 amended by adding a subdivision to read;

16 Subd. 1a. The amount of general assistance established
17 by the commissioner pursuant to subdivision 1 shall be
18 granted for all persons participating under the work equity
19 program. Income attributable to participation under this
20 program shall not be used to terminate a recipient's general
21 assistance status or the incidental benefits that flow
22 therefrom. The grant of general assistance will be issued
23 according to the terms of the contract agreed upon by the
24 department of public welfare, the governor's manpower office
25 and the United States department of labor.

26 Sec. 5. Minnesota Statutes 1976, Section 256D.11,
27 Subdivision 1, is amended to read:

28 256D.11 (WORK INCENTIVE AND REGISTRATION.) Subdivision
29 1. Every person who is a recipient of general assistance
30 and, not employed, and not described in subdivision 13,
31 shall be required, unless exempt by subdivision 6, to
32 register with the state employment service of the department

1 of employment services and the local agency and accept any
2 suitable employment that is offered him.

3 Sec. 6. Minnesota Statutes 1976, Section 256D.11, is
4 amended by adding a subdivision to read:

5 Subd. 1a. Every person who is a recipient of general
6 assistance in a county designated by the commissioner for
7 participation in the work equity program and who is not
8 employed shall be required, unless exempt by subdivision 6,
9 to register for and participate in the work equity program.

10 Sec. 7. Minnesota Statutes 1976, Section 256D.11, is
11 amended by adding a subdivision to read:

12 Subd. 2a. The governor's manpower office shall provide
13 a work equity program for all persons who qualify for
14 general assistance and are within the counties described in
15 subdivision 1a. The governor's manpower office shall adopt
16 a list of work priorities to be met through this program.
17 The office may assign an eligible recipient such work as he
18 is able to perform but which would not be otherwise
19 performed and which would supplement but not replace
20 projects which are ordinarily performed by regular employees
21 of the county.

22 Sec. 8. Minnesota Statutes 1976, Section 256D.11, is
23 amended by adding a subdivision to read:

24 Subd. 3a. The number of hours a participant works in
25 the work equity program shall not be limited by the grant
26 standards of the general assistance program.

27 Sec. 9. Minnesota Statutes 1976, Section 256D.11,
28 Subdivision 4, is amended to read:

29 Subd. 4. The commissioner or a local agency may
30 contract with the federal government, or with any
31 department, agency, subdivision or instrumentality of the
32 state, for the services of general assistance work program

1 recipients on such terms and conditions as may be agreed
2 upon, with or without consideration paid to the local
3 agency. In a county where the work equity program is in
4 operation, the commissioner shall have the sole authority to
5 contract with the federal government and with any other
6 state department, and no consideration shall be paid to the
7 local agency, except for consideration attributable to
8 additional administration expenses. The contract agreed
9 upon by the commissioner shall provide for the necessary
10 methods of funding work equity program jobs, which methods
11 may include a transfer of state and local agency general
12 assistance grant moneys directly to the governor's manpower
13 office. The contract may provide that an intended recipient
14 may receive a pay check equal to or greater than his
15 designated amount of assistance instead of receiving his
16 grant.

Companion
No.

H. F. NO.

A bill for an act relating to public welfare; mandating the working of certain general assistance recipients; allowing the use of general assistance funds for the work equity program; empowering the commissioner of public welfare to contract for recipient services and grant distribution; amending Minnesota Statutes 1976, Sections 256D.02, by adding subdivisions; 256D.04; 256D.06, by adding a subdivision; and 256D.11, Subdivisions 1 and 4, and by adding subdivisions.

B. D. No. C3035

COMPARISON ACTION

Date _____

_____ moved that

H. F. No. _____ and S. F. No. _____
be referred for comparison.

Date _____

Upon motion of _____

S. F. No. _____ was substituted

for H. F. No. _____ which
was indefinitely postponed.

CONCURRENCE (HOUSE ACTION)

Date _____

Upon motion of _____
the House concurred in Senate amendment.

H. F. No. _____ as
the bill as amended.

Chief Clerk, House of Representatives

HOUSE ACTION

Introduced by Date McCaughy

★ Read FIRST TIME _____ and Referred to the
Committee on _____

Committee Recommendation and Adoption of Report

★ Read SECOND TIME
Committee of the Whole

★ Read THIRD TIME
Passed by the House

SENATE ACTION

Senate Companion
Is S. F. No. _____

★ Read FIRST TIME _____ and Referred to the
Committee on _____

Committee Recommendation and Adoption of Report

★ Read SECOND TIME
Committee of the Whole

★ Read THIRD TIME
Passed by the Senate
Returned to the House

APPROVED AS TO FORM
Revisor of Statutes

By RF

Secretary of the Senate
State of Minnesota

OTHER ACTION

☐ Refer to back of cover for other
action.

CONFERENCE COMMITTEE ACTION
☐ Refer to back of cover for action.

APPENDIX B

WELFARE GRANT FLOW CHARTS

NARRATIVE EXPLANATION

The following three (3) charts depict the normal flow within the County Welfare Department from client application to case closure.

Chart 1 applies to applicants/recipients of AFDC including the Unemployed Father segment.

Chart 2 applies to applicants/recipients of General Assistance.

Chart 3 applies to Food Stamp applicants/recipients who are not a part of an assistance household or group.

It should be noted that this process is not exactly the same in every county. Primary differences include the use of group interview/orientation sessions versus individual interviews, the authority granted the County Welfare Department staff by each County Welfare Board, and the use of presumptive eligibility as opposed to emergency assistance or general assistance.

Each chart identifies the point at which the determination is made as to the client's exemption from work requirements. Under Work Equity, if a client is determined to have a work requirement, or chooses to relinquish his/her exemption, the client would be informed of the Work Equity Program and referral to the Work Equity Center would occur, pending appeal.

The only deviation from the above may occur with handling of the Food Stamp group. For the non-assistance Food Stamp clients the County Welfare Department will follow existing procedures; the client completes the work registration form and the County Welfare Department transmits the form to the Employment Service. Employment Service is then responsible for determining Work Equity eligibility and making referral.

County Welfare Department actions such as verifications and redeterminations will be conducted on cases referred to Work Equity, as conditions of continuing program eligibility.

AFDC Grant Computation Process

There are really two steps in the computation of initial AFDC grants in Minnesota, and one in the instance of ongoing cases.

