

# **NATIVE EMPLOYMENT WORKS PROGRAM PLAN**

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**PART I           PROGRAM ADMINISTRATION**

**TIME PERIOD**

July 1, 2007 to June 30, 2010

**AGENCY ADMINISTERING NEW PROGRAM**

Sokaogon Chippewa Community  
Economic Support Agency  
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**PART II           SERVICE AREA AND SERVICE POPULATION**

**GEOGRAPHICAL SERVICE AREA**

Forest County

**POPULATION SERVED**

Enrolled Sokaogon Chippewa tribal members living in Forest County

**ELIGIBILITY REQUIREMENTS**

Those persons at or below 150% of the Federal Poverty Level in need of supportive services in order to obtain and/or maintain employment, to become and remain self-sufficient.

In addition, a person must meet one or more of the following:

1. Custodial parents of minor children.
2. Pregnant women.
3. Non-custodial parents subject to a support order for a child.
4. Minor parents (under age 18).
5. Persons who are currently receiving services from the Sokaogon Chippewa Community Economic Support Agency assistance programs.
6. Single adults 18 years and older

Section 412 (a) (2) (c) states “each Indian tribe to which a grant is made shall use the grant for the purpose of operating a program to make work activities available to such population and such service areas as the tribes specifies.” PRWORA caps tribal allocations at the level provided in Fiscal Year 1994. Due to the funding cap resources are limited and these limitations will restrict the program’s scope. The caseworker will initiate an interview using the NEW application to record financial and non-financial information such as, income, assets, job history, education, child support and family composition. Based on the initial screening, the caseworker will complete referrals to other programs that support self-sufficiency. After all possible resources have been explored and the need remains for NEW services, the caseworker will then determine what type of services the participant will need.

### **PART III WORK ACTIVITIES**

WIA, TANF and GA will general fund all work activities, except supportive services, at no expense to the NEW program. NEW will also pay for tuition, books, and other supplies, transportation expenses for work activities described below at Nicolet College or other education services. NEW will also pay for the supportive services listed in Part IV. Nicolet College, State Department of Transportation and Project Bridges provide the following training services described below.

#### **WORK EXPERIENCE (WE)**

The Work Experience employment position is available to individuals, who are determined unsuitable for immediate regular employment, particularly where attempts to place a participant have not succeeded. WE positions are intended to provide participants with an opportunity to practice work habits and skills that are necessary to succeed in any job environment, including punctuality, reliability, work social skills, and the application of a sustained and productive effort. WE employers are expected to offer real work opportunities with appropriate supervision within an environment, which generally replicated that of regular employment, realizing that job coaching and mentoring may be necessary to help the participant succeed. The staff of the Tribal NEW Program will manage the coordination. The Tribal Casino and the Tribal Government will provide the services.

#### **COMMUNITY SERVICE JOBS (CSJ)**

The Community Service Jobs employment position is available to individuals, who are determined unsuitable for immediate employment, where attempts to place a participant were unsuccessful. CSJ are intended to provide participants with the opportunity to practice work skills and habits that are necessary to succeed in any job environment, including punctuality, reliability, social skills, and the application of a sustained and productive effort. CSJ employers are expected to offer real work opportunities with appropriate supervision within an environment, which replicates a regular employment realizing that job coaching and mentoring may be necessary in order for participant's success. The staff of the Tribal NEW Program will manage the coordination. The Tribal Casino and the Tribal government will provide the services.

#### **JOB READINESS/MOTIVATIONAL ACTIVITIES**

Prepare a participant for work by teaching general workplace attitudes, expectations, and behaviors necessary to successfully compete in the labor market. These activities help the participant build self-esteem and increase self-confidence. Provide guidance in career decision-making skills, career exploration, vocational area identification, training information, and job seeking skills, expectations of the work environment and ability to relate to others Resume creation, preparation, development, and updating, job application completion, dissemination of labor market data, interview techniques including role playing, critiquing, interview skills marketing. Appropriate personal grooming/dressing, employment counseling, assertiveness, networking skills, how to conduct a job search and identifying jobs available and possible future positions in the community. Job development expands the area and number of potential place participants may apply. Program directed activity that concentrates on soliciting job openings, marketing participants to employers and securing job interviews for participant. Staff of the NEW program, Nicolet College, Department of Transportation and Project Bridges will provide training. NEW will pay for cost of

trainers the NEW program providers for this activity as well as part of the costs for tuition, books and other supplies, and transportation for participants. The remaining costs will be paid by the TANF and WIA programs to the extent participants qualify for such payments.

#### **PART IV SUPPORTIVE AND JOB RETENTION SERVICES**

The Supportive Services provided and paid for by the Tribal NEW Program include the following: transportation, job survival/retention, case management, job search assistance, basic training, educational services and service grants described below, to prepare for, obtain/maintain employment. Client supportive service grants totals may not exceed \$500.00 per program year, per participant household. This cap is necessary to assist more clients with the limited funding. In addition, any grants for services from a vendor, checks will be made to the vendor, in order to maintain record of payment for services. Services are provided based on client need and availability of funds.

