General Information Memorandum

ISD GI 16 - 44

TO: ISD Employees

FROM: Sean Pearson, Deputy Secretary, Human Services Department

RE: Voluntary Employment & Training (E&T) Program

DATE: July 13, 2016

At this time, the E&T program is voluntary and will offer Job Search as an activity. If the SNAP recipient chooses to volunteer, the FAA should explain that the participant can register as a “job seeker” with the Virtual One Stop System (VOSS) through the New Mexico Workforce Connection online portal for job-search services and resources; they can also use this service to apply for jobs, and to create and post resumes at www.JOBS.state.nm.us. If the participant does not have access to the internet, they can utilize ISD lobby kiosks, DWS offices, or any public library.

The FAA must provide the following information to the participant if they wish to volunteer:

- Provide the New Mexico Workforce Connection Employment Guide (attached)
- Explain what Job Seeker services are available through DWS
  - View available job postings
  - Learn strategies for finding a job
  - Prepare for job interviews
  - Put together an effective resume
  - Improve your resume for employers to see
  - Additional Job Seeking services are listed on the brochure
- If the participant does not wish to utilize VOSS, a DWP 277 Job Search Activity Card can be provided to document the Job Searches

The participant may be eligible for a reimbursement if they incur transportation costs reasonably necessary and directly related to participation in the E&T program. Reimbursements can be issued retroactively up to 6 months. The FAA must provide the following information to the participant:

- Explain to the participant that they must provide print out of Job Search activity from VOSS or provide the DWP 277 to show participation in the activity
• Provide the FSP 020 SNAP E&T Transportation Reimbursement Claim Form and explain the process for requesting the reimbursement.

While the E&T program is voluntary, participants will not be subject to disqualification and can participate to the extent that they find is most useful for them. To be eligible for the reimbursement, the participant must be actively participating.

The FSP 020 SNAP E&T Transportation Reimbursement Claim Form and the DWP 277 Job Search Activity Card can be found on the forms drive at: \disfas\025\ISDForms.

Attached are steps and screen shots to ensure that a participant that wishes to volunteer is coded properly in ASPEN. It is very important to code participants properly to ensure correct reporting of these individuals and to ensure that they are able to receive reimbursements if they request and are eligible for one.

Attachments:
NM Workforce Connection Brochure
Instructions for Coding Reimbursements into ASPEN

If you have questions regarding this GI, please contact Marisavigil at (505) 827-1326 or by e-mail at Marisa.Vigil@state.nm.us.
Coding Volunteers for the E&T Program in ASPEN:
Participant requests to voluntarily participate in the E&T program.
Volunteers cannot be disqualified due to non-compliance in the E&T program.
1. Enter Start Date of work activity.
2. Enter the Date of Verification should be same date of Start Date of work activity.
3. Drop down box under Employment Services Participation should be marked as YES for volunteering in the E&T program.

Employment Services - Details

<table>
<thead>
<tr>
<th>Employment Services Dates</th>
<th>Case Name: Unknown Name</th>
<th>Case #: 1400361</th>
<th>Case Action: Intake</th>
<th>Case Status: Pending</th>
</tr>
</thead>
</table>

Individual Information

- Name: [Redacted]
- Individual #: 01001577

05 01 2016 When did the circumstance begin or change?
05 18 2016 When did the circumstance end?
05 05 2016 When was the verification for the information received?

Employment Services Participation

If you are become eligible for SNAP, would you like to voluntarily participate in E&T program?

4. Certify case and run eligibility

Wrapup - Eligibility Summary

<table>
<thead>
<tr>
<th>Case Name</th>
<th>Case #: 1400361</th>
<th>Case Action: Intake</th>
<th>Case Status: Pending</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EOC</th>
<th>CG</th>
<th>Benefits Period</th>
<th>Benefits</th>
<th>CG Size</th>
<th>Pending Reasons</th>
<th>Disposition Status</th>
<th>Disposition Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4068622</td>
<td>SNAP</td>
<td>05/01/2016 - 06/30/2016</td>
<td>154</td>
<td>2</td>
<td>Approved</td>
<td>IA</td>
<td></td>
</tr>
<tr>
<td>4009622</td>
<td>SNAP</td>
<td>05/01/2016 - 06/30/2016</td>
<td>307</td>
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<td>Approved</td>
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<td></td>
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<tr>
<td>4068622</td>
<td>SNAP</td>
<td>07/01/2016</td>
<td>357</td>
<td>2</td>
<td>Approved</td>
<td>IA</td>
<td></td>
</tr>
</tbody>
</table>
5. Once the case has been certified and eligibility has been run the ASPEN screen should look as below:

