

Targeted Assistance Grant Road to Work Program Report Instruction

Road to Work (RtW) funds should be used to provide an employment and training program with a Vocational English as a Second Language (VESL) component, designed to meet the employment needs of Hmong, African, Meskhetian Turks, and other refugees with limited education, including women with little or no English or transferable job skills and work experience; and older youth (18-25) who are not in school.

RtW will focus on partnerships with employers to develop on-the-job training (OJT) with VESL in subsidized employment (primary focus), and, where the situation is appropriate, a customized, short-term, bilingual skill training with VESL may be conducted.

The allowable program activities can be found in the Request for Proposal released by the Refugee Assistance Services Program Section on September 11, 2006, pages 21-23

1. Narrative Report (only relevant activities need to be included)

Within the reporting period, please describe:

- the population served, including the number enrolled, selection process, educational levels of the program participants and how priorities for services were set up;
- activities targeted to yearly goals;
- objectives and milestones achieved;
- discuss any data reported on Schedule C which warrant explanation, such as noticeable increases or decreases from previous trimesters. Discuss any significant changes in refugee employment or other services outcomes; discuss any other relevant activities, including supportive services*, program initiatives, accomplishments or problems.
- Job Upgrade activities

On-the-Job Training:

- employers who work with you;
- types of subsidized full-time and part-time positions;
- approach to encourage employers to retain the refugee employee after the wage subsidy is ended;
- job-related VESL or ESL at the work site or in a classroom setting. Clarify which ESL services are funded with Refugee Assistance Service Program Section funds and which are provided through referral to community resources;

- your method for evaluating the training and any adjustment of employment activities you provide to a refugee based on the evaluation;
- how you identify any gaps in services or unmet needs which you are plan to remedy.

Customized Skills Training with VESL:

- skills training component, including partners and type of skills/vocations you train, and
- how you develop the training curriculum and the VESL component;

* Support services are not allowable as a stand-alone service but may be provided to support one or more of the training components.

2. Data Report

Entering information on **Schedule C: TAG Road to Work, page 1**

Agency The name of the agency filing the report.

Trimester Place an “X” in the appropriate Trimester:

1st Trimester (February - May) place an “X” in Cell ____

2nd Trimester (June - September) place an “X” in Cell ____

3rd Trimester (October – January) place “X” in Cell ____

Item A. Total Caseload for Services

A caseload is defined as the unduplicated number of active, employable, adult participants enrolled in Road to Work that comprise the total caseload eligible for services during the contract period (February 1, 2009 – January 31, 2010).

Enter the total unduplicated number of employable male and female individuals enrolled in RtW, and who have an employability plan. This represents all of the individuals you have been serving at any time in the contract year to date.

Please note that for the first trimester the Total Caseload for Services is equal the number of Active Participants this trimester (Item B).

Exceptions: the Total Caseload for Services for the first trimester can exceed the number of Active Participants this trimester if some of the TAG E&T TAP participants were referred to the TAG Road to Work (RtW) program. In this case, please provide information about these refugees in your narrative report, including number of referrals and RtW program services to be provided to them.

RCA Recipients. Enter the number of individual program participants who received Refugee Cash Assistance (RCA) at any time while enrolled for employment services in the current calendar year.

W-2 Participants. Enter the number of the individual program participants who participated in a W-2 paid or unpaid placement at any time while enrolled in the current calendar year (enrolled, employable adults only). Include the second wage earner in a W-2 household IF both are participating in refugee employment services.

No Cash Assistance Individuals. Enter the number of program participants who are not receiving W-2 or RCA.

Note: the summary of unduplicated employable male and female enrolled in the Total Caseload for Services must equal the sum: RCA, W-2, and Not Cash Assistance individual participants enrolled in the program (Male + Female) = (RCA + W-2 + No Cash).

An **alert!!!** will remain in the yellow highlighted row, please follow the alert instructions and correct the data accordingly before sending out the QPR.

