



WS 10-09

Reissued: April 28, 2010

To: Employer Service
Career Offices

From: Rodney Bradshaw
Mike Temple
Lucretia Hammond

Subject: 2010 Summer Jobs: Operating Procedures

Purpose

Reissue operating procedures for 2010 Summer Jobs.

Changes

These reissued operating procedures include the following changes.

- We added clarification for the definitions of “family” and “household”.
- We changed our instructions to say staff aren’t required to complete the “Referral Detail” screen in the service detail screen.
- We corrected the error in the note about WIA Youth in Follow-Up. The youth are eligible under Category 10: *The youth is currently participating and tagged WIA Youth in TWIST.*
- We added clarification that low-income category 10 – WIA Youth tagged customers currently participating must also be a member of a “household” as defined in this issuance.
- We corrected the definition of parenting to say the “parent” must live in the household with the child.
- We added a new FAQ page to the Information Packet to inform the customer:
 - of the possible affect of summer job wages on her public assistance benefits,
 - when she can expect to be contacted about a job assignment, and
 - our expectation she will have a worksite supervisor, and
 - her worksite will be reviewed at least once by Workforce Solutions (H-GAC), but may be reviewed also by the Summer Job contractor, TWC and DOL .

Recruiting

Gilbreath Communications will recruit for summer jobs by:

- Mailing or emailing postcards to customers (age 16-24) who were determined eligible for a 2009 summer job – using a list of applicants provided by H-GAC;
- Mailing or emailing postcards to customers receiving Workforce Solutions financial aid;
- Distributing a 2010 summer jobs flyer to Texas Health and Human Services offices, WIC sites, local housing authorities, school districts, and community colleges;
- Posting the 2010 summer job flyer to <http://wrksolutions.com>.

Customers can call 1-888-469-JOBS or go online to find nearest career office to apply. A 2010 Summer Jobs Information Packet and the flyer are attached to this issuance and available at <http://wrksolutions.com>.

Eligibility

Individuals who meet all of the following qualifications are eligible for a summer job:

- Be 16 through 24 years of age (an applicant aged 15 must be 16 by the first day of work); and
- Be a U.S. citizen or non-citizen authorized to work in the U.S.; and
- Be a member of a household or a family – or pregnant or parenting; and
- Qualify as low-income.

“Low income” means:

1. Someone living in the household receives Temporary Assistance to Needy Families benefits (TANF).
2. Someone living in the household receives Supplemental Nutrition Assistance (i.e., food stamps) benefits.
3. The applicant receives benefits from the Children’s Health Insurance Program (CHIP).
4. The applicant receives Medicaid.
5. Someone living in the household is eligible for or receives subsidized public housing assistance.
6. Someone living in the household is participating in WIC.
7. The applicant receives free or reduced-cost lunch at his or her school.
8. Someone living in the household receives Workforce Solutions financial aid for child care expenses.
9. Workforce Solutions has tagged one or more of the applicant’s parents as WIA Adult (including the Recovery Act tag) and is currently providing financial aid more than \$200 to the parent(s).
10. Workforce Solutions has already tagged the applicant as WIA Youth (including the Recovery Act tags) and he or she is currently participating. Must also meet definition of household below.

11. The applicant’s annual family income is at or below 200% of Lower Living Standard Income Level. See the following chart.

Family Size	1	2	3	4	5	6
Income	\$23,154	\$37,937	\$52,071	\$64,286	\$75,874	\$88,737

For each additional family member add \$12,863.

“Household” means persons living in a single residence who are related by blood, marriage, or decree of court. A household must include a parent or caretaker and a dependent child 24 years old or younger.

- The summer jobs applicant may be the parent or caretaker, the dependent child or may be pregnant.
- A college student who lives in a dormitory during the school term, but considers her parent’s (or adult caretaker’s) home as her primary residence – is considered to be a part of her parent’s (or adult caretaker’s) household and family.
- A household may include more than one family.
- A household may consist of a pregnant or parenting individual age 16-24.