##### **TRANSPORTATION**

Transportation provided to participant's for job activities/education training or to obtain/maintain employment. Purchase orders for gas may be given but not to exceed \$20.00 for client's employment search/educational training. Mileage reimbursements will be made to clients for employment search/educational training, with prior approval.

##### **JOB SURVIVAL/RETENTION**

Rules and expectations of employers, qualities employers desire in an employee, punctuality, attendance, following directions, teamwork, getting along with others, planning for emergencies, time management, reasons individuals lose jobs, and dependability and mentoring/job coaching. The following skills will assist the participant in understanding and managing daily pressures outside the workplace, which will also allow them to succeed in the workplace. Understanding and accepting parental responsibilities, strengthening parenting skills, understanding relationships, family budgeting, anger management, interpersonal skills and relationship management, family nutrition, problem solving, time management, family resource centers, and household management. The staff of the NEW Program and Nicolet College will manage the coordination. NEW helps to pay for tuition, books, materials and transportation expenses.

##### **JOB SEARCH ASSISTANCE**

Job readiness/motivational activities, employment counseling, job seeking skills training, job survival/retention, and life skills training.

##### **BASIC TRAINING/EDUCATIONAL SERVICES**

Writing skills, math skills, improving literacy, remedial education, HSED/GED preparation classes, short term job training directed at making the individual as more employable.

##### **CASE MANAGEMENT**

The caseworker will provide case management to ensure job retention. The caseworker will provide the case management services for 60 days to participants who progress from a NEW work training position to an unsubsidized position to encourage and support job retention. This is will ensure accurate monitoring of participants progress.

##### **SUPPORTIVE SERVICE GRANTS**

Provided and paid for by the tribal NEW Program. Grants will be given in order to aid participants, to obtain/maintain unsubsidized employment. The grant program will consist of grants for: car repairs, up to

\$200.00 per year, one-time telephone hook-up, up to \$200.00. Also, purchase orders may be given to clients for one-time expenses related to employment for such things as clothing/uniforms/tools necessary for new employment, up to \$150.00.

## **PART V PROGRAM COORDINATION**

### **COORDINATION AND COLLABORATION**

Many opportunities exist for agencies and organizations to share the goal of helping low-income families move toward self-sufficiency. The Tribal TANF agency and the Tribal NEW Program can work together to expand services for Tribal NEW participants so they can get the necessary services which will then free them to get the work experience or other services they need.

The Sokaogon Chippewa NEW Program will coordinate with the following Community based Programs.

The Tribal Economic Support Agency administers the following programs:

- BIA General Assistance
- Child Care Development Funds (CCDF)
- Food Stamp
- Food Stamp Employment and Training (FSET)
- Fraud Program
- Kinship Care
- Wisconsin Home Energy Assistance Program (WHEAP)
- Medical Assistance
- Medical Assistance Transportation
- Native Employment Works (NEW)
- Tribal Temporary Assistance for Needy Families Program (TANF)
- W-2 Child Care
- Weatherization
- Workforce Investment Act (WIA)
- Work Initiative

Sokaogon Chippewa Community:

- Economic Development
- Educational Agencies
- Indian Child Welfare
- Sokaogon Chippewa Health Clinic
- Sokaogon Chippewa Housing Authority

Coordination Agencies:

- Child Support
- Department of Vocational Rehabilitation (DVR)
- Forward Services (Relocation Funds, and TrANS)
- Great Lakes Inter Tribal Council (Vocation Rehabilitation for Native Americans)
- NEWCAP (FEMA Funds)
- Nicolet College, Rhinelander
- NCTC, Wausau
- State TANF Program Wisconsin Works (W-2)

Inter agency meetings, determining and referring applicants and participants to other community service programs for additional benefit services as needed. Department of Vocational Rehabilitation is contracted as needed through meetings and referrals.

### **COORDINATION WITH THE TRIBAL TANF PROGRAM**

The Coordination between the Tribal NEW Program and the Tribal TANF Program and will be a priority of the Sokaogon Chippewa Economic Support Agency. The Tribal NEW Program will provide referrals, education, training, work experience and supportive services for eligible Tribal TANF recipients. Training provided to the Tribal NEW Program participants could count toward the 30-hour/week that the Tribal TANF Program participation provisions.

## **CONTRACTS AND AGREEMENTS**

The Sokaogon Chippewa Economic Support Agency is currently in contract with the Bureau of Indian Affairs, Social Services, State of Wisconsin Department of Administration Division of Housing, Department of Workforce Development, Division of Families Services, Federal Department of Health and Human Services, Administration for Children and Families, and the Department of Labor.