Item B. Active Participants in this Trimester

An active participant in employment services is defined as a person with whom your agency has regular and direct involvement in planned employment-related activities at any time during the reporting trimester for the purpose of assisting the individual in preparation for, development of, placement in, or maintenance or advancement of, employment.

- Numbers reported in this item must be unduplicated for the trimester.
- This unduplicated number may include new enrollees and participants from previous trimesters who were active this trimester.

Total Number of Individuals

Enter the total unduplicated number of active male and female participants.

a) Number of RCA Recipients

Refugee Cash Assistance (RCA) Definition: Newly arriving refugees not eligible for W-2 may be eligible to participate in the RCA program during the first eight (8) months that they reside in the U.S. All RCA cases/families must have a Family Self-Sufficiency Plan (FSP) and all employable adults in the family must have an assessment and Employability Development Plan (EDP) completed by both the case manager/job developer and the client(s) within 30 days of receipt of

Refugee Cash Assistance. RCA recipients are normally also required to participate in the Food Share Employment and Training program.

Enter the number of active participants in this trimester who are receiving Refugee Cash Assistance (RCA).

b) Number of W-2 Participants

Wisconsin Works (W-2): Eligible refugees may be dual-enrolled in one of the refugee employment and training programs and in any components of the W-2 program, including:

- Case management only (no cash assistance),
- Secondary wage earners in a W-2 household,
- Trial Jobs,
- Community Service Jobs,
- W-2 Transitions,
- Custodial Parent of a Newborn,
- Kinship Care,
- General Relief.

Enter the number of active program participants in this trimester that are participating in W-2.

c) No Cash Assistance

No CA is defined as a refugee that is not receiving any cash assistance as defined above, although he/she can be receiving cash/assistance from any of the following sources:

- Reception and Placement,
- Unemployment Compensation (UI),
- Worker's Compensation,
- Food Share,
- Medical Assistance/Badger Care,
- Workforce Investment Act,
- Child Support.

Enter the number of active participants in this trimester that are not receiving W-2 or RCA.

Note: the summary of unduplicated employable male and female enrolled in the Total Caseload for Services must equal the sum: RCA, W-2, and Not Cash Assistance individual participants enrolled in employment program (Male + Female) = (RCA + W-2 + No Cash).

An **alert!!!** will remain in the yellow highlighted row, please follow the alert instructions and correct the data accordingly before sending out the QPR.

Part C. Entered Employment this Trimester

Notify the county and/or W-2 agency within ten (10) working days of the names of refugees receiving assistance (W-2, RCA, Food Share, etc.) who gained employment, or a pay raise.

Note that all information and instructions concerning entered employments are contained in the instructions for Attachment 1. Wherever a “1” was entered in Attachment 1 “Supplemental Form to Schedule C” page 1, the corresponding cells on Schedule C page 1 are automatically completed. Each agency must manually enter the necessary information in the un-shaded cells, to determine which employed refugees count towards a Grant Termination or Grant Reduction/Diversion.

Grant Terminations this trimester

Grant Termination is the removal of a welfare-dependent family from public cash assistance, i.e., W-2 subsidized employment, General Relief, RCA, or SSI by obtaining employment. Grant Terminations count as a full credit towards the employment goal.

The following examples can be counted as meeting the definition of Grant Termination:

1. if the refugee family was receiving W-2 payments, and the cash assistance ended because the refugee got a full-time unsubsidized job;
2. if a refugee enters unsubsidized employment and his/her paid placement ends, even though the second wage earner may be participating in a paid placement;
3. if the family has relocated out-of-state for employment and is no longer receiving any form of public cash assistance in Wisconsin;
4. if the refugee is placed in a job which brings the family income above the income standard for W-2 eligibility for that family size (115% of poverty). See the chart at the end of these instructions;
5. if a second wage earner in a W-2 household receiving case management services is placed in a job which brings the family income above \$673 per month;
6. if a refugee in their first month in the U.S. enters full-time employment **before** receipt of cash assistance, this can be reported as Grant Terminations because employment occurred prior to the need to receive public assistance; or

7. if SSI or General Relief is terminated as a result of a participant entering employment.

