Outline of FFY20 Handbook Update

Workforce Development Unit (WDU) has replaced FSD as needed.

Email address for DWD Support has been updated to DWDSupport@dhewd.mo.gov.

DWD has been replaced with OWD or DHEWD as needed.

Who Can Participate? Pg. 5

- Volunteer or ABAWD status should not be used to determine funding
- TA (cash benefit) recipients not referred or case managed in MoJobs
  - Participant may be approved for FS prior to TA – SkillUP services can be provided until the SNAP application is closed by FSD

Who is an ABAWD? Pg. 6

- ABAWD status should not be used to determine funding

Who is a Volunteer? Pg. 7

- Volunteer status should not be used to determine funding

What are the Funding Sources? Pg. 7 New Section

- FNS or TANF

FNS Funds Pg. 7 New Section

- 100% - planning, implementation, tuition & operation
- 50/50% - planning, implementation, operation, tuition and supportive services
- Currently no match funds are available
- ABAWDs must be provided supportive services through other funds
  - Contact WDU if you cannot find funding

TANF Funds Pg. 8 New Section

- Planning, implementation, operation, tuition & supportive services
- 16-24 or 25 and older with children, non-custodial or pregnant

How to Determine the Funding Source Pg. 9 New Section

- Chart – FNS 100%, FNS 50/50, TANF
- When using TANF funds case note must include
  - Funding expense
  - Participant age
  - Parental status
    - Child's full name
    - Child's DOB

Funding Flowchart Pg. 10 Added to Handbook

How do I ensure the Provider Report is Correct? Pg. 11 New Section

- Staff must select the correct provider
- Listing in Appendix C
- If staff select the wrong provider a change request must be submitted

When will I close an Enrollment in MoJobs? Pg. 12 New Section

- Volunteers close when participant will not return for services
- ABAWDS – wait until the FS case closes

What is a Soft Exit in MoJobs? Pg. 12 Added to Handbook

Exited Case Process Pg. 13 Added to Handbook

- Clarification – do not forward encrypted emails

Marketing Pg. 17

- Requirements for Marketing material request updated

- Providers are not required to use the outreach list

Text and Email Blasts Pg. 18

- Additional text blast examples added

Case Management Pg. 19

- Rewording for clarification

- Cap on tuition $10,000 added to this section

- Case note template in MoJobs for tuition

Participant Assessment Pg. 21

- Common barriers updated

- Rewording

Employment Plan Pg. 22

- Rewording

- Assessment Checklist retitled – Prior to Training Placement Participant Assessment Checklist

Change Request Guidance Pg. 29 Added to Handbook

Eligible Training Providers Pg. 31

- ETPS is now MoSCORES

What are SkillUP Components & Services Pg. 32

- Reworded per FNS guidance Supervised Job Search

- Service list was updated to identify Youth Services

- FS1 – Job Retention Services added to the list

Supportive Services Pg. 40

- Cannot be used to support regular employment

- Must be reasonable and necessary

- FNS 50/50 funding description added to this section

- ABAWDs not eligible for TANF funds must be provided Supportive services with funds from an outside source as we have no match funds for FNS

    o Contact WDU if unable to locate resources for supportive services

Transportation Related Expenses Pg. 41

- Case note template created in MoJobs for TRE

Work Related Expenses Pg. 42

- Case note template created in MoJobs for WRE

Job Retention Supportive Services Pg. 43 New Section

- Staff can add job retention services to the MoJobs on an exited SNAP application if the participant is no longer receiving benefits due to income

- Job Retention services must be provided for a minimum of 30 days and up to 90 days

Supportive Service Chart Pg. 44-48

- Combined TRE and WRE to one chart

How do I ensure the Obtained Employment Report is Correct? Pg. 49 New Section

- Add information to Employment Tab in the SNAP application

- Add 122 SkillUP Employment service with start date of employment

- Send the FS-5 with employment information

Contract Requirements Pg. 50 New Section

Monitoring Pg. 50

- Additional information on Employment Plan and MoJobs Entries

Monthly Program Reports Pg. 52

- Updated to include name, DCN, State ID, Funding, Tuition, TRE, WRE

Email Quick Reference List Pg. 53

- Success stories to FSD.E&TInquiry@dss.mo.gov

Appendix A SkillUP Case Management Process Pg. 55-59 New Section

- Removed from Body of Handbook

Appendix B Definitions Pg. 60-63 New Section

- Added definitions for Departmental Client Number (DCN) and State ID

- Added FNS definition of reasonable and necessary costs

Appendix C MoJobs Provider Listing Pg. 64-65 New Section

- Alphabetic listing of all SkillUP provider agency names and the corresponding provider code in MoJobs