

## **Social Services Program Performance Report instructions:**

The current Social Services program has two components:

- 1) Comprehensive Case Management & Supportive Services (CCMSS)
- and,
- 2) Employment & Training (E&T).

The agencies funded for both 1) Comprehensive Case Management & Supportive Services (CCMSS) and 2) Employment & Training (E&T) components will describe all employment and training activities and direct services provided in accordance with employability plans designed to enable an individual to obtain employment on Schedule C Page 1 & 2, and Attachment 1 Supplemental Form to Schedule C.

In addition, for all case management and supportive services for those clients who are not enrolled in employment programs, or for services not driven by an employability plan, all agencies will include in their narrative a description of the case management, supportive services, and citizenship activities and will document enrollments and outcomes in a new Attachment A. Please note that only one narrative report needs to be submitted. This report will contain information regarding both components of the program.

Agencies funded for only the CCMSS component will describe in their narrative report case management, citizenship activities and other supportive services provided to the program participants during the reporting trimester and complete the Attachment A.

### **I. Narrative Report** (only relevant activities need to be included)

Describe activities undertaken to accomplish annual goals, including milestones achieved. Include a description of your consortium's efforts in providing co-case management. Please give some analyses of the program successes and difficulties, and corrective actions. The program narrative is your opportunity to report on successes and challenges, and to also request assistance from the Refugee Assistance Services Program Section.

#### 1.1 Case Management (CM) component

Please describe:

- outreach, intake, assessment, and referral process;
- skills and needs assessments, and services arrangement;
- monitoring and adjusting of refugees' participation in services;
- linkages to the larger community and how you use the community resources and supports;
- naturalization preparation services and adjustment of status;

- ESL education, including a list of ESL providers. Clarify which ESL services are funded with the Refugee Assistance Services Program Section and which are provided through referral to community resources;
- health related services, such as identifying physical and mental health needs, providing appropriate resources and referrals, assistance in scheduling appointments and obtaining services: one-on-one counseling or workshops to individuals or families to help them understand and identify their physical and/or mental health needs;
- orientation education topics;
- supportive services, including community resources and partners;
- how you identify any gaps in services or unmet needs which you are endeavoring to remedy.

## 1.2. Employment & Training component

Please describe:

- how you identify new refugees and those receiving W-2 or RCA assistance and ensure that all employment needs for dependent refugees are met;
- coordination with other self-sufficiency providers;
- the types of jobs and employers you work with to place refugees into employment;
- skills training component, including partners and type of skills/vocations you train.
- 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 Vocational English as a Second Language (VESL) or ESL at the work site or classroom setting. Clarify which ESL services are funded with the Refugee Assistance Services Program Section and which are provided through referral to community resources;
- your methods to evaluate the training and adjustment of employment activities you provide to a refugee based on the evaluation result;
- how you identify any gaps in services or unmet needs which you are endeavoring to remedy.

## 2. Data Report:

### 2.1 Comprehensive Case Management and Supportive Services (Attachment A):

#### **Item A. Active Participants in Case Management in this trimester.**

An active participant in comprehensive case management is defined as a person with whom your agency has regular and direct involvement in planned case management and supportive services based on the needs assessment in the reporting trimester. This captures information on activities for refugees not enrolled in employment services reported on Schedule C, or services which are not driven by an employability plan. Case management services provided to Match Grant recipients must be funded by Match Grant and reported on the Match Grant reports, and should not be reported here.

- Numbers reported for case management must be unduplicated for the trimester. Participation may be duplicated across service components if a participant is receiving both case management and ESL or other services.
- This unduplicated number may include new enrollees and participants from previous trimesters of the contract period who were active in this trimester.

a) Enter the number of unduplicated, active Male participants, and  
b) Enter the number of unduplicated, active Female participants by the length of stay in the U.S.

- resided in the U.S. for a period 12 months or less,
- resided in the U.S. for a period greater than 12 months.

