

**441—93.6(239B) Job readiness and job search activities.** Job readiness and job search activities include job readiness skills training and other activities that prepare a participant to search for or obtain employment, individual and structured job search, unplanned job opportunities, substance abuse treatment, mental health treatment, and other rehabilitation activities. The participant and the PROMISE JOBS worker shall incorporate into the FIA the job readiness and job search activities that are appropriate for the goals, work history, skill level, and life circumstances of the participant.

**93.6(1) Job readiness.** Job readiness prepares participants to search for or obtain employment. Job readiness consists of job readiness skills training and other activities completed outside of a training session that prepare a participant to search for or obtain employment.

*a. Delivery of job readiness skills training.* Job readiness skills training is provided in scheduled sessions consisting of up to 30 hours of structured activity per week.

*b. Job readiness skills training.* Job readiness skills training may include but is not limited to:

- (1) Interests and skills assessment;
- (2) Self-esteem building and motivational exercises;
- (3) Identifying and eliminating employment barriers;
- (4) Résumé development;
- (5) Completing job applications and follow-up letters;
- (6) Obtaining interviews and telephone skills;
- (7) Interviewing skills development;
- (8) Goal attainment planning;
- (9) Soft skills and life skills;
- (10) Job market trends and finding job leads;
- (11) Self-marketing and positive attitude building; and
- (12) Job retention skills.

*c. Other job readiness activities.* Job readiness may include activities that prepare the participant to search for or obtain employment and are completed outside of a training session. This includes activities such as but not limited to working individually with Iowa workforce development (IWD), bureau of refugee services (BRS), or FaDSS staff to develop a résumé, improve interview skills, or identify any of the other skills listed in paragraph 93.6(1) “b.”

*d. Attendance.*

(1) Attendance is required when a participant is scheduled for job readiness skills training or other job readiness activities unless the participant has good cause as described at rule 441—93.14(239B) or a barrier as described at subrule 93.4(5). Participants who miss any portion of job readiness skills training may be required to either make up the missed portion of the sessions or to retake the entire week of training based on practical worker judgment and participant need.

(2) Participants who obtain employment are required to continue the job readiness skills training unless the scheduled training hours conflict with the scheduled hours of employment.

*e. Supportive payments allowed.* Child care assistance and transportation payments shall be provided as described at rule 441—93.11(239B) when needed to participate in job readiness skills training or other job readiness activities. The transportation payment shall be paid before the first scheduled day of participation.

(1) Participants who must repeat or make up any portion of job readiness skills training because of absence due to reasons as described at rule 441—93.14(239B) shall receive an additional transportation payment as described at subrule 93.11(3) for each day that must be repeated and child care assistance. This rule applies only when the participant will have transportation costs that exceed the participant’s original payment because of repeating or making up a portion of job readiness skills training.

(2) Participants who must repeat or make up any portion of job readiness skills training as a result of absences due to reasons other than those described at rule 441—93.14(239B) shall not receive an additional transportation payment.

*f. Documenting job readiness skills training or other job readiness participation.* Hours of participation in job readiness skills training or other job readiness activities shall be documented as described at subrule 93.10(2).

*g. Failure to participate in job readiness skills training activities.* Participants who without good cause do not appear for scheduled job readiness skills training activities as stated in the FIA shall be considered to have chosen the limited benefit plan. Procedures at subrule 93.4(5) and rules 441—93.13(239B) and 441—93.14(239B) shall apply.

**93.6(2) Individual job search.** Individual job search shall be available to all participants, particularly those who have recent ties with the workforce, have successfully removed or reduced barriers to work, have completed job readiness skills training, or have completed education or training activities and are now ready to work. Participants are not required to participate in individual job search full-time. Individual job search may be combined with other FIA activities to reach full-time equivalency. Hours of participation in individual job search shall be determined according to the participant's individual circumstances and be at a level that will reasonably allow the participant to successfully find full-time employment. If after three calendar months the participant still has not found employment, the worker shall review the participant's situation for possible barriers to employment or possible need for training to increase the participant's employability. Job search may continue if appropriate, but linking with other activities should be considered.

*a. Job search plan.* In consultation with the PROMISE JOBS worker, the participant shall design and provide a written plan of the individual job search activities on Form 470-4481. The plan shall:

(1) Contain a designated period for job search not to exceed five weeks ending on a Friday within the same calendar month and the specific methods for finding job openings.

(2) Specify the number of hours to be committed for each week of the designated period so as to provide the most effective use of transportation funds.

(3) Specify due dates for providing documentation of job search activities.

(4) Contain information as specific as possible about areas of employment interest, employers to be contacted, and other pertinent factors.

(5) Be signed by the participant and the PROMISE JOBS advisor.

*b. Supportive payments allowed.* Child care assistance and transportation payments shall be provided as described at rule 441—93.11(239B) when needed for participation in individual job search. The transportation payment shall be paid in full prior to the start of each designated period of the individual job search. Transportation payments for any missed days of job search activity shall be subject to transportation overpayment policies as described at subrule 93.11(3).

