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## General Information Memorandum

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ISD GI 16 - 44

**TO:** ISD Employees  
**FROM:** Sean Pearson, Deputy Secretary, Human Services Department <sup>SP</sup>  
**RE:** Voluntary Employment & Training (E&T) Program  
**DATE:** July 13, 2016

At this time, the E&T program is voluntary and will offer Job Search as an activity. If the SNAP recipient chooses to volunteer, the FAA should explain that the participant can register as a "job seeker" with the Virtual One Stop System (VOSS) through the New Mexico Workforce Connection online portal for job-matching services and resources; they can also use this service to apply for jobs, and to create and post resumes at [www.JOBS.state.nm.us](http://www.JOBS.state.nm.us). If the participant does not have access to the internet, they can utilize ISD lobby kiosks, DWS offices, or any public library.

The FAA must provide the following information to the participant if they wish to volunteer:

- Provide the New Mexico Workforce Connection Employment Guide (attached)
- Explain what Job Seeker services are available through DWS
  - View available job postings
  - Learn strategies for finding a job
  - Prepare for job interviews
  - Put together an effective resume
  - Post your resume for employers to see
- Additional Job Seeking services are listed on the brochure
- If the participant does not wish to utilize VOSS, a DWP 277 Job Search Activity Card can be provided to document the Job Searches

The participant may be eligible for a reimbursement if they incur transportation costs reasonably necessary and directly related to participation in the E&T program. Reimbursements can be issued retroactively up to 6 months. The FAA must provide the following information to the participant:

- Explain to the participant that they must provide print out of Job Search activity from VOSS or provide the DWP 277 to show participation in the activity

- Provide the FSP 020 SNAP E&T Transportation Reimbursement Claim Form and explain the process for requesting the reimbursement

While the E&T program is voluntary, participants will *not* be subject to disqualification and can participate to the extent that they find is most useful for them. To be eligible for the reimbursement, the participant must be actively participating.

The FSP 020 SNAP E&T Transportation Reimbursement Claim Form and the DWP 277 Job Search Activity Card can be found on the forms drive at: \\disfasv025\ISDForms.

Attached are steps and screen shots to ensure that a participant that wishes to volunteer is coded properly in ASPEN. It is very important to code participants properly to ensure correct reporting of these individuals and to ensure that they are able to receive reimbursements if they request and are eligible for one.

Attachments:

NM Workforce Connection Brochure

Instructions for Coding Reimbursements into ASPEN

If you have questions regarding this GI, please contact Marisa Vigil at (505) 827-1326 or by e-mail at [Marisa.Vigil@state.nm.us](mailto:Marisa.Vigil@state.nm.us).

**RESCINDED**

**Coding Volunteers for the E&T Program in ASPEN:**

Participant requests to voluntarily participate in the E&T program.

**Volunteers cannot be disqualified due to non-compliance in the E&T program.**

1. Enter Start Date of work activity.
2. Enter the Date of Verification should be same date of Start Date of work activity.
3. Drop down box under Employment Services Participation should be marked as YES for volunteering in the E&T program.

Employment Services - Details

Case Name: **XXXXXXXXXXXX** Case #: **140036161** Case Action: Intake Case Status: Pending

**Reset** **Cancel** **+ Add Employment Services** **+ Previous** **Continue**

**Individual Information**

Name: **XXXXXXXXXX 27F** Individual #: **01100XXXX77**

**Employment Services Dates**

When did the circumstance begin or change? **05/01/2016** When did the circumstance end? **mm/dd/yyyy**  
 When was the verification for the information received? **05/18/2016**

**Employment Services Participation**

If you are/become eligible for SIAP, would you like to voluntarily participate in E&T program? **YES**

**Reset** **Cancel** **+ Add Employment Services** **+ Previous** **+ Continue**

**4. Certify case and run eligibility**

Wrapup - Eligibility Summary

Case Name: **XXXXXXXXXXXX** Case #: **140036161** Case Action: Intake Case Status: Pending

