

7.2.3.1 General CMF Participant Description Characteristics

Participants who were previously placed in a paid placement are eligible for CMF services; this includes TJ, CSJ, W-2 T, and CMC. In addition, W-2 applicants in up-front job search and the Case Management for Job Ready (CMJ) and Case Management Denied (CMD) placements who find unsubsidized employment are eligible for CMF services. Prior to placing an individual in CMF, the FEP must verify that the applicant or participant is working and verify the wages and the number of expected hours worked per week. Participants who are working in unsubsidized employment for 30 hours or more per week are typically eligible for CMF. Participants who are working in unsubsidized employment for less than 30 hours per week and who have limitations to increasing their work hours must be placed in prorated CSJ. (See 7.4.1.4).

Example: Christina is in a CSJ placement. Christina has a history of employment; however, she has been out of the workforce in the last year to due complications with her third pregnancy. Christina has a high school diploma and valid driver's license with access to a vehicle. Christina is interested in employment in the nursing field and the FEP refers Christina for CNA job skills training. Christina successfully obtains her CNA license and secures a position as a CNA working 35 hours per week at \$9.50 per hour. The FEP completes a review of local labor market information indicating CNA as a high-growth job. The FEP determines that Christina is appropriate for the CMF placement. Through supportive services provided by the FEP, Christina will be able to increase her hours or obtain full-time unsubsidized employment.

7.2.3.3 Job Loss and Reduction in Hours in CMF

If the CMF participant loses his or her job or experiences a reduction in work hours, the FEP must reassess the individual to determine if there are possible unidentified barriers.

For a job loss, if the FEP suspects that there are additional barriers, the FEP must place ~~are suspected,~~ the individual ~~must be placed~~ in the appropriate paid placement (TJ, CSJ, or W-2 T) and offered a formal assessment and other appropriate services.

If the FEP does not suspect that there are additional barriers ~~are not suspected~~ and the FEP determines that the individual is capable of obtaining additional employment, a CMJ placement may be appropriate. (See 7.2.4)

If a reduction in hours results in less than 30 hours per week and the individual has limitations to increasing his or her work hours, the FEP must place the

individual in a prorated CSJ. The FEP must assign activities specifically designed to assist the participant to increase his or her work hours or to obtain full-time employment. If the FEP does not suspect that there are additional barriers, the FEP must keep the participant in the CMF placement.

Example 1: Barbara is in CMF and has been working full-time for 90 days as a cashier. Barbara informs her FEP that her work hours have been reduced to part-time. The FEP reviews Barbara's paystubs for the last 30 days showing an average of 15 hours worked per week. The FEP verifies with the employer that Barbara's hours have been reduced to part-time due to the end of the holiday season and the employer does not expect that her hours will increase to full-time until the next holiday season. The FEP meets with Barbara and completes an informal assessment. Barbara enjoys working with customers. Barbara does not have a resume and prefers to complete paper applications as she has minimal computer skills. The FEP schedules Barbara for a workshop on resume writing and successful employment search. The FEP also arranges for Barbara to attend the on-site computer lab on her off hours to work on her typing skills. The FEP provides Barbara with information on an upcoming job fair hiring for various entry-level positions and supplies Barbara with blank applications for greeter positions with two local retail stores. The FEP maintains bi-weekly contact with Barbara to monitor her progress. While Barbara is making progress with her typing skills, the FEP determines that Barbara will not be able to increase her work hours because she lacks some of the skills needed for a successful job search. The FEP places Barbara in 1/2 CSJ.

Example 2: Monique is in CMF and began a new job as a CNA. Monique was placed on second shift and will work every other weekend. After 30 days, Monique contacts her FEP and explains that her hours have reduced from 40 hours per week to 24 hours per week. The FEP schedules Monique for an appointment and requests that she bring her paystubs. Monique attends her appointment and submits paystubs showing an average of 28 hours worked per week. The FEP discusses the situation with Monique who discloses that she did not want to work second-shift on the weekends and her supervisor took her off the weekend rotation. After completing an informal assessment, the FEP determines that Monique is appropriate to remain in the CMF placement.