

EMPLOYMENT PLAN (EP)**3.8**

An Employment Plan (EP) is a social contract between the county/ES provider and each participant. The purpose of the EP is to identify for each participant the most direct path to unsubsidized employment and any subsequent steps that support long-term economic stability. The plan should clearly outline commitments on the part of both the county/ES provider and the participant. See §1.3.5 (Glossary: E...) for the definition of Employment Plan.

WHO MUST COMPLY WITH AN EP

All MFIP participants are mandatory and must develop and comply with an EP, unless they have a child under the age of 12 weeks and they have not previously used this exception. See §2.2 (Timing for Employment Services).

Failure on the part of mandatory participant to develop or comply with hourly requirements in an EP may result in a sanction. Failure to sign an Employment Plan is considered failure to develop an EP and should result in a sanction. See §3.1.30 (Minimum Hourly Activity Requirements) and §5.6 (Guidelines for Working with Sanctioned Participants). Failure to develop or comply on the part of a voluntary participant may result in closure of the Employment Services case. See §5.1 (Non-Compliance).

WHEN TO DO AN EP

Employment Plans are based on information gathered during the assessment process and throughout participation in the program. Development of a basic EP should begin during the first meeting with a job counselor, or shortly thereafter. The EP is a “living document” that should be reviewed at least every 3 months and revised whenever necessary. See §3.4 (Assessment). For additional information, see:

§3.8.10	Functions of the Employment Plan.
§3.8.20	Goals in the Employment Plan.
§3.8.30	Work Activities.
§3.8.31	Order of Preference for Work Activities
§3.8.40	Employment Plan for Victims of Family Violence
§3.8.41	Modified Employment Plans
§3.8.42	Employment Plans for Participants With a Disability

CONTENTS OF THE EP

The EP must include:

- ▶ The participant’s overall employment goal.
- ▶ Activities and steps necessary to reach that goal.

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- ▶ Hours of participation and a time line for each activity.
 - ▶ Expectations and measure(s) used to determine satisfactory progress.
 - ▶ Meetings with the job counselor.
 - ▶ Documentation/verification requirements.
 - ▶ The support services that will be provided.

Whenever job search is included in an EP, indicate whether it will be supervised or unsupervised (must be supervised after 6 weeks).

Clearly indicate that all activities in the plan are mandatory unless otherwise specified. See §3.8.30 (Work Activities). EPs must be signed and dated by you and the participant. Revisions to an existing EP should also be initialed and dated by both.

EPs should include enough hours to meet participation requirements unless a compelling reason to do less is case-noted in the participant's file. See §3.1.30 (Minimum Hourly Activity Requirements). Note that teen parents meet secondary education requirements by enrolling in and attending school, and that plans developed for a volunteer may include less than the hourly participation requirement for mandatory single or 2-parent families. See §3.4.20 (Requirements for Teen Parents) and §3.1.30 (Minimum Hourly Activity Requirements).

Employment Plans may include any work activity, however, participation in activities that meet core hourly requirements are a primary consideration when developing or revising an EP. Use the information in §3.6.20 (Structured Job Search) to determine core and non-core activity hours, and the Levels of Activities list in §3.8.31 (Order of Preference for Work Activities) as a guide to selecting activities.

VICTIMS OF FAMILY VIOLENCE

Victims of family violence who want to be exempt from the 60-month lifetime limit **MUST** request a Family Violence Waiver Option and develop an Employment Plan. See §3.8.40 (Employment Plan for Victims of Family Violence), §3.14 (Family Violence Waiver Option), §3.14.10 (Person Trained in Domestic Violence).