Initial Applications

1. Determine gross monthly earned income available to the family. Income is all financial inflows, received or available, provided it is not in one of the excluded categories below.
 - a) In-kind income.
 - b) Home grown food eaten at home.
 - c) Income from the operation of a foster home.
 - d) Income of children under 14.
 - e) CETA training allowance.
 - f) Food Stamp bonuses.
 - g) Reimbursement for out of pocket expenses incurred as a volunteer worker.
 - h) Federal relocation assistance.
 - i) Indian payments on tribal earnings.
 - j) Federally insured loans, grants, or stipends to undergraduate students for educational purposes.
 - k) Vietnam veterans bonus as allocated by the state legislature.
 - l) Benefits under Title VI and Title VII of the Older Americans Act of 1965.
 - m) Senior citizens and disabled persons Minnesota income tax refund for rental or home ownership costs.
 - n) Federal disaster aid payments.
 - o) Payments to volunteers under Title II and Title III of the Domestic Service Act of 1973.
 - p) WIC assistance payments.
 - q) Inconsequential earnings - casual earnings under \$30 a month.
2. Deduct from earned income:
 - a) Mandatory retirement fund deductions.
 - b) Transportation costs to and from work.
 - c) Uniforms needed for work.
 - d) FICA and SMI Payments.
 - e) State and Federal income taxes withheld.
 - f) Union dues.
 - g) Child care costs unless paid by Social Services.
 - h) Health insurance premiums.
 - i) Tools and equipment needed by the job.
 - j) Meals eaten during employment hours, not to exceed \$1.00 per day.
 - k) Public liability insurance, or other insurance required.
 - l) Small business expenses as recognized by the Federal and State Income Tax Divisions.
3. Determine monthly unearned income. This does not include items h, j, k, m, and o in (1) above, nor:
 - a) Payments received under the VISTA program.
 - b) Nutrition benefits under the Older Americans Act of 1965 and the National School Lunch Act and Child Nutrition Act Amendments of 1973.
 - c) Indian tribal payments as designated by Congress.
 - d) Tax credits or refunds to parents for tuition paid to non-public elementary and secondary schools.
 - e) Payments or benefits made under declarations of emergency which are designated to repair or replace property which has not been repaired or replaced through the AFDC program. This applies to similar insurance payments.

4. Determine standard allowance for the family from the table below:

Eligible persons	Child-only standard	Family standard
1	136	
2	216	272
3	268	330
4	330	385
5	366	432
6	398	479
7	437	526
8	471	566
9	505	607
10	533	641
for each person over 10, add	33	33

5. If available income (from 1, 2, and 3 above) exceeds the applicable standard, the family is not eligible for assistance.
6. If available income falls short of the standard, recompute the case as an active case.

Active Cases

- Determine monthly earned income, following the procedure outlined for new applications, but:
 - Exclude income of students (full-time, or part-time and also working.)
 - Deduct WIN and Non-WIN training allowances.
 - Deduct \$30 from monthly earned income.
 - Compute $\frac{1}{3}$ of the remainder and subtract it from the total.
- Add the resultant figure from earned income to that of unearned income, following the procedure outline for new applications in establishing monthly unearned income.
- Determine the standard allowance from the above table.
- Subtract available income from the standard to determine the grant amount.

Mr. J. is employed 30 hours per week earning \$2.50 per hour. He is paid \$75.00 gross per week and \$69.12 net union dues of \$5.00 is subtracted once per month. Household consists of 3 people. Deductions for RSDI and state and federal taxes total \$5.88 weekly. He takes the bus and buys his lunch each day.

(Step 1)

Determining initial eligibility

\$ 75.00 gross weekly wage

- 5.88 (taxes, RSDI)

69.12 net weekly wage

69.12

x 4.3

297.00 monthly net wage

- 5.00 union dues

292.00

- 13.00 transportation

279.00

- 22.00 lunches

257.00 monthly net income after allowable deductions pertaining to Mr. J.

\$330.00 AFDC family standard for 3

-257.00 net income

\$ 73.00 existing deficit - eligible for AFDC 30 1/3

(Step 2)

Implementing the 30 1/3 Work Incentive

75.00 gross

x 4.3

322.50

- 30.00 (30)

292.50

97.50 (1/3)

195.00

- 25.28 taxes and RSDI (monthly) \$5.88 x 4.3

169.72

- 5.00 union dues

164.72

- 13.00 transportation

151.72

- 22.00 lunches

129.72

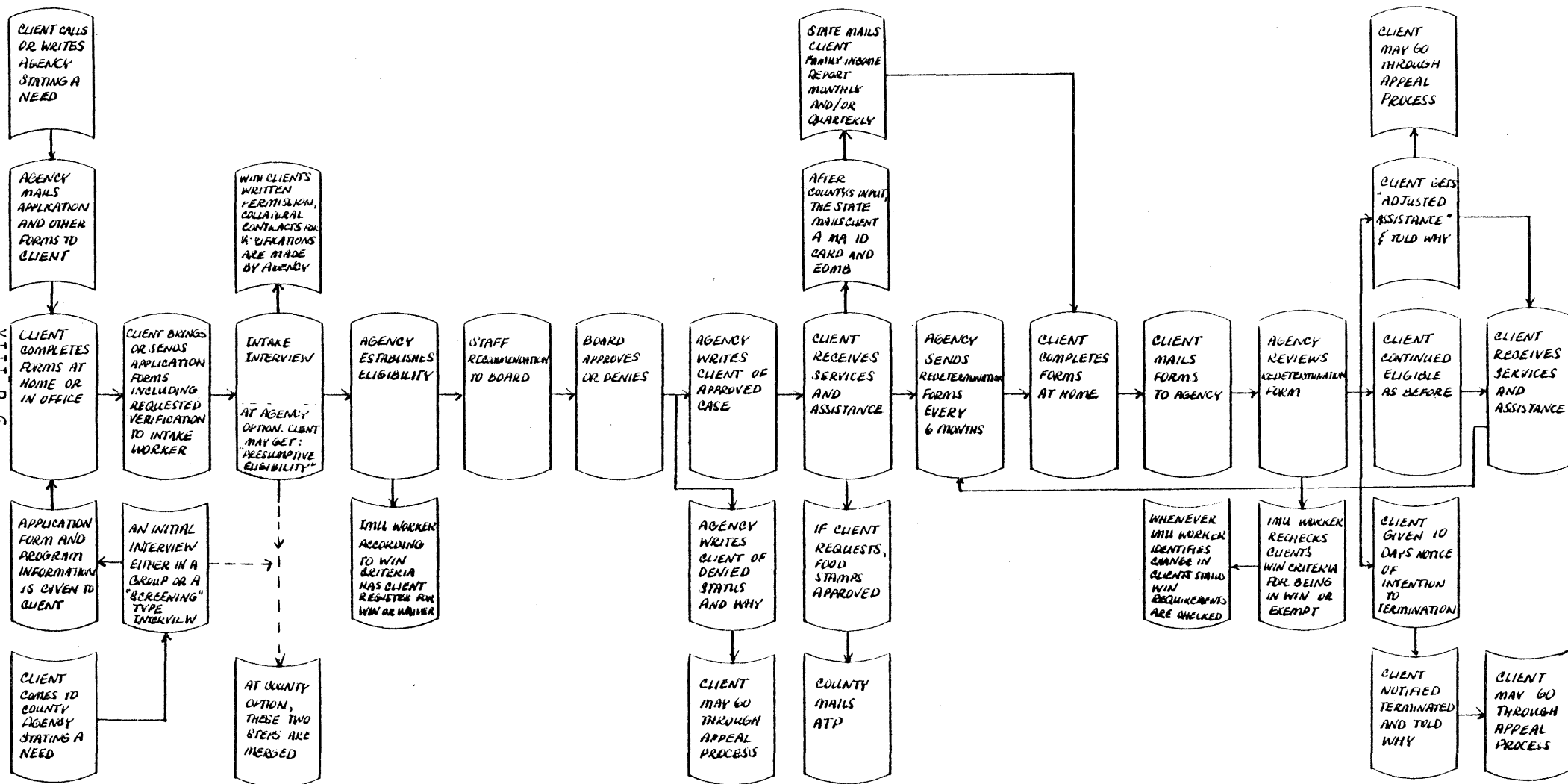
net income after 30 1/3 and other allowable expenses.

