

**Workforce Development Unit Provider Meeting Minutes**  
**November 13, 2018**  
**10:30am**

**Agencies represented**

Family Support Division  
ARCHS  
City of Springfield  
DWD  
FWCA  
LINC  
MCCA  
MERS/Goodwill  
MOCAN  
ResCare

**Program Updates/Reminders**

There was a correction to the number of letters sent to potential SkillUP participants by BFL stated in last week's call. \*Correction\* 151 letters were sent to MWA participant and 45 post cards were sent to potential SkillUp participants.

**Reminder-** please complete the Outreach and Effectiveness Survey for each person that comes through your door. <https://riskanalysisunit.wufoo.com/forms/et-engagement-effectiveness-survey/>

**Trainings-**the trainings in Jefferson City and Kansas City are both full now. The Springfield training for 11/26 and 11/27 has 10 spots available.

**Returned mail-** If the post office provides a forwarding address on the return label, the agency may attempt to send another mailing to the forwarding address. If the return label states "Not Deliverable" as address, the agency may attempt to find a corrected mailing address via USPS.com. The agency can track this on their outreach listing.

**Attempted phone contact-**the agency should document all contacts and attempted contacts in MoJobs when making phone calls, etc. They don't need to make a note when they do mass mailings etc.

**Text blasts-** May be sent by each agency individually. These can be sent by FSD if needed.

**Outreach**

Each agency should track the number in attendance and the number enrolled to measure the effectiveness of their outreach efforts.

### **Provider Updates-**

**BFL-** MWA through November 9<sup>th</sup> 68 enrollments, 38 employed. Of those 34 full-time and 4 part-time. Average wage \$12.52 hr.

SkillUP 1 enrollment, 1 employed. Wage \$13.00 hr.

**ARCHS-** Total outreach to date over 8300. Currently 149 participants enrolled. 49 participants in training. 14 employed. Average wage \$13.45 hr.

**City of Springfield-** Through 11/9, 47 MWA enrollments.

Region 7- 43 MWA enrollments. 1 SkillUP enrollment with 5 in process.

**DWD-** 23 enrollments for SkillUP

**FWCA-** As of 11/9, 39 MWA enrollments, 7 employed. 4 SkillUP enrollments, 1 employed. Average wage \$11.50 hr.

**LINC-** 37 engagements, 6 enrollments. 179 assessments scheduled for next for SkillUP. 146 participants on TEB.

**MCCA-** 17 participants enrolled in training.

**MERS/Goodwill-** 53 MWA enrollments, 23 employed. Average wage \$12.00 hr. 56 SkillUP enrollments.

**MOCAN-** 3 participants enrolled. Average wage \$12.80 hr.

**ResCare** – 20 enrollments, 4 employed.

**SMWP-** 63 contacts, 13 enrollments, 11 employed, 8 in school/training

Type of outreach

- Facebook
- Online website created
- Calls from list provided
- Walk-ins
- Flyers to other organizations and agencies
- TV Station Local channel 7 in Pemiscot County
- Local Employers
- Local Newspapers

All Case Managers do have login in access and that has been a great help.  
One glitch still is the Case Managers are not able to enroll as a Case Manager for SMWP. So there cases are just out there right now.

**Please email [SkillUp.Missouri@dss.mo.gov](mailto:SkillUp.Missouri@dss.mo.gov) with topics you would like us to discuss in more detail during our weekly calls.**

Last page = updated Email Quick Reference list

## Email Quick Reference List

Training requests

[SkillUp.Missouri@dss.mo.gov](mailto:SkillUp.Missouri@dss.mo.gov)

Partner emails

[DSS.FSD.SkillUPPartners@dss.mo.gov](mailto:DSS.FSD.SkillUPPartners@dss.mo.gov)

Questions for MWA/SkillUP

[FSD.E&TInquiry@dss.mo.gov](mailto:FSD.E&TInquiry@dss.mo.gov)

Monitoring Unit

[FSD.E&TMonitoring@dss.mo.gov](mailto:FSD.E&TMonitoring@dss.mo.gov)

Invoices

[FSD.E&TInvoices@dss.mo.gov](mailto:FSD.E&TInvoices@dss.mo.gov)

Marketing Materials request

[SkillUp.Missouri@dss.mo.gov](mailto:SkillUp.Missouri@dss.mo.gov)

DCN verifications

[DSS.FSD.Agreements@dss.mo.gov](mailto:DSS.FSD.Agreements@dss.mo.gov)

FS-5/DWD-PO-608 forms

[ABAWD1@ip.sp.mo.gov](mailto:ABAWD1@ip.sp.mo.gov)