The determination of whether an “entered employment” will result in a Grant Termination due to excess earnings may be a prospective determination or a retrospective one.

Please note that transferring cash assistance status is NOT considered a Grant Termination. For example, an RCA case transferring to a W-2 subsidized employment position or the transfer to SSI is **NOT** considered a Grant Termination for RCA.

The agency can report only ONE Grant Termination in a reporting trimester for a family that has multiple wage earners.

Enter the number of Grant Terminations (number of cash assistance cases closed) achieved after gaining employment.

When reporting GT or GR, please verify the employment status of a refugee with employer and the cash assistance status with the County/W-2 agency.

Grant Reductions/Grant Deversions this trimester

A Grant Reduction is defined as a reduction in the amount of cash assistance paid to the case monthly that occurs as a result of earned income from employment. The determination of whether an entered employment will result in a Grant Reduction may be a prospective determination or a retrospective calculation.

1. A Grant Reduction is reducing the level of dependency on welfare through employment. Refugees participating in W-2, RCA, or SSI may be counted as a grant reduced if they begin working part-time, or if a family member gains an unsubsidized job. Grant Reductions count as one-half credit towards the employment and training goal.

2. The following are possible Grant Reduction examples:

- (a) A W-2 or RCA participant is placed in a partial CSJ due to part-time employment;
- (b) SSI is reduced as a result of the refugee gaining employment;
- (c) General Relief is reduced as a result of the refugee gaining employment.

Grant Diversions (GD). Non-cash public assistance termination as a result of entered employment. 1 GT = 2 GD's.

Example: Food Stamps were reduced or terminated as a result of entered employment.

Job Upgrades (JU) – moving up career ladder with a wage increase

through variety of activities including obtaining GED and/or special education along with improvement of English language skills. 1GT = 1JU. Report the Total Job Upgrade only by entering the number of program participants for whom job was upgraded in Schedule C page 1, Total Entered Employment (Row 26, Column K). In the narrative, please list the names of refugees, the trimester they were reported entered employment and their wage prior to the job upgrade reported in this trimester.

Item D. Health Benefits Available

Health benefits information in Schedule C is automatically completed by the information made on Attachment 1 Supplemental Form to Schedule C.

This item captures information on the availability of health benefits for those individuals who have entered full-time employment. This is not a measure of how many individuals elect to enroll in health benefits, but rather the number of jobs which offer health benefits either at time of the placement or at any time within 6 months of placement. Benefits should be considered “available” if self-only coverage is available to the employee, even if coverage is not extended to the employee’s family members. Benefits are considered “available” without regard to whether the employee must contribute to the premium.

Item F. Employed 90 Days Later

Information compiling the total number of refugees employed at least 90 days is automatically completed by a macro from the information entered on the Supplemental Form to Schedule C (Att.1).

Please note: there is no 90-day retention to be reported in the first trimester unless some of the TAG E&T TAP participants are referred to the Road to Work program. In this case, please provide the information about these refugees in your narrative report (see QPR Instructions, p.2).

Attachment 1. Supplemental Form to Schedule C page 1 Entered Employment by Cash Assistance (CA) Status

Attachment 1 is designed to be an ongoing log of all placements made by your agency during the current reporting trimester and enables you to track 90-day follow-up from placements in the prior trimester. It will help you monitor your cases, and it will generate the information necessary for the calculation of entered employments, 90 day retention rates and statewide average wage.

In order to calculate the 90 day retention and wage, it is essential that the data on participants who were placed in the prior trimester be retained and updated. However, in order for Attachment 1 to correctly calculate the data for Schedule C page 1 the information on Entered Employment, Grant Termination/Grant

Reduction, and health benefits MUST be reported for the current reporting trimester only. Data for the trimester prior to the reporting trimester should include follow-up information only. Data on Entered Employment, which occurred before the time period in which you are reporting follow-up, should be removed. See instructions for 90 day follow-up below.

