

HALE COUNTY  
TITLE IIBC  
ALL PROGRAM ACTIVITIES

CENTRAL PLAINS COMMUNITY ACTION PROGRAM

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Work Program Description (Participant Services & Program Components)

It will be the purpose of Central Plains Community Action Program Inc. to operate an effective and efficient Comprehensive Employment & Training program (CETA) with effective coordination of program delivery procedures. CPCAP will provide employment and training opportunities to economically disadvantaged, unemployed and underemployed persons. The purposes of this program will be to increase their earned income and to assure that such services will lead to maximum employment opportunities and enhanced self-sufficiency.

A. Services

The services component consists of services which are provided to the applicant and designed to lead to maximum employment and training opportunities which could lead to eventual placement in unsubsidized employment. The different components of services are as follows:

1. Services to applicant

- a. Outreach--Delivery of services will commence with initial outreach and recruitment efforts to seek out potential participants who are in need of CETA services. The following procedures will be utilized to enable CPCAP to operate an effective outreach program:
  - (1) Information concerning the CETA program purpose, job vacancies, special projects, etc., will be disseminated by the staff, other social service agencies, private agencies and educational institutions. Bulletins, posters, civic clubs etc. will also be utilized.
  - (2) The mass media will be utilized in forms of public service announcements and featured articles on CETA within the community.
  - (3) Past and present participants, work sites and supervisors, by means of word-of-mouth, consistently are a major source of referrals.
- b. Intake--The central intake office will be located at 714 W. 7th. If needed, the intake officer will travel within the county to do intake for applicants who are not able to travel to the central office. The intake interviewer will schedule interviews with applicants to determine eligibility. If the applicant is eligible

for the program, the interviewer will fill out the initial paper work required i.e., the application, counselor notes, ranking sheets, eligibility sheet--and the interviewer must verify the required information needed to complete the eligibility of the applicant.

The purpose of the initial intake is to determine eligibility, to determine if the program can benefit the applicant, to determine what program and activities are best suited for the applicant.

If the applicant is not eligible for the program, referrals will be made to other social service agencies, i.e., Texas Employment Commission, Motivation Education Training etc. for possible placement in unsubsidized employment.

## 2. Employment and Training Services

After the initial intake assessment, the eligible applicant will be referred to the appropriate component counselor. The counselor will do employability assessment, job development, job search assistance, testing and counseling including orientation to the world of work.

The counselor will also fillout a CDP/EDP containing the client's interests, skills, past work history, both long and short range goals and will assess additional supportive services needed to eliminate employment barriers, job referral and placement. If placed in a training position, a file will be compiled with all the stated information in order to indicate progress and goal changes of the participant.

The counselor can be assisted in testing by other social agencies such as the Adult Learning Center, the TEC office and the Regional Occupational Center as needed. If additional indepth counseling is required, the participant could be referred to other agencies such as MH/MR, Texas Rehabilitation and the Regional Occupational Center for assistance.

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After placement, the participant will receive job orientation by both the supervisor and counselor. Orientation will consist of:

- a. Personnel policies, including client's obligations, responsibilities and benefits.
- b. Introduction to the training site and supervisor.
- c. Information concerning payroll schedules, time sheets, and other payroll procedures.

If training slots are not available at the time, then the participant file will be placed in a temporary holding position until funds are available to place the participant in a training component.

### 3. Supportive Services

These are provided to participants in an effort to continue to assist in eliminating other personal barriers while being provided with training and experience. Such services include but are not limited to:

- a. Health care and medical services will be provided in forms of workman's compensation and assistance in securing health and medical cards if funding should be available.
- b. Child care assistance will be provided to participants, if needed, at a rate of 50% of weekly amount not to exceed \$15.00 per child for a six week period or as needed. Every effort will be made to work with publicly supported day care centers which are specifically for low-income families. In cases where this is not possible, other or independent individuals must comply with state or local standards including state licensing requirements.
- c. Transportation -- Because of a total lack of organized transportation, i.e. taxi, city bus, etc. in Hale County, travel will be paid directly to

the participant if verification of travel and a travel voucher are completed by the supervisor and counselor justifies the travel of the participant.

- d. Temporary shelter--Referral will be made to the Plainview Housing Authority, the Hale Center Section 8 Housing Authority or the Central Apartments. These agencies provide housing on a fee basis scale commensurate with family income.
- e. Family Planning will be made available to participants only on a voluntary basis. Aid is available through the Hale County Health Department, the South Plains Health Provider and the Central Plains Regional Hospital. The Hale County Health Department and the South Plains Health workers cover all the cities in Hale County.
- f. Legal Services--If legal information and services are needed, the participants will be referred to the West Texas Legal Service Agency located at 1415 W. 5th St.
- g. Financial counseling and assistance are available from the Staff of CPCAP.

