

FARMWORKER JOBS AND EDUCATION PROGRAM ORIENTATION

Welcome!

- Welcome to the Farmworker Jobs and Education Program. This job training program is the first step on your journey to economic self-sufficiency. Your #1 reason for being here is to find the right job for you! If not, you are in the wrong place.

Where does the money come from?

- The Federal Workforce Investment Act (WIA), Title I, Section 167 authorizes and funds the Farmworker Jobs and Education Program
- The funds for this program come from the taxes paid to the U.S. Government by working youth and adults. When you are employed, your taxes will help other migrant and seasonal farmworkers.

Purpose of the Program

- All program activities and services lead to unsubsidized **job placement**, the primary purpose of the program.

Partners In Your Journey

- Many community partners work together to help you with your journey.
- You may be asked to sign a release form that allows agencies providing you support to share information that benefits you.

- The Farmworker Jobs and Education Program will assist you with specific training, support and services to help you gain skills and find employment.

Summary of Services

- Assessment of Skills and Interests
- Pre-placement services
- Job placement services
- Career Counseling
- Training Services
- Support Services
- Employment Retention/Follow-up Services

How Long May I Receive Benefits?

- Benefits are individually designed to help each participant.
- Training programs are designed to lead to employment from a few weeks training up to 24 months for an AS Degree program.

How long does it take to qualify?

- It may take up to 30 days depending on whether you have the needed documentation and complete the pre-tests and assessments timely.
- You will need to provide documentation that may include your birth certificate, marriage license, social security number, selective service registration, Income Tax records, UC Wage reports, public assistance record, proof of disability, high school diploma, TABE testing scores and career assessments. These documents will be required from the qualifying person and family members.
- Some customers qualify within two weeks or less.

What Help Can I Expect From the Farmworker Jobs and Education Program Staff?

You can expect to be greeted by a courteous staff member who will:

- Provide an extensive Intake following this Orientation;
- Assist you in developing your Individual Employment Plan (IEP);
- Assist you in achieving the goals that have been established in your IEP which may include training and/or job search;
- Provide Support and Stipend Services, based on funding availability and your individual needs.

What Am I Required To Do?

You are required to:

- Participate in, document and complete assigned program activities;
- Respond to all contacts from your career manager or other agencies you are referred to;
- Inform your career manager of changes in your participation, employment, family circumstances (including change of address, telephone number), childcare needs, transportation problems, health problems, etc.
- Apply for and seek employment as part of your plan;
- Follow classroom attendance and performance policies;
- Accept reasonable offers of suitable employment;
- Remain employed; and
- Continue to gain education and information to improve your career ladder options.

Individual Employment Plan

- Work with your Case Manager to development your Individual Employment Plan (IEP). This is a major priority, and an important first step.
- The (IEP) is a tool for gathering information which will be used to determine your individual goals, needs, experiences and to better direct your path towards economic self-sufficiency.

What should the IEP include?

- The IEP will identify your strengths and weaknesses as determined from your assessment.
- The IEP should document what services may be provided to you and from where they should be delivered. This will ensure that you receive the appropriate services and/or training.
- The IEP will prioritize your needs and set a timeline for your goals and objectives for your journey to self-sufficiency.
- The IEP will provide a snapshot of your employment history and list your job skills.
- The IEP will also provide an overview of your educational history, which can be used to find any barriers, which may block your success.

Activity Requirements

- Activities are defined in your IEP and will aid in meeting your education and employment goals.
- Customers receiving Stipends **must** participate in assigned activities and training in order to continue receiving stipend checks.
- Stipends help with expenses such as transportation, childcare and personal needs while in transition from training to employment.
- Time sheets turned in bi-weekly, on time, with satisfactory progress reports and appropriate signatures, are required to receive stipend support.

What are the Activities?

- Job Search – 4 week limit
- Employment Preparation – 4 week limit
- Employment (unsubsidized and subsidized)
- On-the-Job Training (OJT)
- Work Experience (CSWE) – 6 month limit
- Vocational Education or Training – 24 month limit (exception two-year AS Degree depending on funds available)
- Education Services Related to Employment Job Skills/Customized Training
- GED Preparation and Adult Basic Education – 12 month limit (must lead to a job)
- Provision of childcare services (through stipends)
- ESOL – 12 month limit (must lead to a job)
- Work Experience
- One Stop Career Service Center workshops such as budgeting, job search and interview skills

May I Be Excused From Participating?