1. *Entered Employment is defined* as the entry of an active Employment Services (ES) participant into an unsubsidized employment position for at least one day during the trimester.

- Data reported must be unduplicated.
- Each active participant can only be reported once during the trimester, regardless of how many jobs the individual obtained. If multiple placements are made, report the “best” job.
- Entered employment placements made by another refugee service provider can be claimed by your agency if you were actively working with the client and providing services which support job entry.
- An OJT or W-2 position may not be counted as an “entered employment” until the period of OJT or Trial job is completed and the employer has agreed to retain the individual in an unsubsidized permanent position.
- Verify the refugee’s cash assistance (CA) status and date of arrival into the U.S. at the time a participant is placed in employment.
- All job placements of adult family members receiving public assistance must be reported to the public assistance agency (W-2 agency) within ten (10) working days.

2. List all refugees that your agency helped gain employment during the reporting trimester. Refugee entering employment includes self-placements and placements made by other agencies if the refugee employment agency also facilitated the employment:

- a) Determine the **Gender**
- b) In column 1 enter the client’s name (Last name, First name) in the appropriate gender row.
- c) In column 2 enter the client’s Social Security Number (no dashes) in the appropriate Gender row.
- d) In column 3 enter the date (dd/mm/yy) entered U.S. in the Gender appropriate row.
- e) In column 4 enter the date (dd/mm/yy) entered employment in the Gender appropriate row.

- f) In column 5 enter the name of the Employer in the Gender appropriate row.
- g) In column 6 enter the Hourly Wage.

Note: An **error** box will appear and incorrect data will not be recorded in the cell.

Cash Assistance Status

Indicate by entering the number “1” in the appropriate Cash Assistance column for refugees that have gained employment. Determine how long the refugee was in the U.S. at the time he/she entered employment, and whether the refugee gained a full-time or part-time job.

- ◆ Full-time employment is defined as 35 hours per week or more.
- ◆ Part-time employment is defined as fewer than 35 hours per week.

Examples:

(1) If the refugee was receiving RCA and resided in the U.S. less than four months at the time of placement:

- (a) and entered full-time employment; enter “1” in the column 7 of the RCA section, or if
- (b) part-time job was secured, enter “1” in the column 8 of the RCA section.

(2) If the refugee was receiving RCA and resided in the U.S. between five and eight months

- (a) And entered full-time employment, enter “1” in the column 9 of the RCA section, or if
- (b) part-time employment was secured, enter “1” in the column 10 of the RCA section.

(3) If the refugee was receiving Wisconsin Works (W-2) and resided in the U.S. for a period less than 12 months:

- (a) And entered full-time employment, enter a “1” in the column 11 of the W-2 section, or if
- (b) part-time employment was secured, enter a “1” in the column 12 of the W-2 section.

(4) If the refugee was receiving Wisconsin Works (W-2), and resided in the U.S. for a period greater than 12 months:

- (a) And entered full-time employment, enter a “1” in the column 13 of the W-2 section or, if

- (b) part-time employment was secured, enter a “1” in the column 14 of the W-2 section.

(5) If the refugee was receiving Other Cash Assistance and resided in the U.S. for a period less than 12 months:

- (a) And entered full-time employment, enter a “1” in the column 15 of the Other Cash Assistance section, or if
- (b) part-time employment was secured, enter a “1” in the column 16 of the Other Cash Assistance section.

(6) If the refugee was receiving Other Cash Assistance and resided in the U.S. for a period greater than 12 months:

- (a) And entered full-time employment enter a “1” in the column 17 of the Other Cash Assistance section, or if
- (b) part-time employment was secured, enter a “1” in the column 18 of the Other Cash Assistance section.

(7) If the refugee was NOT receiving Cash Assistance and resided in the U.S. for a period less than 12 months:

- (a) And entered full-time employment, enter a “1” in the column 19 of the No Cash Assistance section, or if
- (b) part-time employment was secured, enter a “1” in the column 20 of the No Cash Assistance section.