4. Post-termination Services

For 30 days after termination from the program, services such as employment and training services and supportive services as stated in the previous sections will be available to former participants who have obtained unsubsidized employment. These services will be provided in an effort to assist the participant who has obtained unsubsidized employment to enable him/her to retain employment. Subsequent follow-ups for 30, 60, 90 days and one year will be conducted in an effort to continue to provide additional assistance to former participants and for reporting purposes.

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#### 5. Participant Benefits

Each participant in OJT or Work Experience shall be assured workman's compensation including medical, accident and income maintenance insurance at the same level and to the same extent as others similarly employed who are covered by workman's compensation. In cases where CETA participants are employed where other similarly employed are not covered by workman's compensation, they shall be provided with medical and accident insurance coverage.

OJT participants who are performing services that are similar to other employees of the employer who has unemployment compensation coverage, will also receive unemployment compensation coverage. Unemployment compensation will not be provided to work experience participants. No participant shall be allowed or required to work, be trained, or receive services in buildings or surroundings which can be hazardous to their health.

#### B. Other activities

Central Plains Community Action Program Inc. has in the past been an influential factor in aiding employers in the elimination of artificial barriers hindering employment of economically disadvantaged employees. These efforts will be strongly reinforced by the addition of comprehensive manpower programs in that employers can be further induced to develop new jobs and hire CETA eligible applicants for these jobs.

CPCAP staff will encourage employers to develop job restructuring where possible by hiring and training para-professionals at the lower cost to do jobs that can effectively be done by such people, thus allowing more effective output by highly trained employees.

#### C. Combined Activities

CPCAP will make every effort to properly coordinate and combine any necessary services or training needed to enable the participant to strive toward unsubsidized employment. ®

A participant may be simultaneously enrolled in two activities, if needed.

D. Programmatic Components

1. Classroom training--This program is designed to provide an individual with the technical skills and information required to perform a specific job or group jobs. Types of training provided will be only those occupations in which skill shortages exist in the area or for which there is documentation of immediate employment following completion of training. This type of training will be conducted in an institutional setting. Classroom skill training will be provided by such agencies as:

a. the Regional Occupational Center, South Plains College in Plainview, Texas

- (1) Welding
- (2) Auto Mechanics
- (3) Licensed Vocational Nursing
- (4) Child Development
- (5) Office Occupations

b. High Plains Hospital

- (1) Licensed Vocational Nursing
- (2) Medical related occupations

c. Plainview Independent School District

- (1) English as a second language
- (2) GED - high school equivalency

d. Any other agency approved by the Prime Sponsor when training in a specific area is required.

For description and length of training see attachment IX with information provided by the training institutions.

Skill levels for completion of classroom training programs will be determined by the certified agencies or institutions providing the training. Allowances will be paid to participants enrolled in 51% or more of their time in a classroom training program. The classroom training program will also be supplemented with Section 204 monies of Title II through the Texas Education Agency. In order for section 204 monies to be

used, the education agencies must be certified through the Texas Education Agency.

2. On The Job Training (OJT)

The purpose of this component is to provide training in the private or public sector on a hire first, train later format. Training occurs while the participant is engaged in productive work which provides knowledge or skills essential to qualify him/her for a particular occupation through demonstration and practice. This component may also work in conjunction with participants who have completed classroom training but are not totally prepared for unsubsidized employment.

Participants under this component may be enrolled at the entry level of employment, or OJT could also be used to upgrade the skills of present employees who are eligible for Title II-B services, into an occupation or position requiring higher skills.

The participant in this component will be considered to be employed by the agreeing employer. The program will reimburse the employing agency for the training cost not to exceed 50% of the participant's wage rate. The maximum number of hours will vary with the complexity of the occupation. Each occupation training will be based on information which is contained in the U.S. Department of Labor Dictionary of Occupations Titles (DOT), fourth edition:

DOT CODE TRAINING TIME CONVERSION CHART

Level of Specific Vocational Preparation (SUP)	Maximum Hrs. of Federally Reimbursable Training
2	160
3	320
4	640
5	800
6	960
7 or higher	1,040

3. Work Experience--In School

This component is directed to students who are attending school or are recent graduates adjusting to a work setting. This will provide part-time employment for

low income potential dropout students during the nine month school session. This activity also will provide services to assist them in overcoming barriers to employment such as: providing vocational counseling, job preparation, introduction to vocational choices and will provide an incentive for youth to remain in school until graduation.

