



# Wage Subsidy Program Fact Sheet

## 1. What is the Purpose of the Wage Subsidy Program (WS)?

The New Mexico Wage Subsidy Program is an opportunity for a NM Works/TANF (NMW) cash assistance participant to obtain limited paid employment instead of receiving monthly cash payments. The program is designed to promote self-sufficiency through paid work and provides incentive for employers to provide office entry level training to the participants. This limited job placement has the potential to continue and become full-time employment.

## 2. Funding

The New Mexico Wage Subsidy program is a subsidized employment opportunity in which a TANF cash assistance participant is employed full time. The department or its agents may subsidize up to 50% of the employee's salary with funds from the TANF block grant. Funding of the program is contingent on specific appropriation of state and federal funding.

## 3. Hiring Process

Wage subsidy participants are hired at two possible rates of pay. If the participant was hired into an Office Clerk/B position, the hourly wage will be \$8.50/hour. If the participant was hired into an Office Clerk/O, the hourly wage will be \$9.00 per hour. When a WS position becomes vacant, WFSB receives referral packets, including proof of education and resume, from the NMW contractor. WFSB validates the candidates by checking their current TANF cases in ASPEN. The county office conducts interview with approved candidates and sends their recommended candidates Hire Packet to OHR.

### Hiring trend:

Federal Fiscal Year (FFY)	Average Participants per month
FFY13	23
FFY 14	32

## 4. Description of Duties

Wage subsidy participants will perform various duties as an office clerk. Their responsibilities will often change according to the needs of the specific job and employer. Responsibilities may include but are not limited to scanning, filing and/or data entry. The participants will perform their roles independently and may be used to train less experienced clerks in the future. Per Wage Subsidy Agreement, they will work 40 hours a week and the term of the position is 12 months. The participant will continue to qualify for Medicaid and Supplemental Nutrition Assistant Program (SNAP). They are still required to meet NMW Work requirements; therefore, they will report all their changes to both ISD and the NMW contractor.

## **5. Candidate Assessments**

All referred participants are required to provide verification of having completed at least an 8th grade education, be a current TANF recipient in good standing, and meet all standard participation requirements. The NMW contractor conducts basic office skill assessments and may place the participant in a Work Experience activity in an office before referring them to the WS program. The NMW Contractor also completes a mock interview and discusses work etiquette with a Job Developer.

## **6. Contact Information:**

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