



EMPLOYMENT SERVICES



Prospective Provider Handbook

Welcome

Agency Mission:

To protect children, strengthen families and promote adult-self sufficiency

Agency Objectives:

DCF strategic objectives include strengthening the customer experience, maximizing collaboration and community engagement and becoming a holistic and comprehensive agency.

DCF Economic and Employment Services Programs:

Economic and Employment Services administers benefits and employment programs, including supplemental nutrition assistance (SNAP), temporary assistance for needy families (TANF), economic and employment support work (FAET & GOALS), child care assistance, and low income energy assistance.

Thank you for your interest in becoming an Employment Services Provider with DCF Employment Services. Employment Services provides a variety of services to assist clients in finding employment, job skills training, and many other services that are vital to success in our communities.

What is Employment Services?

Employment Services provides a variety of services that may help clients; including cash, food, medical, energy and childcare assistance. It also helps individuals to find and keep a job along with other employment support services.

Currently, the three programs that the Employment Services utilize are: Temporary Assistance for Needy Families (TANF), Generating Opportunities to Attain Lifelong Success (GOALS), and Supplemental Nutrition Assistance Program Employment & Training (FAET). Each program has specific eligibility criteria. Below is a quick view of some of the criteria for each program.

EES Program Eligibility



Additional requirements may apply to some programs

Employment Services works to promote the development of a strong and vibrant labor force, that work with together with Providers to place clients in careers that provide a livable wage for families. Employers and partners network within communities to increase opportunities for individuals to be successful. Providing support services for individuals to be successful and continue to be prosperous, which reduces their reliance on public assistance. Ultimately, growing economically strong communities and families for years to come.

What Types of Services do Employment Services Providers provide?

There are many types of services that Providers across the State can contract with Employment Services to provide. Below are a few descriptions of current services that Providers are currently providing to clients:

Employment Related – Customized Placement:

Customized Placement is a purposeful, direct individualized client support service designed assist clients in obtaining and maintaining work commensurate with the client’s strengths, resources, priorities, abilities, capabilities, interests and informed choice. The goal of Customized Placement is full-time employment in an unsubsidized position with benefits (unless the client’s self-sufficiency plan is for part-time employment).

Job Club:

An experiential and interactive job-seeking skills workshop. Clients who participate in Job Club workshops are expected to be ready, or nearly ready, to obtain immediate employment. Some of the goals from a client participating in Job Club are:

- The client is employable and able to compete successfully in the local job market
- The workshop will motivate clients to collectively and individually take an informed and pro-active approach to job seeking
- The client will have an increased knowledge about the local labor market
- The workshop will lead to the client obtaining unsubsidized permanent employment in a full-time position with benefits (unless the client's self-sufficiency plan is for part-time employment)
- The workshop will create an atmosphere in which clients observe, confront and support each other in their job-seeking

Job Search/Job Seekers:

A short term and or condensed group meeting focused on immediate employment. The goal of Job Search/Job Seekers workshops are full-time employment in an unsubsidized position with benefits (unless the client's self-sufficiency plan is for part-time employment)

Job Skills Training:

20 hours per week or less of educational/vocational preparation for very specific employment or types of employment. The goal of Job Skills Training is to render the client immediately employable and competitive for a specific job market.

BRIDGES:

The Bridges workshop is an intense 4-6 week curriculum that assists clients in identifying and enhancing their skills and talents to be successful in the workforce. It also allows clients to collaborate with others and address potential barriers to employment.

Areas of discussions include:

- Self and Social Awareness
- Identify Skills
- Preparing for the Workforce
- Employment Exploration
- Financial Management
- Resume Writing
- Conflict Resolution
- Communication
- Mock Interviews

Client Supports:

Depending on the program and eligibility a DCF client is participating with, clients may be eligible for additional support services to assist with obtaining employment and employment retention. For these types of supports, clients should always be referred back to their Career Navigator.

Additional Services:

Additional services that clients may receive from DCF Employment Services may include:

- Skills and Interest Assessments
- Career Counseling
- Transportation Assistance
- Childcare Assistance
- Cost of Tuition and Books
- License and Certification Fees
- Tools and Uniforms
- Dentures, Glasses, and Personal Care Items
- Vehicle Registration and Insurance
- Supported Employment

If you or your organization are interested in becoming an Employment Services Provider, please contact the Provider Agreement Team at: DCF.KCEmpSvcsProvdrAgreemts@ks.gov or (316) 680-6309.

