



WS 10-15

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To: Career Office Contractors

FROM: Rodney Bradshaw
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SUBJECT: WeCan Project

Purpose

Provide information and procedures relating to the WeCan Project.

Background

The WeCan Project provides city of Houston residents access to technology and digital literacy training in order to increase their technical skills, help them find meaningful employment, and help young people stay in school and prepare for careers using technology.

One phase of the project targets residents who are attending GED classes through Houston Community College. HCC will provide GED testing at no cost to students who receive employment counseling through Workforce Solutions.

- HCC will refer GED program graduates to a Workforce Solutions office for employment counseling.
- Workforce Solutions staff will provide and confirm service for each referred individual.
- We anticipate providing service for up to 800 students who have graduated from HCC's GED program.

Procedures

We expect staff to serve WeCan project participants referred from HCC's GED program as we would any customer.

We anticipate that most individuals will want basic service, but some may ask for expanded service or financial aid.

Make sure you help each customer and provide service that meets that customer's wants and needs.

At a minimum, help each customer complete a WorkInTexas.com application and look for suitable job referrals.

- To confirm for HCC that we are helping a customer, Workforce Solutions staff complete the *WeCAN Works Career Counseling Confirmation Form*
 1. The Workforce Solutions staff member signs and dates a customer's confirmation form and enters his or her email address and office location.
 2. The Workforce Solutions staff member returns the completed form to the customer.
 3. The customer takes the completed form to HCC for confirmation.

Action

Make sure staff is aware of the referral form, provides service as appropriate to the customer and signs the confirmation form for the student.

Questions

Direct questions through the electronic Q&A posted with the policy on the website at <http://www.wrksolutions.com/staff/policiesandprocedures.html>.

Attachment

WeCAN Works Employment Counseling Confirmation Form