(8) If the refugee was NOT receiving Cash Assistance and resided in the U.S. for a period greater than 12 months:

- (a) And entered full-time employment, enter a “1” in the column 21 of the No Cash Assistance Section, or if
- (b) part-time employment was secured, enter a “1” in column 22 of the No Cash Assistance Section.

C. Grant Termination/Grant Reduction Status

- (1) If Cash Assistance was terminated as a result of employment, enter “1” in the GT column 23.
- (2) If Cash Assistance was reduced as a result of employment, enter a “1” in the GR column 24.

Note: An **error** box will appear and incorrect data will not be recorded in the cell.

Health Benefits.

Enter "1" in the Health Benefits column 25 if the refugee is offered health benefits by the employer.

Note: An **error** box will appear and incorrect data will not be recorded in the cell.

Employed 90 Days Later

Employed 90 days later' means working for wages on the 90th day at any unsubsidized job. This job retention measure applies whether the refugee is working at the same job as at the time of entered employment, or whether the refugee has transitioned to other employment during the 90 day period.

In the event that there are multiple placements with the same individual within the same reporting period, the date of the first employment entry is the start date for calculating the 90-day follow-up.

- a) An individual who is on strike on the 90th day is considered employed.
- b) An individual who has been laid off and does not anticipate returning to the same employer within 30 days is considered unemployed.

The information on 90 day retentions are reported in the same categories as the original entered employments and is based on the category of cash assistance the individual was receiving at the time of entry into employment.

If a participant has retained employment with the same employer on the 90th day, update any known wage change, delete any information in columns 7-25, and enter a 1 in the appropriate 90-day retention cell. If a participant is employed at the 90th, but with a different employer, enter the new employer and wage information and enter a 1 in the appropriate 90 day retention cell. If the change of employment occurred in the prior reporting period, do not count this as a new entered employment (columns 7-25 remain blank) but only as a follow-up, since only one entered employment is counted per trimester.

If a participant enters employment in the current reporting trimester and in the prior trimester, enter all the information for the new entered employment as well as the 90 day follow-up for the prior Entered Employment.

If employment was lost, retain the name of employer and wage information, but remove the 1 from appropriate column 7-25 and enter a '0' in the appropriate 90-day follow-up cell.

There is a macro in Attachment 1 in the 90 day retention section that will automatically complete the 90 day retention totals on Schedule C for placements from the prior trimester which are retained on Attachment 1. To complete the 90 day retention section on Attachment #1:

a) Refugees who were receiving RCA at entered employment:

- 1) If the refugee was receiving RCA at the time full-time employment was secured, AND IS STILL EMPLOYED AT 90 DAYS, remove the '1' from the appropriate column 7-25 enter "1" in the column 26 of the 90 day retention section. If the refugee is not employed on the 90th day, enter a '0.'
- 2) If the refugee was receiving RCA at the time part-time employment was secured, AND IS STILL EMPLOYED AT 90 DAYS enter "1" in the column 27 of the 90 day job retention section. If the refugee is not employed on the 90th day, enter a '0.'

b) Refugees who were receiving W-2 at entered employment:

- 1) If the refugee was receiving W-2 at the time full-time employment was secured, AND IS STILL EMPLOYED AT 90 DAYS enter "1" in the column 28 of 90-day job retention section. If the refugee is not employed on the 90th day, enter a '0.'
- 2) If the refugee was receiving W-2 at the time part-time employment was secured, AND IS STILL EMPLOYED AT 90 DAYS enter "1" in the column 29 of the 90 day job retention section. If the refugee is not employed on the 90th day, enter a '0.'

c) Refugees who were receiving Other Cash Assistance at entered employment:

- 1) If the refugee was receiving Other Cash Assistance at the time full-time employment was secured, AND IS STILL EMPLOYED AT 90 DAYS enter "1" in the column 30 of the 90 day job retention section. If the refugee is not employed on the 90th day, enter a '0.'
- 2) If the refugee was receiving Other Cash Assistance at the time part-time employment was secured, AND IS STILL EMPLOYED AT 90 DAYS enter "1" in the column 31 of the 90-day job retention section. If the refugee is not employed on the 90th day, enter a '0.'

