



# Workforce Orientation

# Welcome to Workforce Solutions!

- We have computers, fax machines, telephones, and internet access in our offices to help you find and get a job.
- We have workshops on resume writing, interviewing, and other topics to help you
- Check our office calendars or ask any staff member about a workshop for you

# Workforce Solutions Helps You

- When you applied for TANF assistance, you agreed to look for work.
- We will support your job search by:
  - ✓ Referring you to open jobs
  - ✓ Helping you prepare for interviews
  - ✓ Providing financial aid and other services you need

## REMEMBER!

You must do what we ask  
you to do and report to us  
your hours.

OR

you will lose your cash  
benefits and Medicaid.

## What We Ask YOU to Do

- Look for work and keep a paper record of the time you spend looking or preparing.
- Do the things Workforce Solutions arranges for at least \_\_\_\_ hours a week.
- Report your hours on the due date every week to Workforce Solutions.

## What We Ask YOU to Do

- Accept our job referrals and keep interview appointments.
- Accept a reasonable job offer and do your best to keep the job.
- Report any changes in your job to us immediately.

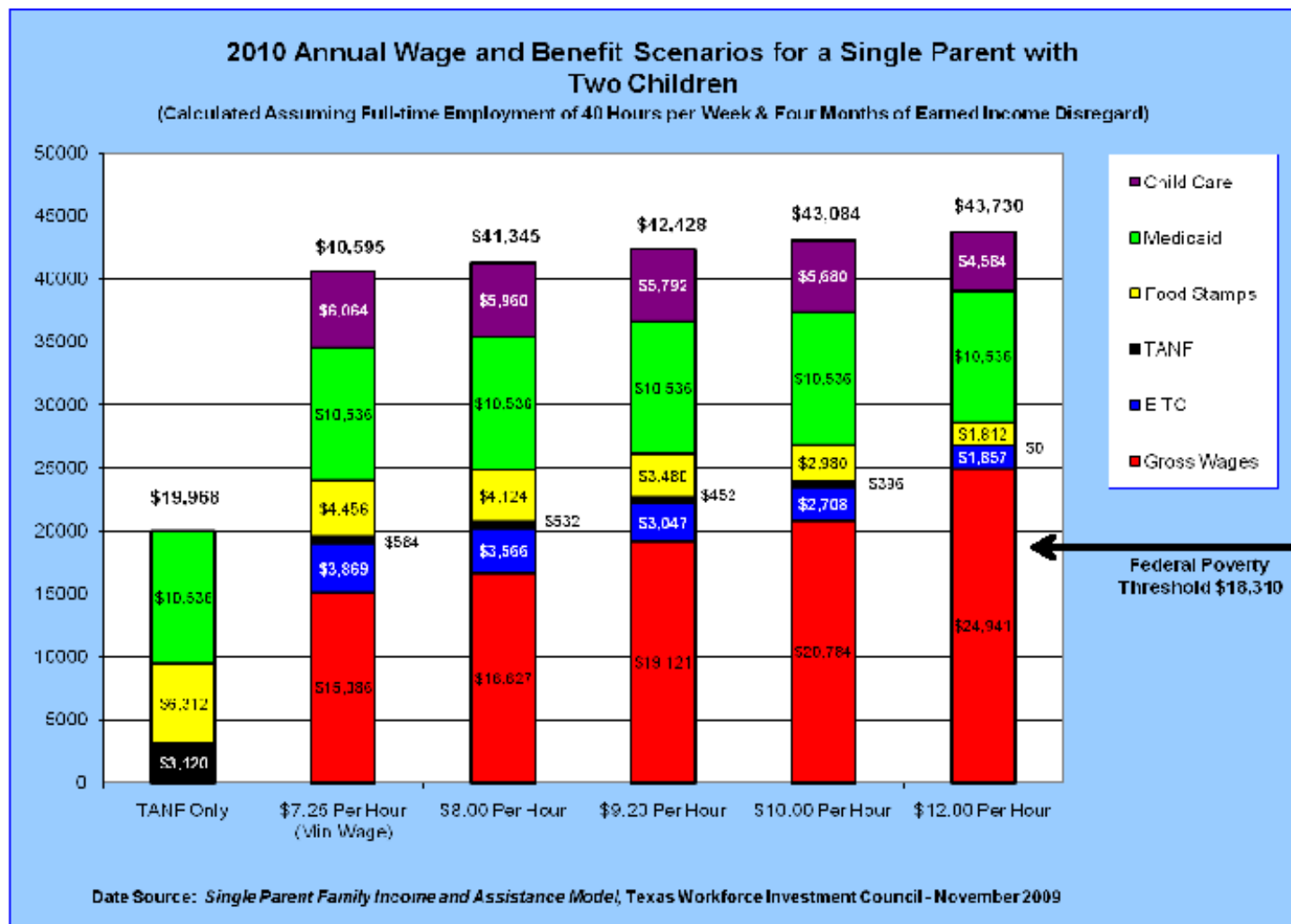
## What We Ask YOU to Do

- Keep in touch with us on a regular basis and attend all scheduled appointments.
- Call us if you cannot fulfill these responsibilities.