\$330.00 AFDC family standard for 3

-129.72

200.28 or \$200.00 AFDC grant.

STATE OF MINNESOTA
WORK EQUITY PROJECT
GRANT APPLICATION AND REVIEW PROCESS FOR AFDC



Computation of GA Grants

In the computation of GA grants, the following procedure is used:

1. Establish household gross monthly income - all monies received by the household. Make the allowable deductions to income, as listed below:
 - a) Federal income taxes
 - b) State income taxes
 - c) Union dues
 - d) Other employment expenses

2. Establish shelter cost per month, which is not to exceed the maxima for its household size, as given below:

Living in a household composed of								
1	2	3	4	5	6	7	8	9
\$94	108	118	121	127	136	140	144	147

- a) If the home is owned, shelter cost is interest and principal plus insurance plus taxes plus \$5 per month for upkeep and repairs.
- b) If the home is rented, shelter cost is rent paid, unless fuel and utilities are included in the payment. In such a case, the following offset is used:

Living in a household composed of									
1	2	3	4	5	6	7	8	9	10
\$27	30	32	36	39	41	44	46	48	52

- c) If the shelter needs are below the maxima in (2), then an additional allowance for utilities can be added to shelter cost (computed from the table below) provided the sum of actual shelter costs plus this special allowance does not exceed the maxima in (2).

No. persons in Assistance group		Living in a household composed of									
		1	2	3	4	5	6	7	8	9	10
1 Person	\$	27	15	11	9	8	7	6	6	6	6
2 Persons			30	21	18	16	13	12	11	10	10
3 Persons				32	27	24	21	19	17	16	16
4 Persons					36	31	28	25	24	21	20
5 Persons						39	35	31	29	27	26
6 Persons							41	37	35	32	31
7 Persons								44	40	37	31
8 Persons									46	43	41
9 Persons										48	46
10 Persons											51

For each additional person, add \$2

3. Establish basic allowance for food, clothing, and personal needs using the following table:

No. persons in Assistance group		Living in a household composed of									
		1	2	3	4	5	6	7	8	9	10
1 Person	\$	44	37	34	32	30	29	29	29	28	28
2 Persons			71	65	62	59	57	57	56	56	56
3 Persons				93	88	83	80	79	78	78	78
4 Persons					117	110	106	104	104	103	102
5 Persons						136	131	129	128	127	126
6 Persons							157	155	154	153	152
7 Persons								174	173	171	170
8 Persons									193	192	191
9 Persons										212	211
10 Persons											232

3. (Con't)

For each additional person over ten, add \$19.

- a) If living in a room and board arrangement, the agency uses its "negotiated rate", provided that it, plus personal needs allowance of \$8 plus personal laundry allowance of \$3 per month does not exceed \$134 for a single person.
- b) If a person is on certain physician-ordered modified diets (i.e. low sodium, diabetic) an additional \$4 per month is allowed.
- c) If the recipient takes meals in restaurants, the meal allowance is \$40.

4. Add together total need items (2) and (3), subtract from this the figure for income from (1). The resultant sum, if positive, is the GA grant.

GA GRANT COMPUTATION EXAMPLE

Ms. T is unmarried, employed 15 hours a week at \$2.30 per hour. She is paid \$34.50 per week, with federal and state taxes deducted at \$6.90 per week. She lives in an apartment that rents for \$102.00 per month with utilities included. She takes a bus to work. Her union dues amount to \$6.50 per month.