<table>
<thead>
<tr>
<th>Case Name:</th>
<th>Case #: 100013-1</th>
<th>Case Mode: Intake</th>
<th>Case Status: Pending</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EDG Name:</th>
<th>EDG #: 40025-22</th>
<th>CORE SHIP</th>
<th>Disposition Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit Period: 07/01/2016-07/31/2017</td>
<td>Eligibility Status: Approved</td>
<td>Review Date:</td>
<td>Interim Review Date: 09/30/2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EDG Information</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility Begin Date: 05/18/2016</td>
<td>Eligibility End Date:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non Financial: Pass</th>
<th>Aged/Disabled EDG: Y</th>
<th>Last authorized amount for this month:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assets: No Applicable</td>
<td>Migrant Household: N</td>
<td>Current Benefit Amount: 357.00</td>
</tr>
<tr>
<td>Financial: Pass</td>
<td>Dependent CR/SS (LINEAR):</td>
<td>Supplement/Overpayment:</td>
</tr>
<tr>
<td>Verification: Pass</td>
<td>Maximum Copy Amount: 0.00</td>
<td>State Supplement Amount:</td>
</tr>
<tr>
<td>Reporting Type: Simplified Report</td>
<td>Funding Indicator: Federal</td>
<td>Categorically Eligible:</td>
</tr>
<tr>
<td>Penalty Count:</td>
<td>Penalty Begin Date(mm/yyyy):</td>
<td>Penalty End Date(mm/yyyy):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Certified Group</th>
<th>Relationship</th>
<th>EDG Participation Status</th>
<th>Work Participation Status</th>
<th>Exemption/Participation Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDG</td>
<td></td>
<td></td>
<td>Eligible Adult Volunteer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Son</td>
<td>Eligible Child under 16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. A referral on the NMW screen will be made in ASPEN as shown below:

7. Orientation, Assessment and Barrier information will need to filled as below with the drop-down box to be filled in with “Both” and the orientation date will be the start date of work activity.
8. Assessment Date will be the same date as the orientation date with Type of Assessment as 'Work Assessment' marked in the drop-down box.
9. Reason for Assessment as 'First Time Benefit Approval' in the drop-down box.
10. Barriers drop-down box will be filled in as appropriate, Child Care, Transportation, etc.
11. Barriers Description will be filled in with a brief description of barrier.
12. Does Client need support services drop-down box to be marked either YES or NO.
13. What kind of support services does client need? Fill in a brief description of the support services needed by the participant.

14. Activity Details page will be filled out with a Begin Date of work activity and a follow up date 3 months after begin date.
15. Activity will be marked as Job Search/Readiness in the drop-down box, as this is the only component of the Volunteer E&T Program.
16. Component Activity will be marked as Job Search Activities.

17. Activity Search/Summary Screen should reflect as below:
   Benefit Type: SNAP
   Participation Status: Voluntary
   Activity: Job Search Readiness/Job Search Activities
   Status: Active
   Begin Date: Date should be date of initial work activity
   Follow-up Date: Date should be 3 months from date of initial work activity date.
**Activity Search/Summary**

**Name:** [Redacted]  
**ID:** 119982957  
**Benefit Type:** SIAP  
**Household Group:**  
**Participation Status:** Optional

### Search Activity

<table>
<thead>
<tr>
<th>Placement Site</th>
<th>Activity</th>
<th>Component Activity</th>
<th>Activity Type</th>
<th>Status</th>
<th>Begin Date</th>
<th>Follow-up Date</th>
<th>End Date</th>
<th>Monthly Scheduled Hours</th>
<th>Reaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Search / Job Search</td>
<td>Active</td>
<td>05/18/2016</td>
<td>08/01/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RESCINDED**
FOR COMPLETE INFORMATION, VISIT OUR WEBSITE AT WWW.JOBS.STATE.NM.US

JOB SEEKER SERVICES

- View available job postings
- Learn strategies for finding a job
- Prepare for job interviews
- Put together an effective resume
- Post your resume for employers to see
- Receive training in new job skills
- Improve your current job skills
- Learn how to start your own business
- Find information about education and training
- Explore your career interests
- Learn about jobs and careers suitable for you
- Learn about jobs in demand and rates of pay
- Find information about employers in your local area
- Learn what employers expect from their employees
- Take skill assessments
- Receive Veteran Employment Services
- Get job referrals and placements

ADDITIONAL SERVICES

On-the-Job Training

We fund a percentage of wages up to 1,040 hours for job seekers in the Workforce Innovation and Opportunity Act (WIOA) program in order for them to attain the experience and skills they need. This includes apprenticeship for the construction trades and skills upgrade for incumbent workers.

