

# HANDBOOK FOR WORKERS



MY *Jobs* CONTACT PERSON IS:  
*PLUS*

**Phone:**

# WELCOME TO *Jobs* PLUS!

**JOBS Plus will offer you many benefits:**

- »»» **A chance to earn a paycheck instead of getting a TANF cash benefit or food benefits.**
- »»» **On-the-job training and experience to put on your résumé.**
- »»» **The chance to prove to an employer you're a good worker.**
- »»» **Money for education or job training in the future.**

**This booklet answers common questions about JOBS Plus. If you need more information, ask your JOBS Plus contact person. This can either be the JOBS Plus coordinator in your area or your case worker.**

**You'll need to find out who your contact person is. There's a place on the opposite page to write down the information.**

## THE FIRST STEP

### **What happens when I'm chosen for JOBS Plus?**

You'll first meet with your **JOBS Plus** contact person to learn about the program.

Then, you'll go on **JOBS Plus** job interviews. If an employer hires you, you'll start work as a trainee. You'll get a paycheck instead of your TANF cash or SNAP food benefits. At any time while you're working, your employer can hire you as a regular, permanent employee.

Your **JOBS Plus** job can last for up to six months. During the last two months, you may be required to spend up to eight hours each week looking for work.

### **What kind of places will I be sent?**

**JOBS Plus** jobs can be with private businesses or public agencies. There are many kinds of positions. They include office work, factory work, and sales. You will only be sent on interviews for jobs that you're suited for.

## SALARY AND BENEFITS

### **How much will I be paid?**

You'll be paid at least the Oregon minimum wage. Many **JOBS Plus** workers earn more than that.

You CANNOT receive less than you would have gotten on the DHS Assistance program. If your salary is less than your former benefits, you'll get extra money from the state. You can get details about this from your **JOBS Plus** contact person.

### **What about child care and medical coverage?**

While you're working in **JOBS Plus**, you'll probably get help from the state with child care costs. Most participants will not have to pay anything for child care.

If you now get medical coverage through welfare, you will still get it.

Your contact person can tell you more about your child care and medical benefits.

### **What other benefits will I get?**

**1. Individual Education Account (IEA):** When you start your job, an IEA is set up for you. You can use this money in the future for education and job training.

Thirty days after you start work, your employer will begin putting \$1 for each hour you work into the account.

After you've been working in a regular job (not a **JOBS Plus** job) for 30 days, you can use your IEA for education and job training. You have five years after leaving **JOBS Plus** to use the money. If you don't want to use your IEA, your spouse, child or stepchild can use it instead.

**2. Tax Credit:** Because you will be working, you may qualify for state and federal tax credits.

Ask your employer about any current tax credits available. Your **JOBS Plus** contact can help you with this. It could mean money in your pocket.

**3. Child Support:** If you're on TANF cash benefits, you'll get all current child support that is collected for you while you're in **JOBS Plus**.

**How do I learn the job?**

When you start work, someone at the job site will become your “mentor.” This person will show you around and teach you how to do the work. Your mentor will tell you other things you need to know, such as: where and when to take breaks, whom to call when you can’t come in to work, and the kind of clothes you should wear on the job.

Remember, you’re expected to follow the company’s rules and policies. Be sure to find out what they are. Don’t be afraid to ask questions.

You should plan to talk with your mentor regularly. During these meetings, you can ask any questions you have. You also should ask your mentor how you’re doing on the job and if there are any problems with your work. This can help you keep the job and could help you get hired permanently.

**What if I’m having problems on the job?**

It’s often hard to start a new job, and sometimes there can be problems. The best thing to do is take care of them right away and not let them get worse.

For example, if you don't understand how to do something, you need to ask right away. Don't feel embarrassed to say you don't know. You're a trainee, and you're there to learn.

Or, something in your personal life may be affecting your work. If you don't get help with it, you could lose the job.

The first place to go with questions or problems is your mentor. Usually the mentor will be able to help you. If that doesn't happen, talk to your **JOBS Plus** contact person.

Remember, don't keep problems a secret. Your employer will probably be impressed with your honesty.

### **What if the employer is unhappy with my work?**

If the company is not happy with you, they can ask to end your job.

You may have to go out on other **JOBS Plus** interviews.



## FINDING A PERMANENT JOB

### **Will my JOBS Plus company hire me permanently?**

The company does not have to hire you as a regular worker. However, many people in the program have been hired by their **JOBS Plus** employers. The company can hire you as a regular worker any time during your **JOBS Plus** training.

### **What if the company doesn't hire me?**

At the end of four months, if the company hasn't hired you, you'll get eight hours off a week to look for work somewhere else. You'll be paid for that job-search time.

After six months, if the company hasn't hired you and you don't have another job, you'll leave the **JOBS Plus** position. A decision will then be made about what you should do next.

**As a TANF client, here are some tips to help you be successful:**

- You should be treated as a regular employee while you're in a **JOBS Plus** job. And you need to follow the same rules and policies as everyone else who works there.
- Remember that you are there for on-the-job training. Don't expect to know everything about a job at the start. Don't be afraid to ask questions if you aren't sure about something. Make an effort to learn as quickly as possible.
- Be sure to let your employer know in advance if you can't come to work. An unexcused absence could affect how much money you're paid.
- Be sure your grooming and dress are right for the job. Ask your mentor if you aren't sure about this.
- The people at work may know you are a TANF client. Some might have negative ideas about people who get public assistance. The best way to change their opinion is by your good attitude and work on the job.



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