# Working Pays!

- Working provides you and your family with more income.
- Working provides you with the skills and qualifications you need to obtain better, higher paying jobs.
- **When you report your employment you may be able to keep receiving TANF benefits while you are working!**

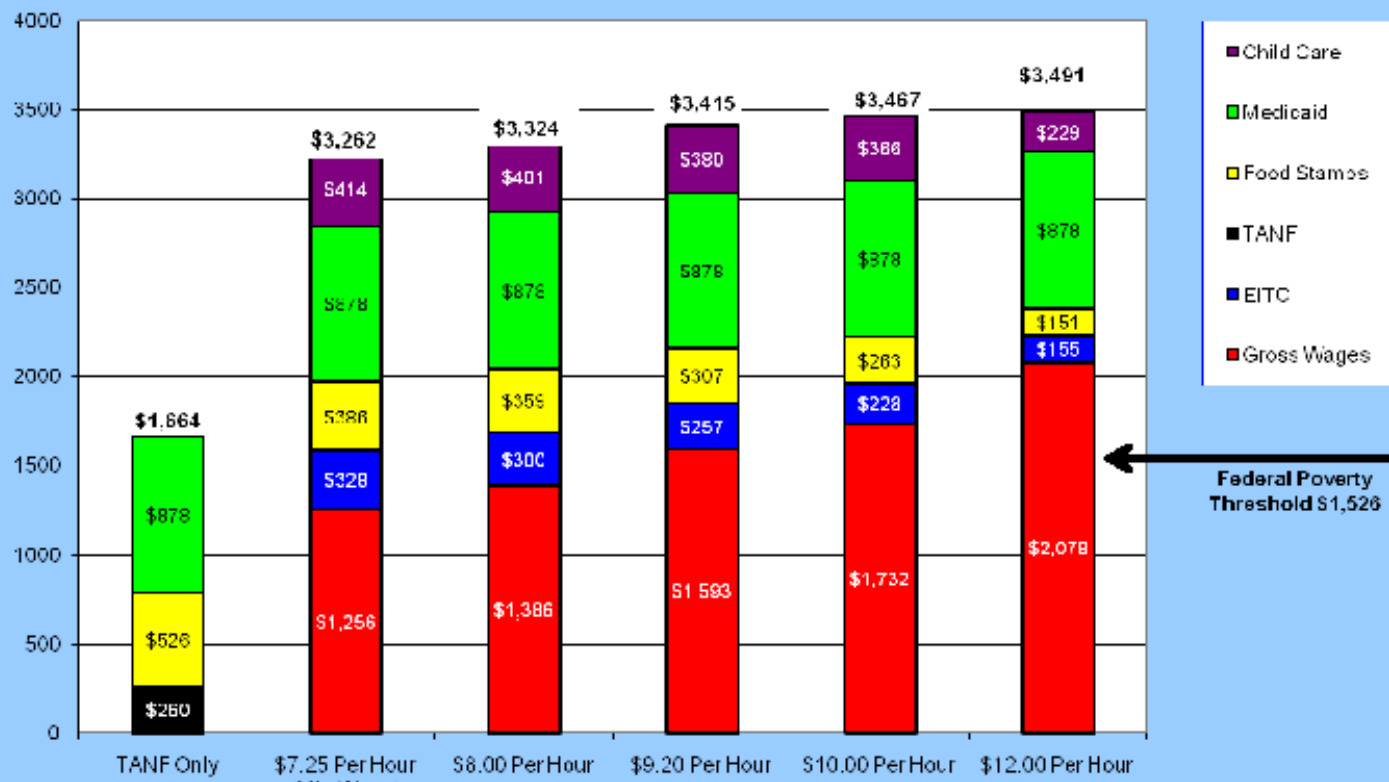
# Working Pays!



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## 2010 Monthly Wage and Benefit Scenarios for a Single Parent with Two Children

(Calculated Assuming Full-time Employment of 40 Hours per Week with Transitional Benefits)



Date Source: Single Parent Family Income and Assistance Model, Texas Workforce Investment Council - November 2009

## “One-Time” TANF

- If you are experiencing a short-term financial crisis, consider applying for “One-Time” TANF.
- “One-Time” TANF is a lump sum grant of \$1,000.
- If you receive the lump sum payment, you will not be eligible for monthly TANF cash assistance for the next 12 months.

# How to Conduct Your Job Search

- You must spend \_\_\_ hours every week looking for work and participating in the activities arranged by Workforce Solutions.
- For each day, count the actual number of hours you spend, looking for jobs and preparing for work.
- Total the hours spent each day and write these on your job search log.
- Instructions for how to count hours for your job search are included in your orientation folder.

# How to Report Your Job Search

- Write down all your job search activity on Workforce Solutions job search log that we give you.
- Total the time spent looking for work and write the time in the hours column of the job search log.
- Attach proof of your job search to the job search log each week before you turn it in.
- Turn in a completed job search log to us every week with proof of your job search activity.

# Fraud

- Monitors will review your file regularly
- If the monitor suspects you have provided fraudulent information, your file will be forwarded for investigation
- **We prosecute individuals found to have submitted fraudulent information.**

## Next Steps

- If you do not find a job three weeks after you begin to receive TANF, we will sit down and discuss the next step in your job search process.

# REMEMBER!

- If you do not do as we ask and report your hours to us every week, we will
  - ✓ Stop your financial aid for child care immediately
  - ✓ Tell the state to stop your cash benefits and cancel your Medicaid

# Tell Your Counselor!

- You must tell us if there is anything keeping you from accepting a job or beginning your job search today.
- A Workforce Solutions Career Coach will work with you to overcome circumstances keeping you from work.

# Let's Get Started!

- Looking for a job is a job!
- Workforce Solutions is here to support you each step of the way.
- Let's get started right now!