During the nine months of employment participants will not be employed more than 15 hours per week. Benefits which are available are stated under the Fringe Benefit Section previously mentioned. If students desire to work during the summer months through the SYEP program, he/she must apply for this program during the initial intake. These participants will compete with other students who were not ISY participants during the school session but are interested in the summer program during the summer will be considered to be concurrently enrolled into IIB and IV SYEP.

4. Work Experience--Other

Adult work experience will provide short-term employment for persons who are economically disadvantaged, unemployed, handicapped or can be used as a temporary holding status for participants who are pending placement into other activities. This activity will also provide intensive counseling, basic education and job preparation for recent graduates with no definite occupational goal in mind or for the out-of-school participant who has not graduated from High School. This activity will be combined with GED preparation.

No participant may be paid wages for involvement in excess of a total of 40 hours per week. Length of training under this activity will be limited to a 1000 hours with an average enrollment of four months per participant.

E. Management Plan  
See questionnaire.

F. Property and Facilities

1. Offices -

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Located 714 West 7th, Plainview, Texas

Located 713 Main, Hale Center, Texas

Located 302 Main, Abernathy, Texas

## 2. Property -

Refer to Budget Information Summary

### G. Reports Required - Management Information System

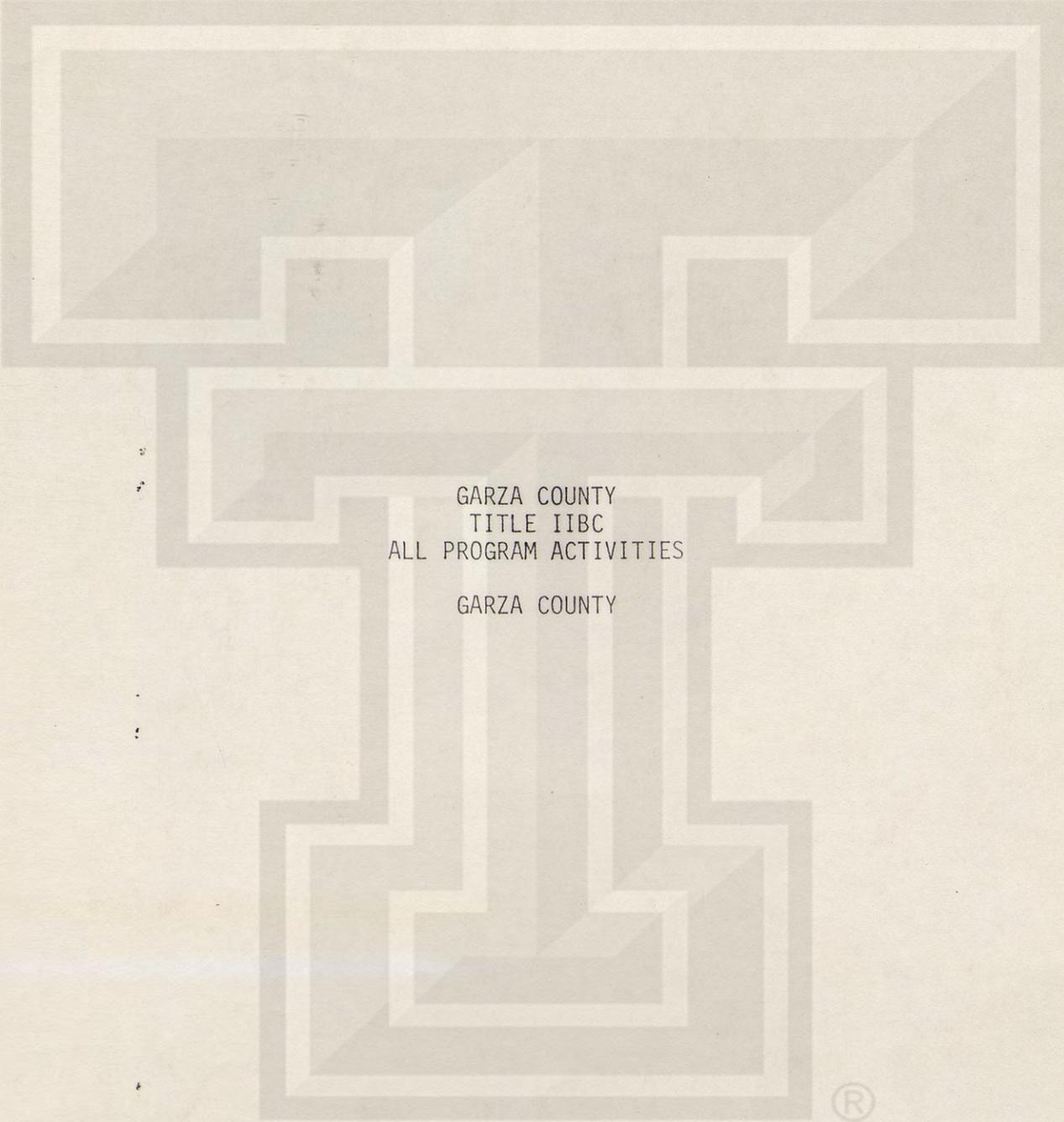
For reporting purposes, an established McBee card system will be used to compile data needed to complete the participation and termination summary and the participant characteristics report as required by the Prime Sponsor. All participant information will be kept in one central location for easy access to participant information and up-to-date tracking information. The MIS clerk and the Operational Coordinator will be responsible for the submission of participant reports and information to SPAG.

