

FSET COMPONENTS 2009

DHS FSET Program Changes

1. Individualized Approach: Although some group activities may be appropriate (job club, seminar to boost self esteem, etc.) a goal of the new FSET program is to increase participation by increasing the opportunity for individualized services to help persons meet their employment goals. To increase participation, services will need to be more customer driven than they were under the old mandatory program.

2. Redefine Success: Although the ultimate goal is to obtain and maintain successful employment, DHS recognizes the importance of making progress towards that goal. For example, obtaining a GED could be an example of measurable success within the employment plan. Customer satisfaction is also a measure of a successful FSET program.

3. Career Enhancement and Advancement: Federal law makes it allowable to increase opportunities to serve persons who are already employed. Providing services to increase earning potential and career advancement are valued and available under the new FSET program.

4. Obtaining and Maintaining Successful Employment: Under the new program obtaining employment and maintaining employment is valued. Job retention services, up to 90 days post employment, are allowable under federal law.

Components of the State Plan

- a. **Job Search** will no longer be called "Independent Job Search", which focused on group sessions and sending persons out to pick up a specific number of job applications. Under the new program a personalized approach should be taken to meet the needs of individuals by offering:
- Job Readiness services to build self-esteem and increase self-confidence required for seeking employment. This service would also include
 - Identification of marketable skills and job aptitudes
 - Life skills assessment and referrals to other service providers as needed
 - Assistance with applications and resume development
 - Employment counseling
 - Interviewing skills training, including mock interviewing
 - Labor market information, Job leads
 - Job Development and Job Placement services

b. Work Experience

In general, individuals assigned to this component have little employment experience or the skills to gain or maintain employment. Work Experience may be paid or unpaid.

FSET funds will not be expended for paid work experience.

Unpaid experiences may include job shadowing or a short term work assignments at community based organizations or government entities. Information gained from work experience is used as part of the process to assess a participant's strengths, needs and preferences.

c. Education

In many circumstances a person's lack of education leads to failure in the job market. Education is a key ingredient of job readiness and a primary way of increasing the chances of finding a job and breaking the poverty cycle. Education must be tied to employment. FSET funds for the following types of educational services cannot supplant financial resources available to the general public. Examples of allowable types of education include:

- Adult Basic Education (ABE)
- General Education Development (GED) and High School Equivalency Diploma (HSED)
- English as a Second Language
- Workplace Literacy
- Drivers Education
- Short term Vocational Training
- Short term Post Secondary Education

Funding:

FSET funds cannot be used to subsidize or pay for any of the above activities, if the course is available for free to the general public.

d. Self Employment

The intent of this FSET component is to provide training and guidance to potential individuals on basic business requirements and to develop skills which foster self-employment. Agencies will focus on providing training and job skills development to:

- Train and guide business development including market and feasibility studies, preparation of business plans, cash flow analysis, loan packaging and the different kinds of lending programs on the market, understanding facilities development and how to determine low cost space and use shared services; and
- Inform and refer individuals to certification/registration programs, how to locate and apply for appropriate financing, and to provide follow-up monitoring and consultation.