**Run EDC** **Re-Build EDC** **Next**

EDC	COE	Benefit Period	Benefit	CG Size	EDC Status	Pending	Disposition	Disposition Date
						Reasons	Status	
						VCL	Other (Overridden)	
4088622	SIAP	05/18/2016 - 05/31/2016	154.00	2	Approved		NA	
4088622	SIAP	06/01/2016 - 06/30/2016	357.00	2	Approved		NA	
4088622	SIAP	07/01/2016 -	357.00	2	Approved		NA	

**Run EDC** **Re-Build LOG** **Next**

5. Once the case has been certified and eligibility has been run the ASPEN screen should look as below:

Case Name: [REDACTED] Case #: 140036161 Case Mode: Intake Case Status: Pending

EDG Name: [REDACTED] EDG #: 4088522 COE: SIAP  
 Benefit Period: 07/01/2016- Eligibility Status: Approved Disposition Status:  
 Certification Period: 05/18/2016-04/30/2017 Review Due Date: Interim Review Date: 10/31/2016

EDG Information  
 Eligibility Begin Date: 05/18/2016 Eligibility End Date:

Non Financial: Pass Aged/Disabled EDG: No Last authorized amount for this month:  
 Assets: Not Applicable Migrant Household: No Current Benefit Amount: 357.00  
 Financial: Pass Expedited/CRISIS (LIHEAP): Supplement/Overpayment:  
 Verification: Pass Maximum Copay Amount: 0.00 State Supplement Amount:  
 Reporting Type: Simplified Reporter Funding Indicator: Federal Categorically Eligible:  
 Penalty Count: Penalty Begin Date(mm/yyyy): Penalty End Date(mm/yyyy):  
 Existing Penalty Count:

Name	Certified Group	Relationship	EDG Participation Status	Work Participation Status	Exemption/Participation Reason
[REDACTED]	Y	Self	Eligible Adult	Voluntary	
[REDACTED]	Y	Son	Eligible Child	Deferred	Child under 16 years

Excluded

Override Details Eligibility Summary

6. A referral on the NMW screen will be made in ASPEN as shown below:

Nmw Training60's Inbox (Lobby)

Choose View

Additional Search Criteria

Search Results

Case #	Applicator	Document Title	Name	Received Date	Task Start Date	Queue	Status	Previous Action Taken By	Action Taken By	Action
140036161	E&T Referral	[REDACTED]	[REDACTED]	05/18/2016	05/18/2016 1:18 PM	NMW	New			Start

7. Orientation, Assessment and Barrier information will need to be filled as below with the drop-down box to be filled in with "Both" and the orientation date will be the start date of work activity.

8. Assessment Date will be the same date as the orientation date with Type of Assessment as 'Work Assessment' marked in the drop-down box.
9. Reason for Assessment as 'First Time Benefit Approval' in the drop-down box.
10. Barriers drop-down box will be filled in as appropriate, Child Care, Transportation, etc.
11. Barriers Description will be filled in with a brief description of barrier.
12. Does Client need support services drop-down box to be marked either YES or NO.
13. What kind of support services does client need? Fill in a brief description of the support services needed by the participant.

Cancel [+ Previous [-] Continue

**Orientation Information**

Is this individual undergoing Assessment/Orientation: Both

Orientation Date: 05 / 18 / 2016

**Assessment Information**

Assessment Date: 05 / 18 / 2016

Type of Assessment: Work Assessment

Reason for Assessment: First Time Benefit Approval

**Self-Identified Barriers**

Secondary Language: [Dropdown]

Does client have any problem reading or writing that would make it hard for the client to participate in HNW activities? [Dropdown]

Does client have any problem in understanding or following directions that would make it hard for the client to participate in HNW activities? [Dropdown]

Barriers: [Dropdown] (Child Care, Transportation)

Barriers Description: Client has a small child.

Does client need support services? NO

What kind of support services does client need? [Text Area]

Cancel [+ Previous [-] Continue

14. Activity Details page will be filled out with a Begin Date of work activity and a follow up date 3 months after begin date.

15. Activity will be marked as **Job Search/Readiness** in the drop-down box, as this is the only component of the Volunteer E&T Program.