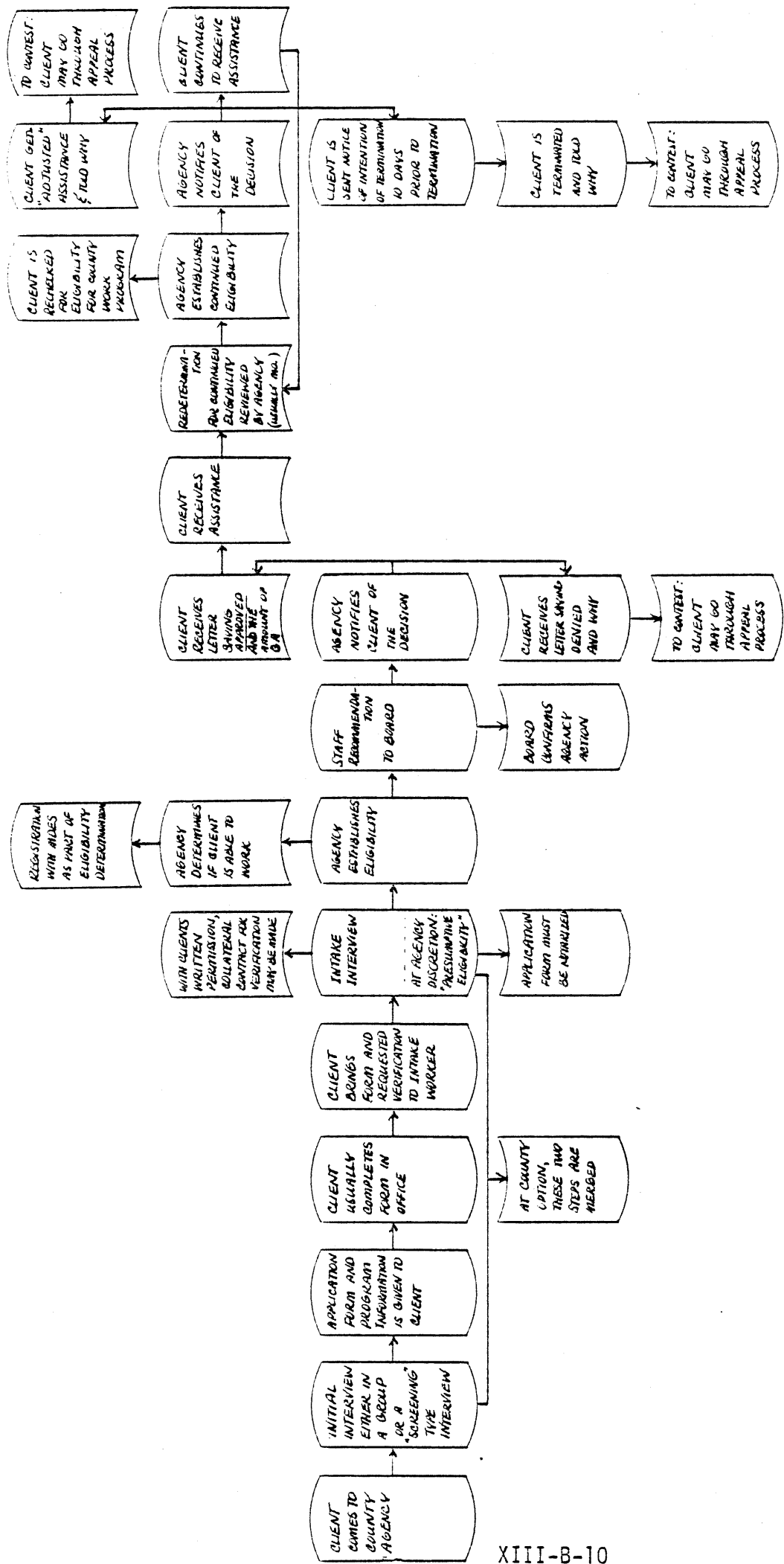
\$ 34.50	gross weekly wage
-6.90	taxes
<u>27.60</u>	weekly net wages
x 4.3	
<u>118.68</u>	monthly gross wage
-6.50	union dues
<u>112.18</u>	
12.00	transportation
<u>100.18</u>	

\$100.00 net monthly wages (monthly income)

102.00	monthly shelter rent
-27.00	utilities paid offset
<u>75.00</u>	
+19.00	utility allowance
<u>94.00</u>	monthly shelter cost

\$ 44.00	monthly needs allowance
+94.00	monthly shelter cost
<u>138.00</u>	
-100.00	monthly income
<u>38.00</u>	GA grant

STATE OF MINNESOTA
 WORK EQUITY PROJECT
 GRANT APPLICATION AND REVIEW PROCESS FOR GENERAL ASSISTANCE



Food Stamp Bonus Computation

The following procedure is used in determining the size of the food stamp bonus. The base period used is generally one month.

1. Determine the amount of income anticipated by the family. Exclude:
 - a) Child's earnings if:
 - . The child is under 18, and
 - . Resides in the home, and
 - . Attends school, and
 - . Is not an emancipated minorNote: Training allowances are not excluded.
 - b) Federal Relocation assistance payments.
 - c) Inconsequential income for the household (infrequent income under \$30).
 - d) In-kind income or any benefits not in money.
Note: The value of shelter provided by the employer, up to \$25 worth, is included.
 - e) Medical vendor payments.
 - f) Loans to the household.
Note: Educational loans and advances on income are not excluded.
 - g) Payments under the Domestic Volunteers Service Act of 1973.
 - h) WIC payments.
 - i) Payments which are reimbursements for expenses incurred as a volunteer worker.
 - j) HUD shelter vendor payments.
2. Compute work allowance of 10% of non-excluded income and deduct from total non-excluded income, the deduction not to exceed \$30.
3. Compute the following anticipated deductions:
 - a) Mandatory deductions
 - . Federal and state taxes
 - . FICA payments
 - . Mandatory retirement payments
 - . Union dues
 - . Garnishments if such a deduction would be allowed otherwise. (Child support or medical bills would be such, but not for payments on snowmobile.)
 - b) Medical costs when the monthly cost exceeds \$10.
 - c) Attendant or child care costs when necessary to enable a household member to: Accept or continue employment or education or prepare for employment.
 - d) Education tuition and mandatory fees.
 - e) Support and alimony payments, in amounts ordered by the court.
 - f) Unusual expenses incurred through unanticipated casualty or disaster losses.
4. Deduct (3) from (2) to arrive at net income.
5. Compute shelter costs. These are to include:
 - . Rent or payments on encumbrances
 - . Heat and cooking fuel
 - . Electricity
 - . Water and sewer
 - . Garbage and trash collection
 - . One telephone - basic fee and tax
 - . Property taxes and assessments
 - . Insurance on shelter structure

5. (Con't)
Shelter costs do not include:
 - . Deposits for utilities
 - . Deposits for rental property
 - . Repair or replacement of home or appliances due to normal wear
 - . Separate insurance for furniture or personal belongings
 - . Costs of housing not occupied by the household
 - . Foundation or skirting for mobile homes
6. Deduct shelter costs in excess of 30% of net income in (4).
7. Result is the net adjusted monthly income for Food Stamp participation.
8. Determine if net adjusted monthly income is less than the maximum for the household size, as listed below:

Household size	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Income	245	322	433	553	660	787	873	993	1120	1247	2374	1501

9. If the household size is under the corresponding income limit, the household is eligible to purchase the coupon allotment commensurate with its numerical size, as listed in the table below:

Household size	1	2	3	4	5	6	7	8	9	10	11	12
Coupon allotment	50	92	130	166	198	236	262	298	336	374	412	450

The amount that the household must pay to receive this allotment depends on the difference between the standard monthly income limit (see table in (8) above) and the specific household's actual monthly income. The standards used here come from FNS (Food and Nutrition Service) document No. 732-1, which is quite lengthy and so shall not be reproduced here.

