



WS 10-24

December 2, 2010

To: Career Offices
Employer Service
Financial Aid Payment Office

From: Rodney Bradshaw
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Subject: Hurricane Ike Temporary Jobs

Purpose

Re-issue guidelines for certifying and documenting eligibility and for tracking customers in Hurricane Ike repair and restoration project temporary jobs

Background

We recently contracted with the following three organizations to hire temporary workers for Hurricane Ike repair and restoration projects.

The City of Galveston will employ **74 temporary workers** to assist and support a variety of repair projects which include work on streets, sewers, parks, cemeteries, medians, community centers and the restoration of public lands which were damaged by Hurricane Ike.

A variety of positions are proposed which include laborers, equipment operators, housing rehabilitation specialist, fire inspectors, accountants, billing clerks, code enforcement officers and construction inspectors.

Nehemiah's Vision will hire **70 temporary workers** and complete repairs on 100 homes of low income, elderly and infirmed individuals in Galveston County, including Bolivar Peninsula.

The majority of positions for this project are pre-apprentice helpers and carpenters. Proposed hourly salaries range from \$12.00 to \$29.50 per hour, with the majority of carpenters represented at \$22.00 per hour.

The Student Conservation Association will hire **17 temporary workers** to complete repairs and restoration to parks damaged caused by Hurricane Ike. Working with the Texas Parks and Wildlife Department, the Association will repair parts of the Battleship Texas, Brazos Bend, and Galveston Island state parks.

Workforce Solutions staff will:

- certify and document applicants' eligibility for Hurricane Ike Repair or Restoration temporary jobs (Workforce Investment Act National Emergency Grant);
- assess and refer qualified applicants to PSE-Ike jobs listed in WorkinTexas.com; and
- track service in TWIST.

We are providing the following guidelines to help Workforce Solutions staff determine eligibility and track participation.

Eligibility Guidelines

To be eligible to work in a Hurricane Ike Repair or Restoration temporary job funded through Workforce Solutions, an individual must

- Be at least 18 years old, a citizen of the United States or authorized to work in the U.S., and, if male, have registered with the Selective Service if required; AND
- Be a resident of a county designated in the Hurricane Ike disaster declaration; AND
- Be one of the following:
 - Temporarily or permanently dislocated from work as a result of Hurricane Ike, OR
 - A “dislocated worker” – meet the definition under section 101(9) of the Workforce Investment Act (terminated or laid off because of permanent closure or substantial layoff; unemployed self-employed worker; long-term unemployed, OR
 - A migrant or seasonal farm worker dislocated from work because of the hurricane; OR
 - Long-term unemployed at the time of the hurricane, meaning
 - **unemployed and seeking employment before or at the time of Hurricane Ike; OR**
 - **unemployed and without employment opportunities to return to because of Hurricane Ike.**
- Under some instances, a person may be eligible to work according to the criteria above, but *because of previous temporary employment in a Hurricane Ike Repair/Restoration Project*, will not be able to work in a temporary job now.

To ensure see if an applicant previously employed in hurricane repair temporary jobs may work in another temporary job now:

1. Check TWIST to see if the applicant was tagged in WIA with a fund source code of 169 from September 13, 2008 through December 31, 2009.
2. If so, call or email **Ginger Rogers** or **Katrina Moore** at the Board offices to clear that applicant for further hurricane repair temporary employment.

Documenting Eligibility

- Document *age* and *legal work or citizenship status* using the normal and usual acceptable documentation for Workforce Investment Act applicants.
- Document *selective service registration* for men born on or after January 1, 1960 at <http://www.sss.gov> . Workforce Investment Act selective service registration rules apply.
- Document *residency in a Hurricane Ike-affected area* using:
 - Driver's license or other government or school issued ID with an address in affected areas
 - Bills or other mail to the customer at an address in an affected area
 - Unemployment Insurance or Disaster Unemployment Assistance (DUA)
 - Evidence of FEMA or Red Cross assistance
 - Data base information listing the customer as a Hurricane Ike affected customer (i.e. UI, Red Cross)
 - Other documents that staff reasonably believes support the customer's statement that she was living in an area affected by Hurricane Ike
- Document *dislocated worker status* or *long-term unemployed status* using the normal and usual acceptable documentation for Workforce Investment Act applicants.

Tracking Customers

- Staff will track all eligible individuals in TWIST according to usual procedure.
- The temporary jobs are listed in WorkinTexas.com with the prefix "PSE-IKE" in the employer name. We will not make a special "Ike" designation for customers in WorkinTexas.com.
- Career offices will recruit, screen and refer eligible applicants to temporary jobs and track those individuals who become employed under public service employment.
- Staff will use the following procedures to track the customer in TWIST:
 - ✓ Create a customer record in TWIST
 - ✓ Create a WIA program detail and determine the customer eligible as a Dislocated Worker.
 - ✓ Track the assessment service using the following codes:
 - Service Category: 2-Assessment and Planning
 - Service: 8-Objective Assessment

- Service dates: We usually conduct Objective Assessment in one day. Enter the start date – the date you assessed the customer’s skills and abilities for a PSE job. Enter the planned completion date. Enter the actual completion date.
- ✓ Track the employment service using the following codes:
 - Service Category: 6-Employment Services;
 - Service: 43-Subsidized Employment – Other Fund
 - Service dates: Enter the first day of work as the start date. Enter a planned completion date
 - Fund Source Code: 169-Hurricane Ike NEG TX-14
- ✓ ONET – select appropriate code:
 - Accountants – 13201101 (Accountants)
 - Billing Clerks – 43302102 (Billing, Cost & Rate Clerks)
 - Carpenters – 47203100 (Carpenters)
 - Code Enforcement Officers – 47401100 (Construction & Building Inspectors)
 - Construction Inspectors – 47401100 (Construction & Building Inspectors)
 - Equipment Operators – 47207300 (Operating Engineers & Other Construction Operators)
 - Fire Inspectors – 33202101 (Fire Inspectors)
 - Housing Rehabilitation Specialist – 19305100 (Urban & Regional Planners)
 - Laborer – 47206100 (Construction Laborers)
 - Pre-Apprentice Helpers – 47301200 (Helpers-Carpenters)
- Office Level 5 codes
 - ✓ 2025 City of Galveston
 - ✓ 2026 Nehemiah’s Vision
 - ✓ 2027 Student Conservation Assn

NOTE: Individuals receiving unemployment benefits may be eligible for temporary jobs, but if they are hired into IKE-PSE temporary jobs, they must report their hires and their wages to the Texas Workforce Commission.

How are PSE jobs listed in WorkinTexas.com?

For each employer who has a job that is hurricane-related and is PSE, we will create an account in WorkInTexas.com beginning with the prefix IKE PSE (employer name).

If the employer has an account already established in WorkInTexas.com, we will not change the name of the established account. We will create an additional account under the same tax ID specifically for PSE jobs and PSE jobs only. Current openings that are not hurricane-related will be listed under the standard account.

It is possible for one employer to have an IKE PSE account and a standard account at the same time.

Action

Make sure that all office managers, supervisors, and other appropriate staff are aware of the rules and procedures for certifying and documenting eligibility of customers affected by Hurricane Ike, and tracking services.

Questions

Staff should first ask questions of their managers or supervisors. Direct questions for Board staff to Ginger Rogers at grogers@wrksolutions.com or Katrina Moore at katrina.moore@wrksolutions.com

Attachments

1. NEG Eligibility Guide