d) Refugees who were not receiving Cash Assistance at entered employment:

- 1) If the refugee was not receiving Cash Assistance at the time full-time employment was secured, AND IS STILL EMPLOYED AT 90 DAYS enter "1" in column 32 of the 90 day job retention section. If the refugee is not employed on the 90th day, enter a '0.'
- 2) If the refugee was not receiving Cash Assistance at the time part-time employment was secured, AND IS STILL EMPLOYED AT 90 DAYS enter "1" in the column 33 of the 90 day job retention section. If the refugee is not employed on the 90th day, enter a '0.'

Note: An **error** box will appear and incorrect data will not be recorded in the cell.

Schedule C Page 2 Instructions

Agency Enter the name of agency completing the report
Trimester Place an "X" in the appropriate Trimester

1. On the Job Training (OJT) is the placement of an employable adult refugee in subsidized employment funded by the Immigrant Integration Section (IIS) for a period of time after which the employer has agreed to hire the OJT trainee in permanent, unsubsidized employment.

Active participants in an OJT program. This number is an unduplicated count of active participants who are participating in OJT during the reporting trimester.

(a) Enter the number of male participants in OJT who have been in the U.S. less than 12 months.

(b) Enter the number of male participants in OJT who have been in the U.S. at least 12 months.

Similar to the instruction for male participants above, enter the number of female participants.

1.1. OJT Completions

(a) Enter the number of male participants that have completed OJT and retained by the employer.

(b) Enter the number of female participants that have completed OJT and retained by the employer.

2. Customized Skills Training (CST) is a short-term duration training designed to teach refugees specific job-related skills that prepare them for a specific job or type of employment.

(a) Enter the number of male participants in CST that have been in the U.S. less than 12 months.

(b) Enter the number of male participants in CST that have been in the U.S. at least 12 months.

Similar to the instruction for male participants above, enter the number of female participants.

2.1. CST Completion

- (a) Enter the number of male participants that have completed CST.
- (b) Enter the number of female participants that have completed CST.

3. Vocational English as a Second Language (VESL) or ESL

This should be used to report language training which is funded by IIS and is provided to participants in employment services under an employability plan in order to help the participant obtain, maintain or upgrade employment. The narrative should clarify if the ESL is VESL or regular ESL, and who the employer partners are.

- (a) Enter the number of refugee male participants in ESL/VESL education in the current trimester that have been in the U.S. less than 12 months.
- (b) Enter the number of refugee male participants in ESL/VESL education in the current trimester and that have been in the U.S. at least 12 months.

Similar to the instruction for male participants above, enter the number of female participants.

3.1. VESL or ESL Completion

If the course of instruction is regular ESL, completion means that the participant has advanced a level as measured by the BEST+ test. If the course of instruction is a customized VESL program, completion indicates the individual has completed a structured course of instruction.

- (a) Enter the number of male participants that have completed ESL or a course required by employer or completed a VESL component of the skills training in this trimester.
- (b) Enter the number of female participants that have completed a course required by employer or completed a VESL component of the skills training in this trimester.

An **alert!!!** will remain, please follow the alert instructions and correct the data accordingly before sending out the TPR.

4. Other Employment Related Services

4.1. World of Work Orientation designed to facilitate the refugees' transition to the work environment of the western civilization.

Enter the number of male and female refugees who attended the World of Work Orientation activities during the reporting trimester by the length of stay in the U.S.

0-12 months in the U.S.

> 12 months in the U.S.

Count and report each participant once per trimester.

4.2. Other Services (please specify in the narrative)

Enter the number of male and female program participants for whom you provided different types of employment related services by the length of stay in the U.S.

0-12 months in the U.S.

> 12 months in the U.S.

Count and report each participant once per trimester.