



Welcome to the JOBS Opportunities and Basic Skills (JOBS) Program!

You have applied for the Temporary Assistance for Needy Families (TANF) Program and are required to participate in the JOBS Program at Community Options, Inc. The JOBS Program is a companion program to the TANF Program and focuses on work-readiness, training and job placement services.

Participants Responsibility

- You will have to comply with 87 or 130 hours per month of approved work activities depending on the age of your youngest child.
- You will have to cooperate in all scheduled meetings.
- You will have to maintain weekly contact with Community Options, Inc. by means of email, phone calls, or in person to submit JOBS Time Sheets and correspondence.

TANF applicants who are required to participate in the JOBS Program will be subject to the TANF 'Pay After Performance" Policy. "*Pay After Performance means: "Participants will receive the benefits for their children at the beginning of the month, and after they meet the work requirements, they will receive their portion of the benefits."*"

Community Options Responsibility – JOBS 6 CORE PRINCIPALS

1. ***Customer Preferences Determine Services:*** Each customer is their own individual case. Each customer's individual wants, needs, and goals drives the Employment Plan. Staff will meet with you monthly at the location of your choice to evaluate your progress and develop an Employment Plan.
2. ***Assist Customers to identify and overcome barriers:*** Staff will continually move each customer in a direction to overcome each barrier, through support, communication, and physical assistance until no barriers to self-sufficiency remain.
3. ***Customers are Participating in a Goal Orientated Meaningful Work Activity:*** Staff will work to set up a work site that matches the customer's strengths and goals. We will assist you in picking up and dropping off applications, developing a resume, and practicing mock interviews.
4. ***Staff will provide Advocacy and Resources:*** Services will be provided in a manner that is attentive to the needs of the customer. Staff will network and advocate with community providers to assist in any area in which the customer is struggling.
5. ***Customer's Rights and Responsibilities are Respected:*** Staff will provide non-judgmental, unbiased services. When a customer is in violation of the JOBS Program, Community Options will attempt to re-engage them. The "Good Cause" process will be started only after staff has intervened to assist to uncover and correct the issue of compliance. The "Good Cause" meeting is for the customer to bring forth justification as to why they are not meeting the expectations of the JOBS Program. If necessary Community Options will make a recommendation to your Eligibility Worker that your case be sanctioned.*
6. ***Self Sufficiency is the Ultimate Goal:*** Staff will provide guidance monthly to encourage the customer to become self-sufficient. Competitive employment with career growth is a long-term solution. Our goal is to provide you with tools and resources so you can achieve and maintain self-sufficiency for yourself and your family.

***Appeal Process:** If you feel you were sanctioned incorrectly, you have the right to appeal this decision. Please contact your Eligibility Worker to file an appeal.