FOOD STAMP BONUS COMPUTATION EXAMPLE

The Q household is a communal living unit with three adults and six children. One adult is employed, and grosses \$932 a month regularly. \$233 dollars per month are deducted for taxes. They live in a mortgaged house, with payments (including payments on the loan, taxes, and dwelling insurance) at \$195 per month. One adult goes to college, and must pay \$62 each month in tuition and mandatory fees. Another is divorced, and must pay \$150 per month alimony. The house has solar heat, wind-generated electricity, and no telephone. All the children are under 18, go to school and live in the home.

\$932.00 gross household monthly income

x .10
93.20 work allowance

\$932.00
-93.20
838.80 adjusted gross income

\$233.00 federal and state taxes
+40.00 monthly medical costs
273.00
+62.00 tuition and fees
335.00
+150.00 alimony payments
385.00 total allowable anticipated deductions

\$838.00
-385.00
453.00 net monthly income
x .33
149.00

\$195.00
-149.00
46.00 shelter deduction

\$453.00
-46.00
407.00 adjusted net monthly income

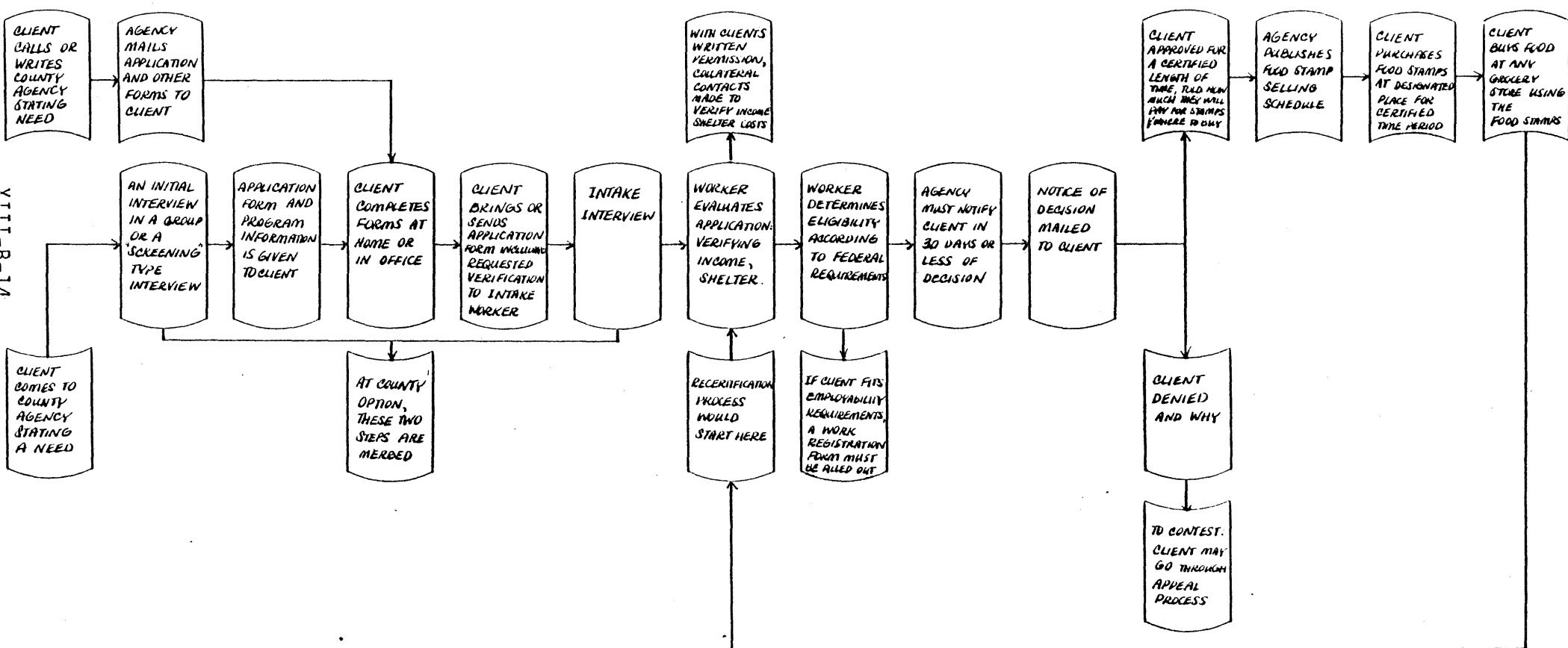
\$336.00 coupon allotment

\$117.00 purchase price (from FNS 732-1)

\$336.00
-117.00
219.00 food stamp bonus

STATE OF MINNESOTA
WORK EQUITY PROJECT

GRANT APPLICATION AND REVIEW PROCESS FOR FOOD STAMPS



APPENDIX C

GOVERNOR'S MANPOWER OFFICE FISCAL SERVICES DIVISION

STAFF CAPABILITIES

The Governor's Manpower Office's Fiscal Service Division has an experienced staff of accounting and accounting-related professional, para-professional, and secretarial personnel who are familiar with the fiscal requirements and responsibilities involved in supporting a complex human-service delivery system. Staff members have impressive combinations of private-sector and public-sector accounting experience. The Division is organized into the following six (6) functional areas (see Exhibit A-1):

1. Administration and secretarial support
2. Budgeting, including overall internal monthly Fiscal Status reporting on a planned versus actual basis.
3. Participant Services Accounting, which includes subfunctions for:
 - a. CETA Work Experience and other special program payrolls.
 - b. CETA On-the-Job Training (OJT) invoice payment and control, and CETA Center petty cash payment and control.
 - c. Reporting on a monthly or more frequent basis for all participant services expenditures.
4. Administrative Accounting, which includes:
 - a. Federal letter of credit drawdown, control and reporting.

- b. Governor's Manpower Office staff payroll.
 - c. Travel and other Office administrative expense invoice payment and control.
5. Public Service Employment (PSE) and Special Grant to the Governor Accounting:
- Handles invoice payment and control for:
- a. CETA Title II
 - b. CETA Title VI
 - c. The Governor's 4% and 5% funds
 - d. Reporting for all those funds
6. Auditing, which develops and monitors contracts with independent Certified Public Accountants or State audit agencies for the audit of CETA funds, develops Fiscal procedures, and handles auditing, including CETA Center petty cash audits.