“Family” means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

1. A husband, wife, and dependent child or children;
2. A parent or adult caretaker and dependent child or children; or,

A foster child is considered a family of one for income determination purposes.

“Parenting” is defined in behavioral terms. An individual is parenting if he or she is involved in raising a child by promoting and supporting the physical, emotional, social, and intellectual development of a child from infancy to adulthood. Parenting refers to the activity of raising a child rather than the biological relationship. The parent must live in the household with the child.

Eligibility Documentation Requirements

Workforce Solutions staff will document the customer’s eligibility.

- Age: Proof of the applicant’s identity and age, such as a Government or School issued photo I.D. or School Report Card or Birth Certificate.
- U.S. citizens or non-citizens authorized to work in the U.S.: Proof may include documents such as a Social Security Card or U.S. Birth Certificate or INS Authorization to Work in the United States.

- Household and Family: use the Workforce Solutions Self-Certification of Household Members form.
- Low-income: Proof of one of the categories of benefits or services listed above under Eligibility.
 - *We expect staff to use information available through SAVERR, TIERS, TWIST, CHIP or any other available source to document a low-income category where possible.*
 - *Document family income as usual for a 13-week period prior to application. Exclude the following when determining family income:*
 - ✓ *Unemployment compensation*
 - ✓ *Needs-based scholarship assistance*
 - ✓ *Financial assistance under Title IV of the Higher Education Act—Pell Grants, Federal Supplemental Educational Opportunity Grants and Federal Work Study, PLUS, Stafford, and Perkins loans—is debt and not income*
 - ✓ *Child support payments.*
 - ✓ *Cash welfare payments (including TANF, SSI, RCA, GA, emergency assistance, and general relief).*
 - ✓ *Onetime income received in lieu of TANF cash assistance.*
 - ✓ *Income earned while a veteran was on active military duty and certain other veterans' benefits, i.e., compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance.*
 - ✓ *Regular payments from Social Security, such as Old Age and Survivors Insurance.*
 - ✓ *Lump sum payments received as assets in the sale of a house, where the assets are to be reinvested in the purchase of a new home.*
 - ✓ *Payments received as the result of an automobile accident insurance settlement that are being applied to the repair or replacement of an automobile.*
 - ✓ *Foster care payments.*
 - ✓ *Any withdrawal from an Individual Development Account (IDA) for the purchase of a home, medical expenses, or educational expenses.*
 - ✓ *Onetime cash payment, including tax refunds; loans, which are debt and not income; onetime insurance payments; gifts; and lump sum inheritances.*
 - ✓ *Noncash benefits such as employer-paid fringe benefits, food, or housing received in lieu of wages, Medicare, Medicaid, food stamps, school meals, and housing assistance.*
- Obtain signed release forms: Medical Release and Information Release
- Staff must file copies of eligibility documents in the customer's paper file.

Data Entry Instructions

Use the following procedures to enter the customer in TWIST:

- Enter the customer's information in the Intake Common
 - Check the box for Specialized Service

- Enter the customer's information in the following tabs:
 - Identity
 - Contacts
 - Characteristics
 - Education
 - Military
 - Employment History
 - Public Assistance
 - Family
 - Employment Status
 - Disability/Medical
 - Optional Questions (28 Gulf Coast WDA)

Note: Don't complete the Income tab under the Intake Common. For low-income category 11 – enter the income information and calculations in counseling notes to describe your determination of annual income.

Customer		
SSN: 111-22-3333	Name: JAMES BOND	
Birth Date: 03/01/1981	Phone: (999) 999-9999	Ext: TWIST ID: 1004155
<input type="radio"/> Enhanced Service <input checked="" type="radio"/> Specialized Service		
Identity	Contacts	Characteristics
Education	Military	Employment History
Public Assistance	Family	Income
Employment Status	Dislocated Worker	Disability/Medical
Optional Questions		
Office	Optional Question	Answer
28 - Gulf Coast WDA	Eligible Summer 2010 Applicant? Record Date if yes mm/dd/yy	
	Low Income Category? Record category number	
	Release Forms Signed? Record 1 if Yes or 2 if No	

- Update the existing ES Program Detail for each customer with your office and staff information as necessary. Create an ES Program Detail if there is not one in TWIST. (TWIST will eventually update the ES Program Detail with tabs for data required for the Summer Jobs 2010 program. When that occurs you will update the ES Program Detail for summer applicants as appropriate.)

