Welfare Transition Program
Work Registration Process
Commonly Used Terms

- **RWB** - Regional Workforce Board
- **ACCESS** - Automated Community Connection Economic Self-Sufficiency
- **DCF** - Department of Children and Families
- **WT** - Welfare Transition
- **TCA** - Temporary Cash Assistance
- **LOP** - Local Operating Procedure
- **IA** - Initial Assessment
- **OSST** - One Stop Service Tracking System
Applicant Phase

“Applicant” means the customer has applied for Temporary Cash Assistance (TCA) and may be required to participate in the Welfare Transition program if they become “mandatory.”
**Participant Phase**

“Participant” means the customer is participating in the program.

- **Mandatory Participant** - Customer is required to participate in the WT program.

- **Transitional Participant** - Customer has left the mandatory program with employment and is receiving supportive services.
The purpose of the Work Registration process is to:

- Provide information on Welfare Transition program
- Provide information on One-Stop and Workforce Services
- Prepare customers for program engagement
Referral to One-Stop Career Center

Once the Work Activity referral is provided from DCF:

- Customer will contact the local One-Stop Career Center for orientation instructions
- Customer will attend the locally approved orientation
- Customer will provide the Work Activity Referral form provided by DCF
- Customer will comply with the local RWB procedures
Orientation Format

- Online
- Group
- Individual
Online Orientation

Some RWBs have created an online orientation

- Contact the local One-Stop Career Center for login instructions
  - Customer will be provided with the online link or information to access the Orientation
- Follow up with the local One-Stop Career Center after completing orientation
  - Customer will be informed of any additional steps needing to be completed
After the referral from DCF customers should:

- Contact the One-Stop Career Center for Orientation schedule
  - Orientation may be offered multiple times during the week
  - Customer will be informed of any additional materials needed for Orientation
- Bring Work Activity Referral form provided by DCF
  - Customers may be provided replacement Work Activity Referral forms if needed
Individual Orientations are performed when:

- Customer is unable to come in to the One-Stop Career Center
- Customer would be hindered in a group setting

Possible reasons for Individual Orientations:

- Medical Limitations
- Language Barriers
- Victims of Domestic Violence

(One-Stop Career Centers should refer to LOP to verify which customers meet the criteria for an Individual Orientation.)
Orientation Components

- One-Stop Career Center Overview
- Program Engagement
- Work Activities
- Supportive Services
- Other Available Resources
- Case Manager Contact Information
Resume’ Writing
Application Assistance
Interviewing Techniques
Dressing for Success
Public Speaking Skills
Basic Computer Skills
Office Skills
Other Available Resources

One-Stop Career Center may refer customers to:

- Vocational Rehabilitation
- Domestic Violence Counseling/Advocacy
- Mental Health and Substance Abuse Counseling

(Contact local One-Stop Career Center to obtain a list of community partners)
RWBs have the flexibility to conduct the IA during the work registration process or after the customer has been referred as a mandatory participant.
Initial Assessment

The purpose of the Initial Assessment is to:

- Assess the customer’s needs
- Assess the customer’s work history
- Assess the customer’s employability
Initial Assessment

These assessments also help RWBs:

- Provide appropriate services
- Assign appropriate work activities
- Determine what will help the customer become self-sufficient
Assessments

- **Academic Assessments**
  - TABE-Test of Adult Basic Education
  - Ready To Work

- **Interest Inventories**
  - Choices

- **Employer Screenings**
  - ERI-Employee Reliability Inventory
  - Career Barrier Checklist
  - Prove It
Inform DCF of Work Registration completion via:

- Fax
- Email
- Case note entered on the FLORIDA CLRC screen
- Other locally approved method
Let’s Review

Purpose of Work Registration

- Provide information on the Welfare Transition program
- Provide information on the One-Stop and Workforce Services
- Prepare customers for program engagement
Questions

Please Contact the Welfare Transition Team at 1-866-352-2345

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via Florida Relay Service at 711.