Supervisors in each of these functional areas have had substantial work experience prior to their CETA experience and in all cases have at least two years of experience with CETA.

Relationships with key personnel in the Minnesota Department of Finance, Statewide Accounting, and U.S. Department of Labor are well established. The key elements necessary for speedy and effective program startup are all present. The fact that these functional areas are already well established also provides

for a readily available expansion capability. This new program will require an expansion of staff in the existing functional areas to handle any additional workload through the addition of clerical, paraprofessional, or professional staff as required. The current structure provides the framework for this expansion.

Current CETA and Other Human Service Program Responsibilities

Governor's Manpower Office operations are currently funded by five (5) major Comprehensive Employment and Training Act (CETA) grants; two grants from the Department of Labor (DOL) for innovative programs; namely, (1) "Nontraditional Employment for Women" (NEW) and "Work Equity Through Meaningful Employment" (Work Equity), and (2) Law Enforcement Assistance Association (LEAA) pass-through funds from the Minnesota Department of Corrections for, for instance, the "Comprehensive Offender Program Effort (COPE) Program, as well as various Community Services Administration (CSA) grants. Funds available for expenditure by the GMO in Federal Fiscal Year 1977 total nearly \$25 million. Since the period starting June 21, 1974, the Governor's Manpower Office has been authorized to withdraw more than \$54 million from its Federal letters of credit. These funds are disbursed through a variety of mechanisms, including (1) subgrants, (2) interagency transfers, (3) direct payments to participants, (4) payments to vendors who have provided services to participants, (5) payments to employers who have provided training for participants, and (6) payments to vendors who have provided small quantities of supplies or other services for administrative purposes.

Following is a summary of the current operational volume passing through these mechanisms:

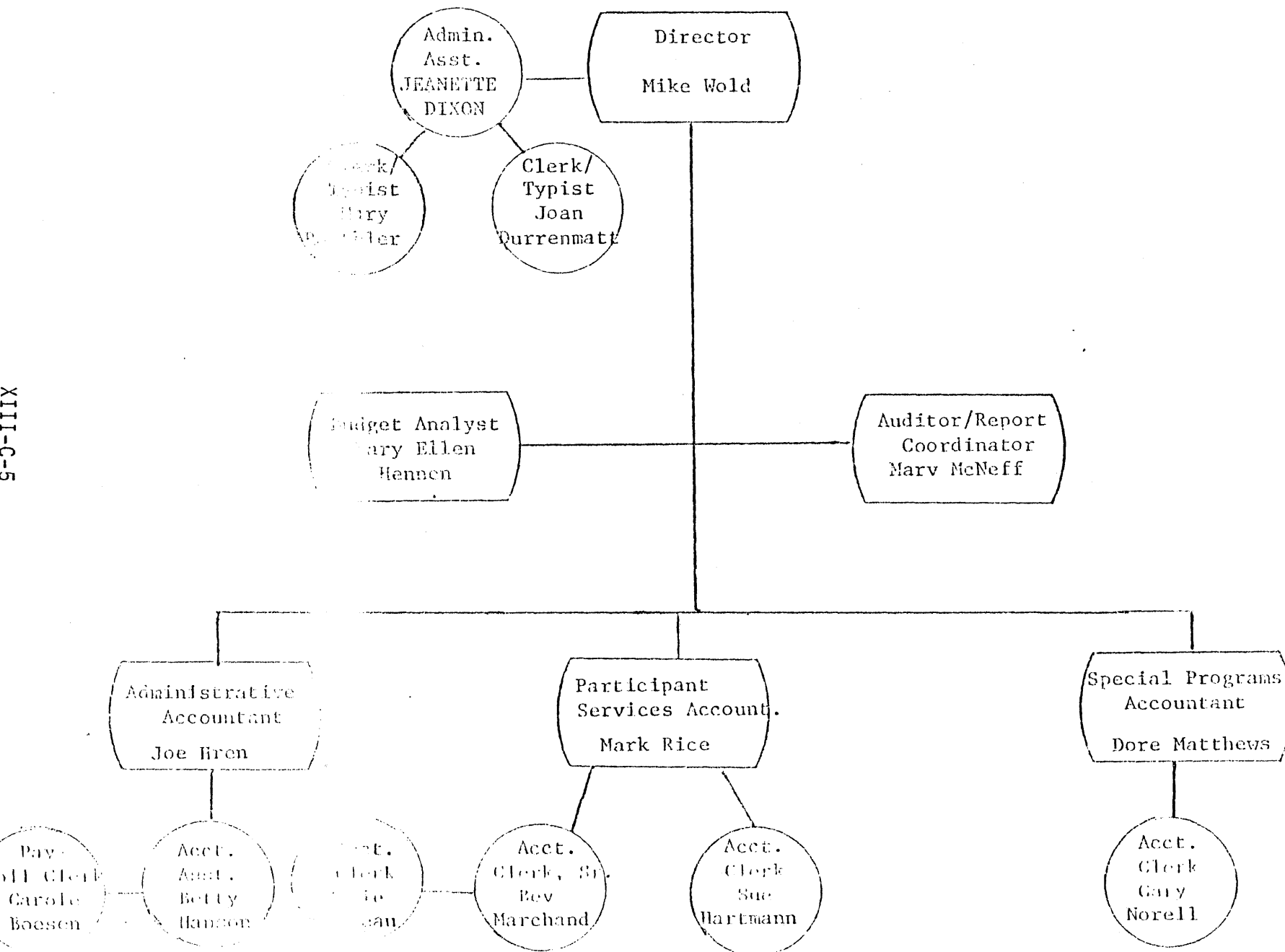
1. Subgrants, including On-the-Job Training (OJT)
Subgrants 750 per year
2. Interagency transfers 500 per year
3. Direct payments to participants, including work experience payroll checks, Title I and 5% allowance payments, imprest cash fund advances, or imprest cash fund payments intended for vendors who provide service to participants 100,000 per year
4. Invoices submitted for payment pursuant to subgrants. . . 5,000 per year
5. Payments to vendors who have provided services to participants 10,000 per year
6. Payments to On-the-Job Training employers 1,800 per year
7. Imprest cash fund reimbursements to vendors who provide administrative supplies or services to service centers . . 700 per year
8. Modifications of subgrants 1,400 per year

Subgrantee Accounting System.