For Fiscal and Financial Reports refer to section II (A), Financial Administration. Financial reporting to the Prime Sponsor will be prepared by the Administrative Coordinator and the bookkeeping department.

### H. Coordination and Linkages

An effective method that has previously been used for coordination of efforts is described under services to participants in this proposal.

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GARZA COUNTY  
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GARZA COUNTY



## WORK PROGRAM DESCRIPTION

The purpose of the Employment and Training programs in Garza County CETA is to provide training and employment opportunities to increase the earned income of economically disadvantaged, unemployed, or underemployed persons, to assure that training and other services lead to maximum employment opportunities, enhanced self-sufficiency, and to link existing educational and training opportunities with the Employment and Training programs for the benefit of program participants. Because the unemployment rate in the Garza County area is relatively low, the local program emphasis is necessarily directed toward services which enable the client to better compete in the labor market, to achieve long-term unsubsidized employment, and to ensure skills as marketable as possible. Title IIB programs to be offered during FY 81 will be Classroom Training, Work Experience-other and Work Experience In-school Youth.

Classroom Training will provide participants with training conducted in an institutional setting which is designed to furnish technical skills and information to perform a specific job. In Garza County skill shortages and demand exist primarily in the clerical, welding and medical related fields. Training to meet these needs will be provided by American Commercial College of Lubbock, Texas-State Technical Institute of Amarillo, Texas Schools Incorporated of Lubbock and South Plains College of Lubbock. (See attachment II for detailed information).

Training time will be limited to 40 hours per week and participants will be paid allowances for actual attendance time only. Following completion of training, placement will be accomplished through the cooperative efforts of the training facility and CETA, or if actual work experience is needed before the participant is determined to be job-ready, he/she will be transferred to another CETA component or program. Due to limited funding and the desire to serve as many participants as possible, training costs (including books, tuition, etc.) will be paid through either Section 204 funds or the Basic Educational Opportunity Grant Program (BEOG). In occupations requiring certification upon completion of training, financial assistance will be available.

Follow-up for participants terminated from the classroom training component will occur at the following intervals: 30 days, 60 days, 90 days, 6 months and 1 year.

Work experience - other program will provide short term employment for persons who are chronically unemployed, handicapped, or pending placement after completion of classroom training. Counseling will be provided on a weekly or as needed basis centering around the improvement of job seeking skills, building of self-esteem, as well recognition of factors that have prevented participants from retaining employment.

Participants enrolled in work experience will be paid wages for no more than 40 hours per week. Worksites will be developed with the participant's needs and skills in mind. Close supervision and good probability for permanent placement upon completion of training will also be considered.

The work experience in-school program will include part time work for students attending school. Students will work 10 to 15 hours per week and be paid at minimum wage. This financial assistance will assist students from low-income families with expenses thus enabling them to remain in school and graduate. Additionally, the participants will have the opportunity to develop good work habits while becoming acquainted with the work environment and the supervisor/employee relationship.

Through the counseling program these youth will obtain information about local job opportunities, educational programs, career options, job seeking skills, self awareness and community services available for themselves and their families. Counseling will also be available for personal problems these youth encounter. Supportive services will be offered as needed.

Participants will be eligible for con-current enrollment in the Summer Youth Employment Program.

Participants in work-experience as the primary activity will be paid minimum wage, presently \$3.10 per hour, increasing to \$3.35 per hour January 1, 1981. Participants will be paid bi-monthly after signing a timesheet completed by the supervisor. Garza County will be responsible for review of timesheets, payroll preparation and dispersment. Workman compensation for work experience participants will be paid by Garza County. ®

Outreach and recruitment efforts will be directed to seek potential participants in need of CETA services. Outreach methods will include public service announcements, staff presentation and linkage with other social service agencies.