16. Component Activity will be marked as **Job Search Activities**.

Activity Details    

Name: [REDACTED]	ID #: 410042872	Benefit Type: SNAP	Household Group:	Participation Status: Voluntary
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Case Composition

Individual	# of children under 6	Monthly Scheduled Hours
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Cancel | Reset | + Continue

Details

• Begin Date:	05 / 18 / 2016	• Activity:	Job Search/Readiness
• Follow-up Date:	08 / 31 / 2016	Component Activity:	Job Search Activities
End Date:	mm / dd / yyyy	Activity Type:	
Monthly Scheduled Hours:			

FLSA Hours Calculator

Description

Cancel | Reset | + Continue

17. Activity Search/Summary screen should reflect as below:

Benefit Type: SNAP

Participation Status: Voluntary

Activity: Job Search Readiness/Job Search Activities

Status: Active

Begin Date: Date should be date of initial work activity

Follow-up Date: Date should be 3 months from date of initial work activity date.

Activity Search/Summary ? (U)

Name: [REDACTED] ID #: 210682877 Benefit Type: SNAP Household Group: Participation Status: Voluntary

Search Activity

Placement Site: [REDACTED] Activity: [REDACTED]

Begin Date: [mm / dd / yyyy] Component Activity: [REDACTED]

Follow-up Date: [mm / dd / yyyy] Activity Type: [REDACTED]

End Date: [mm / dd / yyyy] Status: [REDACTED]

Reset Search

Placement Site	Activity	Component Activity	Activity Type	Status	Begin Date	Follow-up Date	End Date	Monthly Scheduled Hours	Action
	Job Search / Job Search Readiness	Job Search Activities		Active	05/18/2016	08/31/2016			

Cancel Add Activity Next

RESCINDED

## JOB SEEKER SERVICES

- View available job postings
- Learn strategies for finding a job
- Prepare for job interviews
- Put together an effective resume
- Post your resume for employers to see
- Receive training in new job skills
- Improve your current job skills
- Learn how to start your own business
- Find information about education and training
- Explore your career interests
- Learn about jobs and careers suitable for you
- Learn about jobs in demand and rates of pay
- Find information about employers in your local area
- Learn what employers expect from their employees
- Take skill assessments
- Receive Veteran Employment Services
- Get job referrals and placements



## ADDITIONAL SERVICES

### On-the-Job Training

We fund a percentage of wages up to 1,040 hours for job seekers in the Workforce Innovation and Opportunity Act (WIOA) program in order for them to attain the experience and skills they need. This includes apprenticeship for the construction trades and skills upgrade for incumbent workers.

### Adult & Youth Short-Term Training

Short-term training such as pre-employment skills (e.g., computer classes, soft skills, tutoring) and exam preparations, as well as credentialing/licensing fees for eligible job seekers in the WIOA program.

### Education

Up to 104 weeks of education for eligible job seekers in the WIOA program in order for them to attain a degree or other industry-specific credential.

### Job Postings

View advertisements for job openings around the state. Search by location, employer, education, skills requirements, and much more.



**WorkKeys®**

## WORKKEYS SKILL ASSESSMENTS

WorkKeys is a job skills assessment system measuring "real world" skills that employers say are critical to job success. These skills are valuable for any occupation, skilled or professional – and at any level of education. By taking the WorkKeys Assessments, you can get ahead start and find out if you have the skills necessary to succeed in your career of choice.

For more information about WorkKeys assessments, visit your local New Mexico Workforce Connection Center.

New Mexico  
Workforce Connection

Find out what we can do for you!



## ADDITIONAL RESOURCES

- Career Resource Room
  - Conference Room for Interviews
  - Telephones
  - Fax & Copy Machines
  - Personal Computers
  - Internet Access
  - Video Viewing Station •
  - Video Conferencing Capability •
  - Classroom Space
- ♦ In select locations

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the most current job fairs  
and job postings!



