

Susana Martinez, Governor Brent Earnest, Secretary Sean Pearson, Deputy Secretary

General Information Memorandum

ISD GI 16 - 44

TO:

ISD Employees

FROM:

Sean Pearson, Deputy Secretary, Human Services Deputment

RE:

Voluntary Employment & Training (E&T) Program

DATE:

July 13, 2016

At this time, the E&T program is voluntary and will offer Job Sparch 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 (VSS) through the New Mexico Workforce Connection online portal for job-nucling 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, bey can utilize ISD lobby kiosks, DWS offices, or any public library.

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

- Provide the New dexicon prkforce Connection Employment Guide (attached)
- Explain what ob Seeker ser ices are available through DWS
 - o Vie available is postings
 - o Learn stategies for finding a job
 - Prepa e for jo interviews
 - 6 I It toge for an effective resume
 - o ur resume for employers to see
 - Additional Job Seeking services are listed on the brochure
- If the pricipant 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

Phone: (505) 827-7250 Fax: (505) 827-7203

 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 <u>not</u> 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: \\disfasv025\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 a sure correct reporting of these individuals and to ensure that they are able to receive reimburse tents 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 it visa igil at (505) 827-1326 or by e-mail at Marisa. Vigil@state.nm.us.

Phone: (505) 827-7250 Fax: (505) 827-7203

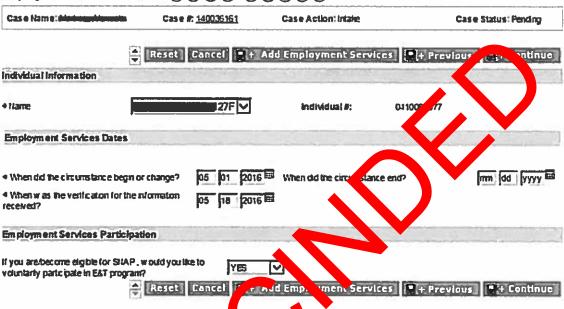
Coding Volunteers for the E&T Program in ASPEN:

Participant requests to voluntarily participate in the E&T program.

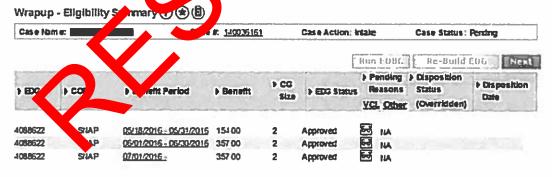
Volunteers cannot be disqualified due to non-compliance in the E&T program.

- 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.

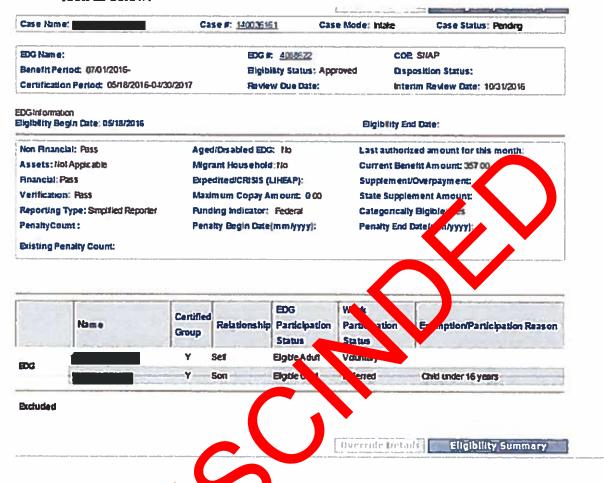
Employment Services - Details (7 🛠 📵 📵 🔘 📵 🕲