Garza County will maintain a centralized Intake Center where eligibility will be determined. Ineligible persons will be referred to known local job openings or other agencies, such as TEC. If the applicant is eligible an assessment will be made to determine the activities and services most appropriate for the applicant through completion of the EDP or CDP. A most in need ranking will be completed and if an opening exists the applicant will be enrolled in the appropriate program. If an opening does not exist the applicant will be placed on a waiting list according to his/her assigned priority ranking until an opening becomes available. Primary concern is that the job opening provide the best training for the participant so he/she can move in unsubsidized employment once training is completed.

Supportive services needed will be identified at the time of initial assessment. In Garza County supportive services will include but not be limited to referrals to other agencies for health care, medical services, child care, transportation, temporary shelter, family planning services, legal services, assistance in securing bonds, financial counseling and assistance, as well as more in-depth occupational counseling.

Employment and training services will include orientation to the world of work, counseling, job development and job placement. These services will be built around the step-by-step plan designed on the EDP to help the participant reach his/her vocational goal. Counseling staff will be responsible for updating the EDP/CDP as required. Counseling will be provided on an individual or group basis, dependent upon need. If more in-depth non-vocational counseling is needed, referral can be made to local agencies providing such service.

The purpose of Employment and Training Counseling is to prepare the participant to compete in the labor market, obtain, and most importantly retain, unsubsidized employment. Job search assistance includes the development of skills for obtaining employment and information on the local level as to job openings and skill shortages. The counselor will be responsible for developing unsubsidized employment opportunities for the participant upon completion of training. Texas Employment Commission, newspaper ads, as well as direct contacts with local employers are sources for this service.

Post termination services including supportive and employment and training services will be provided for up to 30 days after termination in order to enable the participant to retain unsubsidized employment.

No additional participant benefits are planned.

Other employment and training activities are not planned.

Combined activities are not planned.

Total participants to be served will be:

Classroom Training	2
Work Experience other	1
Work Experience In-School	5

Refer to PPS for significant segment information.

It is anticipated that the two classroom training participants will be placed in unsubsidized employment related to their training. Clerical positions, dependent upon prior work experience, start at minimum wage. The entry level wage rate for locally employed welders is \$5 - \$6 per hour. It is anticipated that the work experience other participant will be transitioned into the most appropriate placement. Unsubsidized employment is not the expected outcome for in school youth.

The allowance payment system used meets the requirements as stated in Section 676, 26-2 of the Federal Regulations. Allowance payments for Garza County will be made by the Texas Employment Commission. Coordination has been established for the timely submission of CETA 8 - Notice of Participation and CETA 9 - Participant timesheet to TEC.

Allowances will be paid to eligible participants enrolled in full time institution classroom training.

1. Basic Allowance - Basic allowance will be paid at the rate of the existing minimum wage unless it has been determined that the participant will receive an incentive allowance in lieu of the basic allowance.
2. Dependents Allowances - Dependents allowances will be paid at the rate of \$5.00 per week for each dependent over two, up to a maximum of four additional dependents for a total of \$20.00 for a family of six or more dependents.
3. Incentive Allowance - Incentive allowance in the amount of \$30.00 per week, in lieu of basic allowance, will be paid to participants receiving public assistance or whose needs or income are taken into account in determining such public assistance payments to others.

The prime sponsor method of payment required for Garza County is actual cost reimbursement. The accounting system used was set up by Kelly, Cole and Company, official auditors for Garza County. Monthly and quarterly expenditure reports as prescribed by South Plains Employment and Training Consortium are prepared from these records. As a means of safeguarding program funds, two signatures are required on all checks. Reference Fiscal Management Systems Survey.

Garza County staff is housed at the Garza County Courthouse at no cost. Expendable and non-expendable property is supplied st Garza County.

Fiscal information is gathered through ledgers which are posted daily. Participant information is maintained on a Participant Characteristic form for each program. The entire staff will be responsible for preparation of reports required by SPAG. Reports will be submitted on a monthly, quarterly or annual basis, which ever is required.

Linkages have been established with the following agencies for services and referrals:

Post ISD and Southland ISD	Adult In-School Youth In-School Youth	GED Linkeage with Voc-ED Programs to provide acedemic credit, referrals for service
Dept. of Human Resources	Income eligible persons	referral for financial, medical and social services
Family Planning	Garza County resident	referral for birth control information materials and medical services
MHMR Center	Garza County resident	referral for Counseling Services for mental health, drug, alcohol related problems.
Garza County Probation	District Probationer	referral for services
Texas State Health Dept.	Garza County resident	referral for health related services