*c. Documenting job search participation.* The participant shall document the actual hours spent on job contacts and other job search activities. Participant documentation shall be provided as described at subrule 93.10(2).

*d. Failure to participate in individual job search.* Participants who without good cause do not participate in the steps of the job search plan described at paragraph 93.6(2)“a” shall be considered to have chosen the limited benefit plan. Procedures at subrule 93.4(5) and rules 441—93.13(239B) and 441—93.14(239B) shall apply.

**93.6(3) Unplanned job opportunity.** PROMISE JOBS participants who have an unplanned opportunity to interview or apply for a job shall be encouraged to take advantage of the opportunity.

*a. Supportive payments allowed.* Child care assistance and transportation payments needed to make an unplanned job contact shall be provided as described at rule 441—93.11(239B) when the following conditions are met:

(1) The participant has a signed FIA,

(2) The job contact is an in-person contact to complete an application or to attend an interview, and

(3) The participant provides documentation as described in paragraph 93.6(3)“b.” Payment shall be issued after documentation is received.

*b. Documenting participation.* The participant shall provide documentation of the actual time spent making the specific job contact. Documentation shall be provided as described at subrule 93.10(2).

*c. Limited benefit plan.* A limited benefit plan does not apply when a participant fails to complete a job contact that is not part of a structured or individual job search plan.

**93.6(4) Structured job search.** Structured job search is designed with scheduled activities and required hours of participation to reflect proven job search techniques and the employment environment

of the PROMISE JOBS service area. A PROMISE JOBS advisor is available to monitor the participant's progress in the participant's job search and to provide assistance and support. Structured job search provides up to 30 hours of scheduled activity. Hours of participation in structured job search shall be determined according to the participant's individual circumstance and may be full-time or at a level that will reasonably allow the participant to successfully find full-time employment.

*a. Attendance.* Participants are scheduled to appear daily at the PROMISE JOBS site to access resources for job leads. Participants who miss any portion of scheduled structured job search may be required to either make up the missed portion of the session or to retake the entire week of training based on practical worker judgment and participant need.

(1) Participants who obtain employment averaging 30 hours or more per week may discontinue structured job search.

(2) Participants who obtain employment averaging 20 hours or more per week, but less than 30 hours per week, may discontinue structured job search if part-time employment was the FIA goal or the scheduled job search hours conflict with the scheduled hours of employment. The participant may be required to participate in other FIA activities during the hours that do not conflict with employment hours.

(3) Participants who obtain employment averaging less than 20 hours per week shall continue structured job search unless the scheduled job search hours conflict with the scheduled hours of employment. The participant may be required to participate in other FIA activities during the hours that do not conflict with employment hours.

*b. Job search plan.* PROMISE JOBS and the participant shall develop a written job search plan using Form 470-4481 at the beginning of the structured job search period. The plan shall:

(1) Contain a designated period for job search and the specific methods for finding job openings.

(2) Specify the number of hours to be committed for the designated period so as to provide the most effective use of transportation funds.

(3) Specify the due date for providing documentation of job search activities.

(4) Contain information as specific as possible about areas of employment interests, employers to be contacted, and other pertinent factors.

(5) Be signed by the participant and the PROMISE JOBS advisor.

*c. Supportive payments allowed.* Child care assistance and transportation payments shall be provided as described at rule 441—93.11(239B) when needed to participate in structured job search.

*d. Documenting participation.* The PROMISE JOBS worker shall verify and document each participant's monthly hours of actual participation in structured job search. Participant documentation shall be provided as described at subrule 93.10(2).

*e. Failure to participate in structured job search.* Participants who without good cause do not complete structured job search as identified in their FIA shall be considered to have chosen the limited benefit plan. Procedures at subrule 93.4(5) and rules 441—93.13(239B) and 441—93.14(239B) shall apply.

**93.6(5) Substance abuse treatment, mental health treatment, and other rehabilitative activities.** Substance abuse or mental health treatment or other rehabilitative activities are available when needed for a participant to be successful in participating in other FIA activities.

*a. Treatment determination.* The need for treatment or rehabilitative activities must be determined by a qualified medical professional, substance abuse professional, or mental health professional. The qualified professional must document that treatment or rehabilitative activities are needed for the participant to obtain or retain employment.

*b. Supportive payments allowed.* Child care assistance and transportation payments shall be provided as described at rule 441—93.11(239B) when needed to participate in substance abuse treatment, mental health treatment, or other rehabilitative activities.

*c. Documenting participation.* The service provider shall verify actual hours of participation in treatment. Documentation of participation shall be provided as described at subrule 93.10(2).

*d. Failure to participate in treatment or other rehabilitative activities.* Participants who without good cause do not participate in substance abuse treatment, mental health treatment, or other

rehabilitative activities as specified in their FIA shall be considered to have chosen the limited benefit plan. Procedures at subrule 93.4(5) and rules 441—93.13(239B) and 441—93.14(239B) shall apply.  
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