

## **Attachment C**

### **PRIORITY REEMPLOYMENT PLANNING PROGRAM (PREP)**

Florida's current reemployment services are centered on the Priority Re-Employment Program (PREP), the state's Worker Profiling and Reemployment Services effort which is operational statewide. A pool of possible PREP claimants is created on a weekly basis. The pool excludes:

- a) claimants whose program identification is other than Intrastate UC, CWC (combined wage program) UCFE (federal workers) and UCX (ex-military personnel);
- b) interstate claimants;
- c) transitional claimants;
- d) claimants on recall status;
- e) seasonally unemployed claimants;
- f) partially unemployed claimants; and
- g) claimants with a first payment issued more than 42 days after the Benefit Year Beginning date.

Claimants are placed in the PREP pool on the fourth week of their claim and after they have received a first check, for early intervention purposes.

The PREP pool is transferred to the Employ Florida Marketplace (EFM) and the One-Stop Career Center staff use the pool to schedule claimants for orientation services. Florida requires that an assessment be performed to determine what additional services are needed for the claimant to become employable. Staff will use the Events Manager and the Events Roster functions of EFM to schedule the claimants for the orientation. (Orientations may be provided individually or in a group setting.)

With the additional staff acquired with the ARRA funds, the PREP process will be enhanced and additional follow-up requirements will lend itself to a case management function. The process for re-employment services will now include an additional assessment that may be given to each PREP participant as part of the information that is sent with the PREP invitation letter, filled out during the PREP orientation, or completed on-line. The tool will allow the staff person to separate the claimants into tiers for providing services which are based on federal guidelines.

The assessment information and determined tier will be used to develop a plan of service and an EDP (Attachment I). Checking "attended" in PREP automatically provides the PREP participant with an orientation code and an initial assessment code. Checking "no show" will place the claimant on a listing that will be sent to the UC Hub

## ***The Employability Development Plan (Attachment I)***

An EDP is an effective and expedient tool for ensuring that claimants obtain maximum benefit from participation in reemployment services and that they achieve the overriding goal of job placement.

When integrated with a systematic approach for providing services, the EDP serves as a blueprint to guide participants through assessment, job search activities and referral to training. In addition, the EDP information and the assessment techniques for developing the EDP are useful for participants to assess themselves on a continuing basis through and beyond the RES period.

This EDP should be written during the interview process and may be done on a paper copy and then transferred to EFM or may be directly input on the EDP template on the claimant's notes screen in EFM. The paper copy should be signed by both the claimant and the staff person. If directly input into EFM, a copy should be printed and signed by both the claimant and the staff person.

The EDP should be recorded as a Develop Service Strategies (IEP/ISS/EDP) Code #205.

### **∂ Tier I – Job Ready Claimant**

The job ready claimant's EDP should be heavy on the strengths and should lack barriers to employment. The plan in this case should refer the claimant to the resource room (or other computer resource) to update the résumé and to conduct a job search. The claimant should be advised that if there are no suitable jobs listed, the claimant should ask to see a CSR to have a job development created. This claimant may also be referred to a professional networking activity, if appropriate and available in the local area.

Staff should conduct a follow-up on the claimant's EFM record approximately five working days after the job search assignment. The résumé should be reviewed and the services screen should be studied to make sure the claimant has followed the plan as agreed upon. If the claimant has not completed the assigned tasks, a communication should be sent to UC. The "Communication to UC" is located at:  
<http://intra.awi.state.fl.us/onestop/RemServ.asp>.

### **∂ Tier II – Claimant Needing Job Search Assistance**

The use of an assessment should show what job search skills are lacking. These should then be listed on the barriers section of the EDP and the remediation on the corresponding services section. Services such as résumé writing, interviewing skills, provision of labor market information, job search workshops, job clubs, etc. should be listed on the services section of the EDP and should be scheduled at this time, if

possible. This claimant may also be referred to a professional networking activity, if appropriate and available in the local area. Scheduled dates for the services should be input on the claimant's EFM services screen.