Months in the US are calculated as the time elapsed from the date of entry to the date of enrollment or to the first date of the reporting trimester for participants with continuous enrollment.

#### **Item B. English as a Second Language (ESL)**

B1. This number is an unduplicated count of male and female active participants during the reporting trimester. Match Grant recipients may be enrolled in and reported for ESL services.

An active participant means a person with whom the provider has direct contact for the purpose of providing services during the trimester. Count and report each active participant once per trimester.

Enter the number of active ESL education participants in this trimester by the length of stay in the U.S.

- resided in the U.S. for a period less than 12 months,

- resided in the U.S. for a period greater than 12 months.

Months in the U.S. are calculated as the time elapsed from the date of entry to the date of enrollment or to the first date of the reporting trimester for participants with continuous enrollment.

B2. Enter the number of male and female participants who have completed at least one level of ESL, as measured by the BEST+ test, in the reporting trimester.

## **C. Other Non-Employment Related Services**

### **1. Naturalization Services and Adjustment of Status.**

1.a. Enter the number of refugees for whom the Adjustment of Status Application Form was completed in the reporting trimester.

1.b. Record the number of refugees who have adjusted their immigration status (obtained Green Card) in the reporting trimester. This number is unduplicated for this service, but participants may be enrolled and counted in more than one citizenship activity. Match Grant recipients may be enrolled in and reported for citizenship services.

1.c. Record the number of refugees who have attended at least one day of U.S. citizenship classes in the reporting trimester. This number is unduplicated - count each participant only once, regardless of the number of hours attended.

1.d. Record the number of refugees for whom a U.S. Citizenship Application was completed (N-400) in the reporting trimester.

1.e. Record the number of refugees who gained their U.S. citizenship in the reporting trimester. This number is NOT duplicative. All refugees who gain the U.S. citizenship will be reported on the Social Services QPR, regardless of the amount of time they have resided in the U.S.

1.f. Record the number of the program participants with asylee status for whom was obtained the Employment Authorization Document in the reporting trimester.

### **2. Orientation Program Completions**

Enter the number of refugees who completed at least one orientation workshop in the reporting trimester by the length of stay in the U.S.

- resided in the U.S. for a period less than 12 months,
- resided in the U.S. for a period greater than 12 months.

This number can be duplicative if a refugee attends several workshops.

### **3. Supportive Services**

Enter the number of refugees for whom you provided supportive services as the part of the SS program. This number can be duplicative if a refugee is enrolled in more than one type of services but should be reported only once per trimester for the same service with multiple incidences, e.g. report a refugee for whom you made multiple trips to the doctor as one participant in services to access health care, but that same participant could be counted a second time if you provided child care services to support attendance at an Families and Schools Together program.

Please specify the type of supportive services in your narrative report.

## 2.2. Employment and Training Component

Entering information on Schedule C: Services Report, Page 1.

**Agency** The name of the agency filing the report.

**Trimester** Place an "X" in the appropriate Trimester:

1<sup>st</sup> Trimester (February - May) place an "X" in Cell \_\_\_\_

2<sup>nd</sup> Trimester (June - September) place an "X" in Cell \_\_\_\_

3<sup>rd</sup> 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 an Employment and Training component 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 the Employment and Training component, 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.

**Note:** the total case load for the first trimester is equal to the number of active participants in the reporting trimester (item B).

**Refugee Cash Assistance (RCA) Recipients.** Enter the number of individual program participants who received 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 (No CA) Individuals.** Enter the number of employment 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 summary RCA, W-2, and No CA 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.

### **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.

### **Number of RCA Recipients**

a)Refugee Cash Assistance (RCA) Definition: Newly arrived 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 CA),
- 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 who participated in W-2 this trimester.

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

Enter the number of active participants who were not receiving W-2 or RCA this trimester.