Adult & Youth Short-Term Training

Short-term training such as pre-employment skills (e.g., computer classes, soft skills, tutoring) and exam preparations, as well as credentialing/licensing fees for eligible job seekers in the WIOA program.

Education

Up to 104 weeks of education for eligible job seekers in the WIOA program in order for them to attain a degree or other industry-specific credential.

Job Postings

View advertisements for job openings around the state. Search by location, employer, education, skills requirements, and much more.

WORKKEYS: SKILL ASSESSMENTS

WorkKeys is a job skills assessment system measuring "real world" skills that employers say are critical to job success. These skills are valuable for any occupation - skilled or professional - and at any level of education. By taking the WorkKeys Assessments, you can get a head start and find out if you have the skills necessary to succeed in your career of choice.

For more information about WorkKeys assessments, visit your local New Mexico Workforce Connection Center.

Find out what we can do for you!
**New Mexico Workforce Connection**

**Employment Guide**
Tips for Job Search, Resume Writing, Interviewing Techniques, and Employability Skills

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**Additional Resources**
- Career Resource Room
- Conference Room for Interviews
- Telephones
- Fax & Copy Machines
- Personal Computers
- Internet Access
- Video Viewing Station *
- Video Conferencing Capability *
- Classroom Space
  * In select locations

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**WWW.JOBS.STATE.NM.US**
Visit today to see the most current job fairs and job postings!

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**Follow us on Social Media!**
- Twitter: www.twitter.com/nmdws
- YouTube: www.youtube.com/NMDWS

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Download a QR code reader app on your smartphone or tablet to scan the code for more information.

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Revised 9/2015
SERVICIOS PARA EL BUSCADOR DE EMPLEO

- Vea las ofertas de empleo disponibles
- Aprenda estrategias para encontrar empleo
- Prepárese para entrevistas de empleo
- Prepare un currículum vitae eficaz
- Publique su currículum para que lo vean los empleadores
- Reciba entrenamiento en nuevas destrezas de empleo
- Mejore sus destrezas de empleo actuales
- Aprenda cómo iniciar su propio negocio
- Encuentre información acerca de educación y entrenamiento
- Explore sus intereses de carrera
- Aprenda acerca de trabajos y carreras adecuadas para usted
- Aprenda acerca de trabajos en demanda y las tarifas de pago
- Encuentre información acerca de empleadores en su área local
- Aprenda lo que los empleadores esperan de sus empleados
- Tome evaluaciones de destrezas
- Reciba Servicios de Empleo para Veteranos
- Obtenga referencias de trabajos y colocación laboral

SERVICIOS ADICIONALES

Entrenamiento Mientras Trabaja
Financiamos un porcentaje de los salarios hasta 1,040 horas para los buscadores de trabajo en el programa de la Ley de Innovación y Oportunidad de la Fuerza Laboral (Workforce Innovation and Opportunity Act, WIOA) para que los participantes obtengan la experiencia y las destrezas necesarias. Esto incluye programas de aprendizaje para los oficines de construcción y el mejoramiento de las destrezas para trabajadores titulados.

Entrenamiento de Corto Plazo Para Adultos y Jóvenes
Entrenamiento a corto plazo como el de destrezas de pre-empleo (p.ej. clases de computación, destrezas sociales, tutoría) y preparaciones para exámenes, así como cuotas para obtener credenciales/licencias para buscadores de empleo elegibles dentro del programa WIOA.

Educación
Hasta 104 semanas de educación para buscadores de empleo elegibles dentro del programa WIOA con el fin de obtener un título u otra credencial específica para una industria.

Oferta de Trabajo
Ver anuncios de ofertas de trabajo en todo el estado. Haga búsquedas por ubicación, empleador, educación, requerimientos de destrezas, y mucho más.

¡Descubra lo que podemos hacer para usted!

New Mexico Workforce Connection
RESCINDIDO