The Sokaogon Chippewa Community provides a wide array of services to community members and to NEW participants. The Sokaogon Chippewa vision for a single, comprehensive employment and training system designed to help job seekers find and job holders maintain employment by providing them with needed services is actualized through a one-stop center approach.

## **PROGRAM ACCOUNTABILITY**

Data will be collected and reported to the Department yearly. Contents of the reports will be as followed:

- Clients Employment and Training Services
  - Total Current participants
  - Total terminations
  - Total number of clients entered in unsubsidized employment
- Completed education and training activities
- Completed other client objective
- Termination
- Total participants serving year to date
- List client characteristics
  - Individual demographics
- List NEW activities and services for each participant
- Providing follow-up case management to ensure job retention.

## **PART VI PROGRAM OUTCOMES**

The NEW Program will assist individuals with employment barriers that present the opportunity to provide for themselves and their families to enjoy the pride in self-reliance and help these individuals find employment. Every individual is capable of working, within their abilities, to support themselves and their family. The program recognizes and utilizes individual diversity in developing approaches to self-sufficiency. Experience shows that, provided with appropriate and reasonable accommodations, most individuals can become valuable members of the community workforce and are capable of contribution to the community through work.

To measure outcomes, data will be manually collected and reported on each participant.

This includes:

- Basic information about the participant's employment skills history, education, income and goals. Determining how the family/household composition and circumstances affect the participant's ability to work, developing an employment plan, exploring all alternatives, and assessing current case status in other programs.

- Providing follow-up case management by completing transitional monthly reviews with the NEW participants.

## **PROGRAM MANAGEMENT**

Specialized knowledge in the process of determinations and predetermination for the NEW Program. Management will also maintain effective, efficient and economical goals in daily NEW Program operations.

The main functions of the NEW Program include the following:

- Determination referrals to the Food Stamp Program, Medical Assistance, ChildCare, Child Support, Commodities, WHEAP, Weatherization and other benefits services as needed or requested. Verify information provided in the NEW application.
- Referring applicants and participants to other community services such as food pantries, domestic abuse services, Indian Child Welfare agencies, and AODA/Mental Health services when necessary.
- Provide basic information on money management and the personal work habits and life skills needed to succeed in the working world.
- Performing a job placement screening by utilizing information collected in the application such as work history, education, interests, skills and abilities, family composition and barriers to employment.
- Developing an employment plan in consultation with the participant. Design the plan to move the participant to employment as soon as possible. Document requirements for the participant work component, education and training activities, and incorporate various activity requirements as necessary.
- Monitoring compliance with the employability plan and participant progress on a regular basis, providing feedback to participants.
- Referring participants suspected of fraudulent activity for fraud investigation.

The NEW Program will use programmatic and fiscal record keeping as insuring program accountability.

## **PROGRAM OVERSIGHT**

Work fulfills a basic need as it connects persons to society and its values. The NEW program focuses on employment as the surest way for families to escape poverty. Participation in either unsubsidized or subsidized employment positions, based on ability, is the cornerstone of the NEW program. Time limits create a sense of urgency for the TANF agency to develop employment opportunities and service programs to meet the employment needs of the NEW participants. NEW participants become more aware of the time limited resources available to them and to use those resources to move expeditiously to self-sufficiency while conserving unused resources for potential upcoming needs. For the agency and the participant time limits provide the necessary goals to plan for the future.

## **PERFORMANCE STANDARDS**

To measure program successfulness the following performance standards will be measured annually, per program year:

- Of the total number of NEW participants at least 25% will successfully obtain or enter into unsubsidized employment.
- Of the total number of NEW participants at least 50% will successfully complete one or more activities in these areas: education, training, or work experience activities and/or obtain unsubsidized employment and/or receive one or more job retention services.

## **FRAUD PREVENTION**

The NEW program is responsible for ensuring the integrity of the program it administers. To accomplish this responsibility, the NEW program must operate a prevention process to identify and prevent errors and fraud at application, and investigate possible fraud by participants.

Fraud is defined as anyone who, with knowledge and purpose, makes false statements, suppresses facts, Misrepresents circumstances in order to obtain or maintain eligibility for any services or benefits.

The prevention process is appropriate for applicants who have not yet been determined eligible for the NEW program. Its purpose is to prevent fraud, waste, duplication of services, and abuse in the NEW Program by verifying eligibility before services are lost due to false reporting. The NEW program is responsible for ensuring that enhanced verification is conducted when information supplied by the Applicant is questionable or error prone characteristics are present. The NEW program will have a caseworker assigned to each case to perform prevention activities.

## **PART VII      STANDARD CERTIFICATIONS**

The following certifications are attached:

- Assurances-Non-Construction Programs
- Certifications Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions
- Certifications Regarding Drug Free Workplace Requirements
- Certifications Regarding Environmental Tobacco Smoke