**Note:** the summary of unduplicated employable male and female enrolled in the Total Caseload for Services must equal the summary 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 rows, please follow the alert instructions and correct the data accordingly before sending out the TPR.

### **Part C. Entered Employment this Trimester**

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

**In accordance with Part 400 – Refugee Resettlement Program Section 400.72, paragraph c, the Social Services funded agencies must agree to advise the State agency whenever a refugee fails or refuses participate in required program services or to accept an offer of employment.**

**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 Grant Termination or Grant Reduction/Diversion

### **Grant Terminations this trimester**

*Grant Termination (GT)* 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. the family has relocated out-of-state for employment and is no longer receiving any form of public cash assistance in Wisconsin,
4. a 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. refugees in their first month in the U.S. who enter full-time employment **before** receipt of cash assistance can be reported as Grant Terminations because employment occurred prior to the need to receive public assistance. In this case, the refugee who is potentially eligible for cash assistance, but found a full-time job within, for example, the first month of arrival, should be entered in Attachment 1 as full-time employment under RCA or W-2. Consequently, this refugee will be reported as RCA or W-2 program participant on Schedule C, page 1, part C (1) or (2).
7. SSI or General Relief is ended as a result of an entered employment.

The determination of whether an “entered employment” will result in a grant termination due to excess earnings may be either a prospective determination or a retrospective calculation.

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 or entered multiple employments.

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

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

### **Grant Reductions/Grant Diversion this trimester**

*A grant reduction (GR)* 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 either 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 have their 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 on 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 as 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).

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

*Attachment 1(Att. 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, it is essential that the information on Entered Employment, Grant Termination/Grant Reduction, and health benefits 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.

- Match Grant recipients gaining employment cannot be reported on the Social Services TPRs.
- 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.

- Determine the **Gender**
- In column 1 enter the client's name (Last name, First name) in the appropriate gender row.
- In column 2 enter the client's Social Security Number (no dashes) in the appropriate Gender row.
- In column 3 enter the date (dd/mm/yy) entered U.S. in the Gender appropriate row.
- In column 4 enter the date (dd/mm/yy) entered employment in the Gender appropriate row.
- In column 5 enter the name of the Employer in the Gender appropriate row.
- In column 6 enter the Hourly Wage.

### **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 (FT) employment* is defined as 35 hours per week or more.
- ◆ *Part-time (PT) employment* is defined as fewer than 35 hours per week.

Examples:

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

- 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 a “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 12 months or less:**

- (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 12 months or less:**

- (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 12 months or less:**

- (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 90<sup>th</sup> 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 90<sup>th</sup> 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 is 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 90<sup>th</sup> 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 90<sup>th</sup>, 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 it from columns 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 90<sup>th</sup> 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 90<sup>th</sup> day, enter a '0.'

b) Refugees who were receiving W2 at entered employment:

- 1) If the refugee was receiving W2 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 90<sup>th</sup> day, enter a '0.'

- 2) If the refugee was receiving W2 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 90<sup>th</sup> 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 90<sup>th</sup> 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 90<sup>th</sup> day, enter a '0.'

e) 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 90<sup>th</sup> day, enter a '0.'

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 90<sup>th</sup> 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

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

**1. On the Job Training (OJT)** is the placement of an employable adult refugee in subsidized employment funded by BRMLS 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.

(b) Enter the number of female participants that have completed OJT.

**2. Customized Skills Training (CST)** is short-term 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 Refugee Assistance Services Program Section 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. 12 months or less.

(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 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.

### **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. Driver's Education**

(a) Enter the number of male program participants enrolled in driver's education in the current trimester and have been in the U.S. 12 months or less.

(b) Enter the number of male program participants enrolled in driver's education in the current trimester and have been in the U.S. at least 12 months.

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

### **4.2.1 Obtained Driver's License**

(a) Enter the number of male participants that have obtained Driver's License in the current trimester.

(b) Enter the number of female participants that have obtained Driver's License in the current 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