- If you have a situation, which prevents you from participating, report this to the career manager who may help you prepare an alternate plan.
- You will need a leave of absence if more than 5 days of class will be missed. Attendance hours are specific for some classes to complete and/or continue financial aid.
- An alternate plan may be another training program or work suggestion.

Attendance

- Your climb to success requires your commitment to attend classes and turn in required documents on time.
- You may need to prepare a budget, a resume, a sample job application and other forms to assist with your job search and training.
- You are preparing for the workplace.

Domestic Violence

- During Orientation, please allow the career manager to help you if this is a concern in your life. The career manager may provide:
 - Information and referral
 - A Self-assessment tool
 - A Safety Plan
 - Domestic Violence Hotline Number

Substance Abuse/Mental Health

- Career managers may refer customers to specialized counseling.

- Inform your career manager immediately, if you require assistance under this category. The Career Manager will refer you to a trained counselor.

Support Services

- Support Services may be provided to enable customers to complete activities.
- Support Services may be provided to eligible customers based on the availability of funds. Support Services are based on your needs and are available to assist you in meeting program requirements.

Support Services are defined as:

- **Transportation***
- **Childcare***
- **Emergency Housing Assistance (referral)**
- **Emergency Utilities Assistance (referral)**
- **Ancillary Expenses** such as but not limited to car repairs, books, fees, uniforms, licenses, and school supplies.

*These services may be included in the training stipend payment based on individual needs.

Support Services Eligibility

- In order to be eligible for Support Services, a customer **must** be actively participating in a training activity. The need for the support service **must** have been identified in the IEP.
- **Under no circumstances will support services be provided without prior career manager approval.**

Stipends

- Accumulated over the course of the training and are used to assist the participant once placed.

- Hourly stipends for classroom attendance are based on needs identified in the IEP.
- All activities assigned must be followed to receive stipends. Stipends are for specific transportation, childcare, education-related expenses and personal needs associated with remaining in school.
- Stipends will ONLY be paid if time sheets reflect satisfactory performance and are turned in according to payroll requirements.

Childcare

- Subsidized childcare may be authorized for eligible customers participating in training. Childcare costs should be covered by the Stipend.
- To arrange for childcare services please see your career manager for a referral.

Emergency Housing Assistance

You will be referred to a community partner for emergency housing assistance.

OR

Emergency Utility Assistance

- A referral will be provided to community partner for emergency utility assistance.

Ancillary Expenses

- Other ancillary items necessary to meet training requirements may be provided if needed and documented in the customer's IEP.

- Ancillary items include, but are not limited to, licenses, fees, uniforms, clothing, tools, background checks and school supplies.

Uniforms

- One uniform will be provided for classroom instruction requiring a uniform. No shoes will be provided. Stipends will be used by students for additional uniform and clothing needs.

Background checks, Drug Tests, Physical Exams

- Letter requiring a pre-employment physical or drug test from the employer must be submitted to your career manager, prior to approval.
- A referral may be made to a provider.

Books and School Supplies

- Books from the approved book list for the class will be paid.
- Only required books will be paid.

School Registration

- **Pell Grants and other funding sources must be exhausted prior to expending Farmworker Jobs and Education Program funds.**
- Your IEP must identify training as an allowable activity and a referral must be made to an approved training agent.
- **Pell grant application must be made for all Pell eligible training programs. These applications are required before the training program start date.**

School Lab Fees

- Paid according to Class Schedule & Fee Requirements

Occupational License

- Renewal Notice or initial application is required.

Grievance Procedures

- It is the right of every Farmworker Jobs and Education Program customer who feels that a decision has been made in error to ask for reconsideration.
- All customers are provided with formal grievance procedures.

Good Luck!

We look forward to celebrating your success! Please review our satisfaction survey. Fill it out as you exit our program so we may continue to improve our services.