

# Welfare Transition Program

## Work Registration Process





# Commonly Used Terms

- **RWB**-Regional Workforce Board
- **ACCESS**-Automated Community Connection Economic Self-Sufficiency
- **DCF**-Department of Children and Families
- **WT**-Welfare Transition
- **TCA**-Temporary Cash Assistance
- **LOP**-Local Operating Procedure
- **IA**-Initial Assessment
- **OSST**-One Stop Service Tracking System





# Customer Phases

## Applicant Phase

**"Applicant"** means the customer has applied for Temporary Cash Assistance (TCA) and may be required to participate in the Welfare Transition program if they become "mandatory."





# Customer Phases

## Participant Phase

**“Participant”** means the customer is participating in the program

- Mandatory Participant-** Customer is required to participate in the WT program
- Transitional Participant-** Customer has left the mandatory program with employment and is receiving supportive services.





# Purpose of Work Registration

The purpose of the Work Registration process is to:

- Provide information on Welfare Transition program
- Provide information on One-Stop and Workforce Services
- Prepare customers for program engagement





# Referral to One-Stop Career Center

## Once the Work Activity referral is provided from DCF:

- Customer will contact the local One-Stop Career Center for orientation instructions
- Customer will attend the locally approved orientation
- Customer will provide the Work Activity Referral form provided by DCF
- Customer will comply with the local RWB procedures



# Orientation Format

**Online**

**Group**

**Individual**





# Online Orientation

## Some RWBs have created an online orientation

- Contact the local One-Stop Career Center for login instructions
  - Customer will be provided with the online link or information to access the Orientation
- Follow up with the local One-Stop Career Center after completing orientation
  - Customer will be informed of any additional steps needing to be completed





# Group Orientation

## After the referral from DCF customers should:

- Contact the One-Stop Career Center for Orientation schedule
  - Orientation may be offered multiple times during the week
  - Customer will be informed of any additional materials needed for Orientation
- Bring Work Activity Referral form provided by DCF
  - Customers may be provided replacement Work Activity Referral forms if needed





# Individual Orientation

## Individual Orientations are performed when:

- Customer is unable to come in to the One-Stop Career Center
- Customer would be hindered in a group setting

## Possible reasons for Individual Orientations:

- Medical Limitations
- Language Barriers
- Victims of Domestic Violence

(One-Stop Career Centers should refer to LOP to verify which customers meet the criteria for an Individual Orientation.)





# Orientation Components

- One-Stop Career Center Overview
- Program Engagement
- Work Activities
- Supportive Services
- Other Available Resources
- Case Manager Contact Information





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# Workshops

- Resume' Writing
- Application Assistance
- Interviewing Techniques
- Dressing for Success
- Public Speaking Skills
- Basic Computer Skills
- Office Skills





# Other Available Resources

## One-Stop Career Center may refer customers to:

- Vocational Rehabilitation
- Domestic Violence Counseling/Advocacy
- Mental Health and Substance Abuse Counseling

(Contact local One-Stop Career Center to obtain a list of community partners)





# Initial Assessment

RWBs have the flexibility to conduct the IA during the work registration process or after the customer has been referred as a mandatory participant





# Initial Assessment

**The purpose of the Initial Assessment is to:**

- Assess the customer's needs
- Assess the customer's work history
- Assess the customer's employability





# Initial Assessment

## These assessments also help RWBs:

- Provide appropriate services
- Assign appropriate work activities
- Determine what will help the customer become self-sufficient





# Assessments

- **Academic Assessments**

- TABE-Test of Adult Basic Education
- Ready To Work

- **Interest Inventories**

- Choices

- **Employer Screenings**

- ERI-Employee Reliability Inventory
- Career Barrier Checklist
- Prove It





# Work Registration Completion Case Manager Responsibilities

Inform DCF of Work Registration completion via:

- Fax
- Email
- Case note entered on the FLORIDA CLRC screen
- Other locally approved method





# Let's Review

## Purpose of Work Registration

- Provide information on the Welfare Transition program
- Provide information on the One-Stop and Workforce Services
- Prepare customers for program engagement



# Questions

Please Contact the Welfare Transition Team at  
1-866-352-2345

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via Florida Relay Service at 711.