The City of St. Paul, as a Work Equity subgrantee, will use the professional accounting capabilities of the City Department of Finance to account for receipts and disbursements associated with the Work Equity Program (WEP). The City uses progressive planned versus actual budgetary and expenditure controls to monitor City expenditures, and the same system will be used for Work Equity expenditures.

FISCAL SERVICES DIVISION

XIII-C-5



EXHIBIT

APPENDIX D

GOVERNOR'S MANPOWER OFFICE FISCAL SERVICES DIVISION

STATEWIDE ACCOUNTING SYSTEM (SAS)

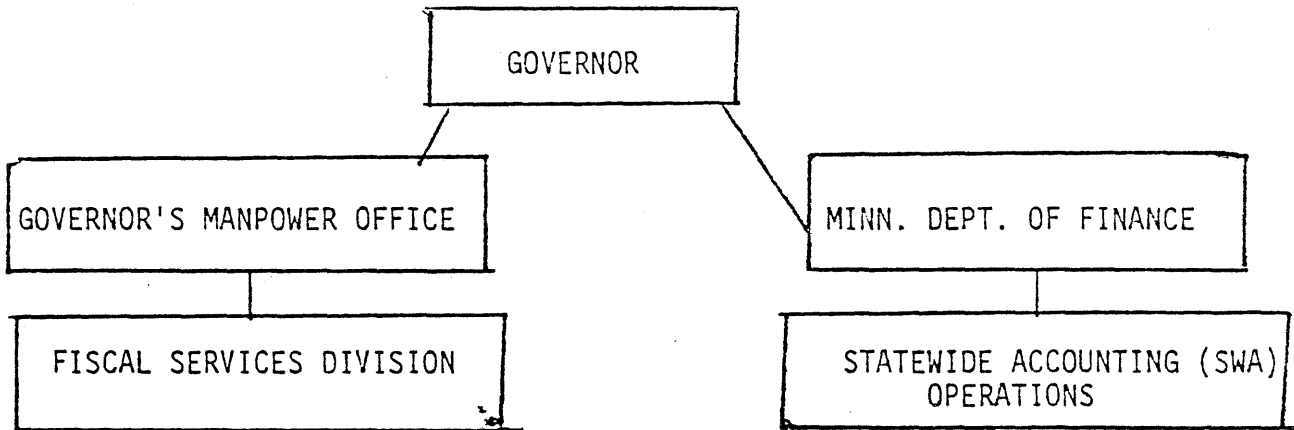
The Governor's Manpower Office (GMO) is well equipped to assume complete fiscal responsibility for new or expanded human services programs. The high potential for rapid expansion of fiscal capabilities results from GMO linkages with the State of Minnesota's computer-powered Statewide Accounting System (SAS). The multimillion dollar SAS was designed by the national certified public accounting firm of Touche Ross & Co. and utilizes the data processing power of the State of Minnesota's International Business Machines' (IBM) "370" computer.

The SAS is recognized across the Nation as a model for centralized State Government accounting systems. It is an out-growth of the Loaned Executive Advisory Program (LEAP). Financial and management executives from Minnesota-based National corporations; such as the Minnesota Mining and Manufacturing Company (3M), Honeywell, Inc., and the Control Data Corporation, provided up to two years of staff work in Minnesota State Government to translate the latest private sector financial and management techniques into a governmental framework. SAS, itself, is a unit of the Minnesota State Department of Finance, an Agency that resulted from another LEAP recommendation and is among the newest of the State agencies. Establishment of the Department of Finance and the Statewide Accounting System within that Department documents the State's commitment to sound financial management practices. (See Exhibit E-1 and Exhibit E-2.)

Other Statewide Accounting System capabilities that support swift development of computer-produced accounting data and reports include "on-line" inputting of requisitions and encumbrances, overnight ("Batch") processing of payment transactions, and extensive subcentral coding to identify payments and other transactions.

The Governor's Manpower Office's Fiscal Services Division (see Exhibit E-1) must be viewed against the background of this high-level State Government commitment to effective financial management. As a State Agency, the GMO's system of fiscal records and accounts is fully integrated with the Statewide Accounting System and makes full use of SAS capabilities; such as, accuracy, speed, and comprehensive access to current and historical accounting data.

GOVERNOR'S MANPOWER OFFICE
MINNESOTA DEPARTMENT OF FINANCE FUNCTIONAL LINKAGES



GMO Fiscal Services Div. Operations

1. Budget preparation and submission
2. Requisition transactions
3. Encumbrance transactions
4. Invoice approval and payment inputted on the SWA Cathode Ray terminal at the GMO.
5. Submission of payroll to SWA Central Payroll.

Services provided by SWA:

