

(New Section)

#### 2.9.2.4 Employment During Up-front Job Search

If an applicant finds unsubsidized employment during up-front job search, the FEP must place the applicant in the CMF placement or the prorated CSJ placement. The FEP must first verify that the applicant has actually begun work and verify the wages and the number of expected hours worked per week prior to making a placement. (See [4.1.3](#))

If the applicant is working in unsubsidized employment for a total of 30 hours or more per week, the FEP must place the applicant in CMF. (See [7.2.3.1](#))

If the applicant is working in unsubsidized employment less than 30 hours per week *with* limitations to increasing his or her work hours, the FEP must place the individual in a prorated CSJ. In order to be placed in a prorated CSJ placement, the applicant must meet other W-2 nonfinancial and financial eligibility requirements. (See Chapters [2](#) and [3](#) and [7.4.1.4](#))

**Note:** Case closure policies in Section 11.4.1 for failing to verify eligibility information do not apply to W-2 applicants. The case closure policies only apply to W-2 participants in open and ongoing W-2 cases.

**Example 1:** Joseph has a history of employment as a marble finisher; however, his employer of five (5) years went out of business. Joseph has a high school diploma, a valid driver's license, and owns a vehicle. He meets with the FEP on the fourth working day of up-front job search and informs the FEP that he had an interview with a local manufacturing company and was offered a position starting the following business day. The FEP requests that Joseph submit employment verification within seven working days and proceeds with an informal assessment resulting in few to no known barriers to employment identified. On the 10<sup>th</sup> day the FEP receives employment verification that Joseph began working 40 hours per week. The FEP determines that Joseph is appropriate for CMF.

**Example 2:** Tatiana has a work history of completing short-term temporary assignments in production lasting no more than one month at a time. Tatiana does not have her high school diploma and would like to pursue a career in child care as she likes working with children. She meets with the FEP on the second working day of up-front job search and informs the FEP that she was offered and has accepted a position as a cleaner working 20 hours per week starting the following Monday. The FEP requests Tatiana submit employment verification within seven working days. Upon receiving the employment verification, the FEP determines that Tatiana is appropriate for 1/3 CSJ because Tatiana does not have a high school diploma and has a sporadic work history.