Follow-up should consist of a review of the services screen to make sure the claimant has attended the assigned activities. If the claimant has failed to attend, a "Communication to UC" should be sent.

Once the claimant has successfully completed the assigned activities, job search on EFM should also be assigned. Any additional job search activities such as the professional network should be added to the plan at this time. Follow-up on the job search component should be conducted after five days. If the claimant has not begun the job search in EFM, a "Communication to UC" should be sent.

### ∂ Tier III – Claimants Needing Skills Training or Skills Transferability Analysis

Claimants who fall into this category are those who will need to have a transferable skills analysis. The results of the analysis should be compared with the jobs in demand listing in the region. If the occupations on the jobs in demand list match some of the jobs on the transferable skills analysis, staff should look at the percentage of match and the preparation time to obtain the skills needed, if any. Staff should also explore all avenues through which the claimant may obtain those skills.

The EFM has a transferable skills analysis tool as part of the individual's assessment profile. It also has an interest inventory that can be used as part of the assessment. Once the analysis and interest test are complete, a comparison of the two to find a match that is highly correlated would be a suitable occupation to pursue. Further testing may be appropriate to ascertain whether the claimant has the required aptitude for specific occupations.

In addition to the EFM assessments, the O\*NET website has an interest test and an aptitude test which are either no-cost to download and professionally print or very low cost to be purchased through the Government Printing Office. To add the manual and finger dexterity parts of the test require the use of the General Aptitude Test Battery manual and finger dexterity boards.

Staff may want to add a hidden disabilities assessment (Attachment C) to determine if the claimant may have some additional barrier to employment. The disabling condition may require special consideration and have an effect on the type(s) of skills training that would be most beneficial to the claimant.

The use of this set of assessments - a skills analysis, an interest test, an aptitude test and the hidden disability assessment combined with labor market research should give staff an excellent picture of the claimant's potential and should be part of the plan steps. Once the claimant has completed any skills training required, they should be scheduled for job search in EFM.

Follow-up should consist of a review of the services screen to make sure the claimant has attended the assigned activities. If the claimant fails to attend, a "Communication to UC" should be sent.

#### ø Tier IV - Claimant Needing Assessments, Intensive Services, and Training

These claimants very likely do not have a high education level and do not tend to stay in one job for long periods of time. They may also have other barriers that affect their ability to find and maintain employment in the region's labor market. A battery of tests including the hidden disabilities assessment, labor market research and counseling would be the appropriate services that should be given to this claimant. Additionally, adding the Work Importance assessment in EFM would help the claimant make a decision on the type of occupation that would be a good match. Reviewing labor market information regarding the occupations that are matches to the claimant's interests, abilities and preferences present staff and claimant with suitable occupations for training.

Subsequently, staff should refer the claimant to the Workforce Investment Act (WIA) program to continue the process. All the assessments, the counseling, the referral to WIA would be steps in the plan and the final step would be to conduct job search on EFM. WIA staff should review the testing results and the EDP on the claimant's notes screen. When training is completed, the claimant should be advised to conduct an initial job search on EFM.

Follow-up should consist of a review of the services screen to make sure the claimant has attended the assigned activities. If the claimant has failed to attend, staff should call or e-mail to re-schedule and explain the consequences of failure to complete RES activities. Again, follow-up should be conducted after the scheduled time has passed. If the claimant fails to attend for the second time, a "Communication to UC" should be sent. If all activities are completed, staff should check the EFM to see if the claimant is enrolled in WIA.

#### **Follow-Up**

After the initial follow-up to ensure that activities that were scheduled were actually accomplished, contact should be made on a regular basis for Tiers 1-3. If the claimant completes the activities and has not found suitable employment within 60 days, he/she may need additional services. A review of the claimant's job search efforts should be conducted at this time, as well as a determination of whether the claimant has overcome any barriers to employment. The EDP may need to be updated with any additional steps listed.