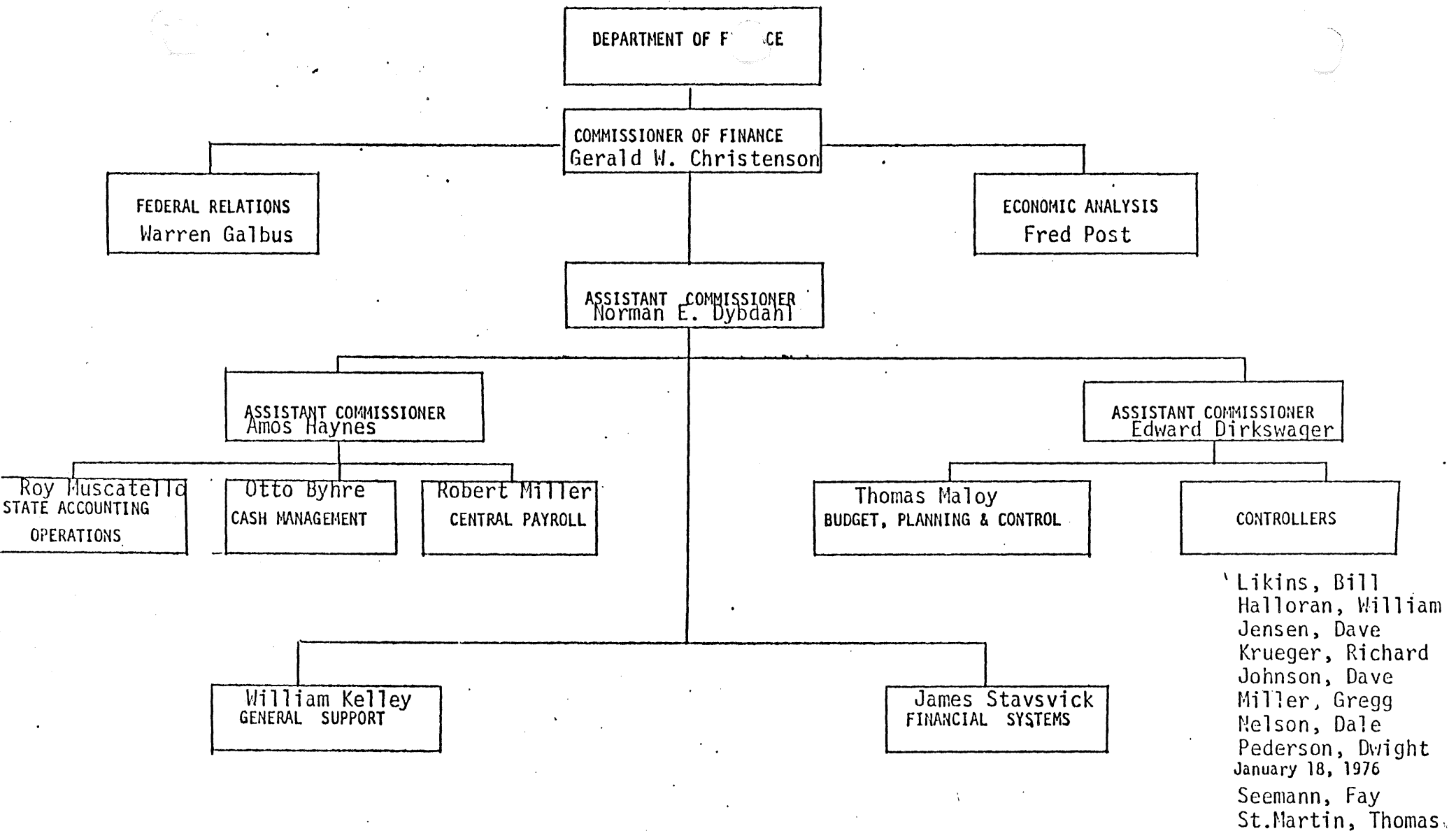
Budget approval

Reserve funds for the amount of requisition.

Obligates funds for the amount of the encumbrance.

Pre-audits invoice batches and makes final batch-warrant comparison before mailing warrants.

Pre-audits payroll work sheets; generates warrant listing showing warrant amounts.



APPENDIX E

GOVERNOR'S MANPOWER OFFICE FISCAL SERVICES DIVISION

CETA ACCOUNTING SYSTEM OVERVIEW

Accounting Procedures

A letter of credit is issued by the Regional Disbursing Office (RDO) of the U.S. Treasury Department and indicates the amount of funds available to the Governor's Manpower Office for Comprehensive Employment and Training Act (CETA) purposes. Funds are drawn down by the GMO's Fiscal Services Division personnel from the letter of credit and deposited with the State of Minnesota's Treasurer. This Office makes funds available in specified GMO appropriation accounts through the Statewide Accounting System, which serves as a General Ledger, composed of specified appropriation and allotment accounts. Payments to CETA participants are handled in a variety of fashions, and separate accountability is maintained for each program activity by designated accountants. Work Experience participants are paid through State of Minnesota Central Payroll under special position control numbers. Employers who employ On-the-Job Training (OJT) participants are paid via State Warrant (State of Minnesota check) when the OJT contract has been completed or on a progress payment basis. Payments for classroom training tuition and supplies are handled under a separate subgrant with the Minnesota Division of Vocational-Technical Education (DVTE). Since DVTE is another State Agency, funds are journal vouchered (transferred between appropriate accounts) to cover these payments. Allowances for

orientation and assessment are handled by the Minnesota Department of Employment Services' (MDES) Training Payments Unit under a separate subgrant. Most supportive service payments for participants are paid by State Warrant on the basis of Standard Supportive Service invoices submitted by supportive service vendors. Smaller supportive service payments for the benefit of participants are handled through an Imprest Cash Fund established at each Comprehensive Employment Training Center (CETC). This fund also provides cash for local purchases of items needed for CETC administration when time or size considerations indicate that local purchase is most efficient.

Payroll for GMO Central Office CETA personnel and for out-state Center personnel is handled through State of Minnesota Central Payroll.

All invoices which will result in payments for Program purposes are reviewed for appropriateness and approved for payment by a program specialist from the Technical Services Unit of the GMO's Balance of State Division prior to payment.

Use of performance budgeting concepts through the Statewide Accounting System means that middle level management personnel are designated as activity managers and, thus, have budget approval authority. Activity managers also approve requests for purchases of items and services procured under contracts and subgrants. Subgrants and contracts also require the review and approval of the Executive Director of the Governor's Manpower Office, as well as the State of Minnesota's Attorney General.

The Director of the GMO's Fiscal Services Division is Chief Fiscal Officer. A position titled "Audit/Reports Coordinator" is responsible for the establishment and management of internal audit controls.

Fiscal Reporting

A separate accountability structure is maintained for each program activity using automated reports from the Statewide Accounting System, as well as manual ledgers where necessary. A trial balance is computed monthly, which reflects drawdowns, disbursements, and cash on hand. Using this data, a monthly internal management report - the GMO Fiscal Status Report - is generated for each CETA Title or source of funds, which reflects budget and expenditure figures by the six (6) CETA cost categories. Worksheets for each program activity reflect both actual expenditures and accruals for the accounting period as required. These worksheets are the backup for required monthly or quarterly Federal fiscal reports, which are completed by the accountants who handle transactions involving the various CETA Titles at the GMO. Individual CETA Centers are advised concerning the status of program funds under their control through the Statewide Accounting System Open Encumbrance Report and Expenditures by AID (Allotment Account) Report, and through a Comprehensive Employment Training Center (CETC) Status Report.

Subgrantees submit invoices which identify both actual expenditures and accrual estimates through the invoice period. Figures on these invoices are required to come from the subgrantee's books of original

entry or to be linked directly to these books by worksheet. Consultant contract services provided are documented by timesheets and invoices, which are audited on a continuous basis. Invoices are reviewed for performance to date before progress payments are authorized.

Subgrantee program and fiscal performance is and will continue to be audited by independent certified public accountants (CPA's) under contract to the GMO for CETA auditing or by auditors from State of Minnesota audit agencies (State Auditor or Legislative Audit Commission), which are under contract to the GMO for the same purpose. The audit includes standard auditing procedures; such as, comparisons between subgrantee invoices, and other required reports and GMO fiscal records for an accounting or other audit period. Discrepancies necessitate an acceptable explanation of any difference between GMO and subgrantee fiscal data.