- Tell the customer the next step.
 - You are eligible and have been placed on the list of applicants that will be referred to an organization managing contracts on a first come-first served basis.
 - The organization managing the worksites will contact you about a job assignment.

Note: We will provide career office contractors with a list of contacts for managing contractors. If a customer was referred to a managing contractor and has not received her job assignment from a managing contractor and the customer calls the career office – give the customer the contact information for the managing contractor.

- The managing contractor will verify the customer's work start date and provide a list of individuals with start dates to career office contractors.
- Career Office staff will enter the placement in TWIST as follows:
 1. Open a new service record in Service Tracking.
 2. Select service category 6-Employment Experience and service code 42-Subsidized Employment.
 3. Select fund code 187-ARRA/TANF Summer Employment.
 4. Select the appropriate office level 5 code for the managing contractor.

Note: You are not required to complete the referral detail screen.

Referring Applicants to Managing Contractors

Beginning in May, H-GAC will use TWIST to create an Eligible Applicants List for each career office contractor and email the list daily to the designated persons of each of the career office contractors.

Career office contractors will record the level 5 office for the managing contractor on the ES program detail for those applicants referred to that managing contractor.

H-GAC will email the Referred Applicants List daily to each assigned managing contractor.

Placing Applicants in Jobs

Managing contractors will:

1. Contact each customer on the Referred Applicants List and offer a summer job;
2. Report to career office contractors:
 - each customer's job start date;
 - information about each customer's worksite; and
 - any updates an customer's status.
3. Provide an orientation and a handbook to each customer and supervisor;

Note: The orientation and the handbooks will include essential elements provided by H-GAC under separate cover. The essential elements include new factor: worksite supervisor cannot be paid with federal money. We will also provide sample handbooks to managing contractors.

4. Obtain signed receipts showing the individuals received an orientation.
5. Obtain signed I-9 forms and W-4 forms and submit these to the payroll contractor.

Note: Worksites may not be in a casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

Training and Communication

H-GAC will meet with all 2010 Summer Jobs contractors each Friday starting in the month of May.

We will talk with career office contractors in weekly conference calls each Monday beginning April 26, 2010 to share information and monitor implementation.

Payroll

The payroll contractor will provide a packet of paperwork to managing contractors. Included in the packet will be Forms I-9 and W-4 and a direct deposit enrollment form.

We will require the payroll process information to be included in the orientation and the handbooks for workers and worksite supervisors.

We will provide you with more detail about the payment process when we get it from the payroll contractor.

Remember

- Self-Certification of Household and Family - A self-certification form can be used to document household (and family) members.
- WIA Youth Follow-up - Customers tagged in 67-Follow-up at the time of application are considered to be eligible under Category 10: *The youth is currently participating and tagged WIA Youth in TWIST.*
- Selective Service Registration – is not required.
- Testing - Assessment testing including TABE – is not required.
- Employment Plans - Employment Plans, Job Search Maps, Individual Service Strategies – are not required.

Action

1. Review these instructions and forms with staff and make sure staff understands how to document eligibility for Summer Jobs applicants.
2. Make sure office managers and supervisors provide guidance to staff about eligibility documents.

3. Provide your contract liaison with the name, location, telephone number and email address of a primary and a secondary contact for your contract.

Questions

Staff should first ask questions of their managers or supervisors. Direct questions for Board staff to the staff web Q&A at <http://wrksolutions.com>.

Attachments

- 2010 Summer Jobs - Information Packet v.2
- 2010 Summer Jobs – Recruitment Flyer
- Self-Certification of Household and Family