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Albuquerque .....	(505) 843-1900
Artesia .....	(575) 748-1303
Bernalillo .....	(505) 771-2160
Carlsbad .....	(575) 887-1174
Clovis .....	(575) 762-4571
Deming .....	(575) 546-0192
Esperanza .....	(505) 753-2285
Farmington .....	(505) 327-6126
Gallup .....	(505) 863-8181
Grants .....	(575) 393-5188
Las Cruces .....	(575) 524-6250
Las Vegas .....	(505) 425-6451
Los Lunas .....	(505) 212-9115
Moriarty .....	(505) 832-6774
Roswell .....	(575) 624-6040
Ruidoso .....	(575) 258-1730
Santa Fe .....	(505) 827-7434
Silver City .....	(575) 538-3737
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## New Mexico Workforce Connection

### Employment Guide

Tips for Job Search, Resume Writing, Interviewing Techniques, and Employability Skills



## SERVICIOS PARA EL **BUSCADOR DE EMPLEO**

- Vea las ofertas de empleo disponibles
- Aprenda estrategias para encontrar empleo
- Prepárese para entrevistas de empleo
- Prepare un curriculum vitae eficaz
- Publique su curriculum para que lo vean los empleadores
- Reciba entrenamiento en nuevas destrezas de empleo
- Mejore sus destrezas de empleo actuales
- Aprenda cómo iniciar su propio negocio
- Encuentre información acerca de educación y entrenamiento
- Explore sus intereses de carrera
- Aprenda acerca de trabajos y carreras adecuadas para usted
- Aprenda acerca de trabajos en demanda y las tarifas de pago
- Encuentre información acerca de empleadores en su área local
- Aprenda lo que los empleadores esperan de sus empleados
- Tome evaluaciones de destrezas
- Reciba Servicios de Empleo para Veteranos
- Obtenga referencias de trabajos y colocación laboral



## EVALUACIONES DE DESTREZAS DE WORKKEYS

WorkKeys es un sistema de evaluación de destrezas de trabajo que mide las destrezas del "mundo real" las cuales empleadores dicen que son críticas para el éxito en el empleo. Estas destrezas son necesarias para cualquier ocupación - especializada o profesional - y para cualquier nivel de educación. Al tomar las evaluaciones de WorkKeys, usted puede conseguir una ventaja y averiguar si usted tiene las destrezas necesarias para tener éxito en su carrera elegida.

Para obtener más información acerca de las evaluaciones de WorkKeys, visite su Centro de Conexión de la Fuerza Laboral de Nuevo México local.

## SERVICIOS **ADICIONALES**

### Entrenamiento Mientras Trabaja

Financiamos un porcentaje de los salarios hasta 1,040 horas para los buscadores de trabajo en el programa de la Ley de Innovación y Oportunidad de la Fuerza Laboral (Workforce Innovation and Opportunity Act, WIOA) para que los participantes obtengan la experiencia y las destrezas necesarias. Esto incluye programas de aprendizaje para los oficios de construcción y el mejoramiento de las destrezas para trabajadores titulados.

### Entrenamiento de Corto Plazo Para Adultos y Jóvenes

Entrenamiento a corto plazo como el de destrezas de pre-empleo (p.ej. clases de computación, destrezas sociales, tutoría) y preparaciones para exámenes, así como cuotas para obtener credenciales/licencias para buscadores de empleo elegibles dentro del programa WIOA.

### Educación

Hasta 104 semanas de educación para buscadores de empleo elegibles dentro del programa WIOA con el fin de obtener un título u otra credencial específica en una industria.

### Oferta de Trabajo

Ver anuncios de ofertas de trabajo en todo el estado. Haga búsquedas por ubicación, empleador, educación, requerimientos de destrezas, y mucho más.

**New Mexico  
Workforce Connection**

¡Descubra lo que podemos hacer para usted!

## RECURSOS ADICIONALES

- Sala de Recursos Para Carreras
- Sala de Conferencias Para Entrevistas
- Teléfonos
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- Acceso al Internet
- Estación Para Ver Videos \*
- Capacidad Para Video-Conferencias \*
- Espacio Para Salas de Clases
- ♦ En Ubicaciones Selectas

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## New Mexico Workforce Connection

### Guía de Empleo

Consejos Para la Búsqueda de Empleo, el Escribir su Currículum Vitae, Técnicas Durante Entrevistas, y Destrezas de Inserción Laboral



[WWW.JOBS.STATE.NM.US](http://WWW.JOBS.STATE.NM.US)