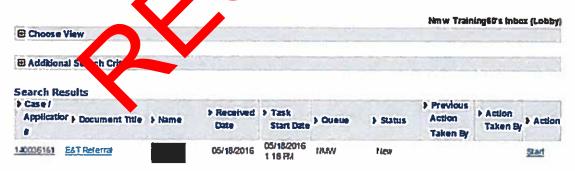
4. Certify case and run el gibility



5. Once the case has been certified and eligibility has been run the ASPEN screen should look as below:

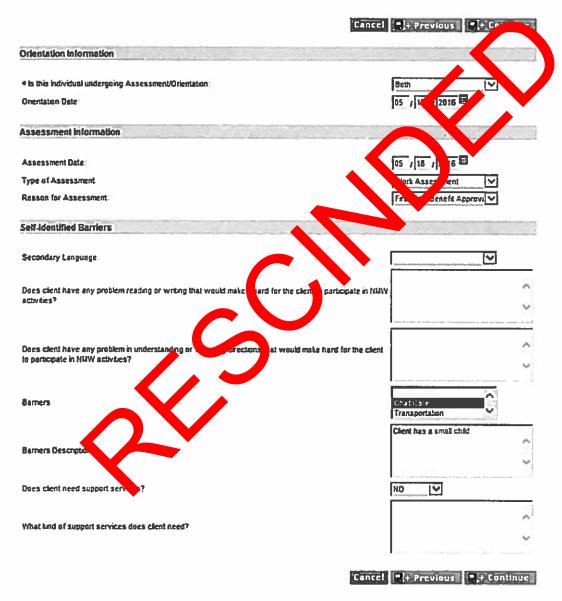


6. A referral on the NMW somewill be made in ASPEN as shown below:



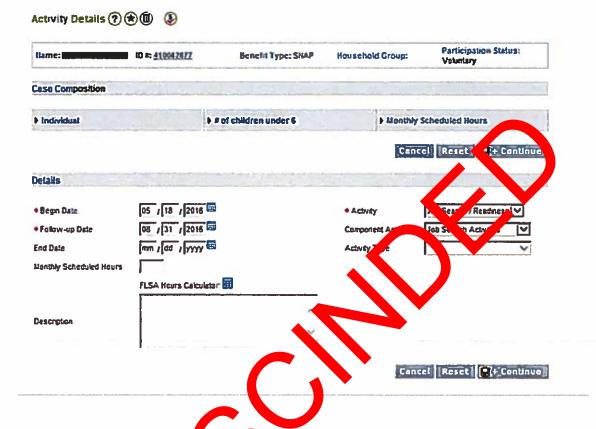
7. Orientation, Assessment and Barrier information will need to filled as below with the drop-down box to be filled in with "Both" and the orientation date will be the start date of work activity.

- 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 Sea on/Sup mary Screen should reflect as below:

Benefit Type: NAP

Participatio State oluntary

Activity: Search Readiness/Job Search Activities

Status. Active

Begin Date should be date of initial work activity

Follow-up Date: Date should be 3 months from date of initial work activity date.

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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





WORKKEYS SKILL AS ESSIVER S
WorkKeys is a job skills assessm to yster an assuring "real world" skills that employers by an critical job success. These skills are valuable for any occup ion skilled or professional – and at any level of a catio.

By taking the WorkKeys Assessments, you can expect the second of the second of

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

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.

Postings

head start and find out if you have the skills r

to succeed in your career of choice.

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

New Mexiod Workforce Connection

Find out what we can do for you!

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

WWW.JOBS.STATE.NM.US

Visit today to see the most current job fairs and job postings!



New Mexico Workforce Connection

(575) 437-9210	(505) 843-1900	(575) 748-1303	(505) 771-2160	711-179 (575)	(575) 762-457	(575) 546-0192	(505) 753-2285	(505) 327-6126	(505) 863-8181	8812-265 (575)	(575) 524-6250	(505) 425-6451	5116-212 (505)	(505) 832-6774	(575) 624-6040	(575) 258-1730	505) 827-7434	7576-8 -37.3)	790(275) 835 1067	(575) 89 1267
Alamogordo	Albuquerque	Artesia	Bernalillo	Carlsbad	Clovis	D. ing	-spain 1	P. wington.	Gallup	obh	Las uces	Las Ve _b	Los Lunas	Moriarty	Roswell	Ruidoso	Santa Fe	Silver City	Socorro	TorC

www.jobs.state.nm.us

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YouTube: www.youtube.com/NMDWS

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

New Mexico Workforce Connection

Employment Guide

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



Revised 9/2015

PARA MÁS INFORMACIÓN, VISITE NUESTRO SITIO POR INTERNET EN WWW.JOBS.STATE.NM.US

SERVICIOS PARA EL **BUSCADOR DE EMPLEO**

- Vea las ofertas de empleo disponibles
- Aprenda estrategias para encontrar empleo
- Prepárese para entrevistas de empleo
- Prepare un curriculum vitae eficaz
- Publique su currículum para que lo vean los empleado
- Reciba entrenamiento en nuevas destrezas de emple
- 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
- 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





EVALUACIONES DE DES REZ SO E WORKKEVS

WorkKeys es un sistema de eval aci n de la trezas de trabajo que mide las destreza del "lando rell" las cuales empleadores dicen que si críticas pla el éxito en el empleo. Estas destrezas en valisas para cualquier ocupación – especializada o professión – y para cualquier nivel de educación. Al toma las evaluaciones de WorkKeys, usted puede conseguana ventaja y averiguar si usted tiene las destrezas necesarias para tener éxito en su carrera elegida.

Para obtener más información acerca de las evaluaciones de WorkKeys, visite su Centro de Conexión de la Fuerza Laboral de Nuevo México local.

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 oficios 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, tutoria) 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 una industria.

Oferta de Trabajo

Veranuncios de ofertas de trabajo en todo el estado. Fraga búsquedas por ubicación, empleador, educación, requerimientos de destrezas, y mucho más.

New Mexie& Workforce Connection

¡Descubra lo que podemos hacer para usted!

RECURSOS ADICIONALES

- Sala de Recursos Para Carreras
- Sala de Conferencias Para Entrevistas
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- Máquinas de Copias y Fax
- Computadoras Personales
- Acceso al Internet
- · Estación Para Ver Videos ·
- Capacidad Para Video-Conferencias *
- Espacio Para Salas de Clases
- En Ubicaciones Selectas

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¡Visite ahora para ver las ferias de trabajo y ofertas de trabajo más recientes!



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Bernalillo	(505) 771-2160
Carisbad	(575) 887-1174
Clovis	(575) 762-4571
	(575) 546-0192
spaño	(505) 753-2285
Fal. ingtor	(505) 327-6126
Gallup	(505) 863-8181
Hot s.	(575) 393-5188
Las c. roes	(575) 524-6250
Las Vegas	(505) 425-6451
Los Lunas	(505) 212-9115
Moriarty	(505) 832-6774
Roswell	(575) 624-6040
Ruidoso	(575) 258-1730
Santa Fe	(5 5) 2 7-7434
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New Mexico Workforce Connection

Guía de Empleo

Consejos Para la Búsqueda de Empleo, el Escribir su Currículum Vítae, Técnicas Durante Entrevistas, y Destrezas de Inserción Laboral



Revised 5/2016