

Welfare Transition Program

The Welfare Transition Program (WTP) provides emphasis on work, self-sufficiency, and personal responsibility; as well as opportunities for welfare recipients to move from welfare to work. The support structure includes the programs and services such as: employment programs, job training, child care and transportation assistance; diversion programs to reduce domestic violence and child abuse; diversions to prevent families from going on welfare and relocation assistance.

To access WTP services follow the steps below:

Date Completed

1. Apply for Cash Assistance (TANF) at Department of Children and Families at <http://www.myflorida.com/accessflorida/> or (866) 762-2237.
2. Attend a WTP orientation at the Winter Haven or Lakeland center offered on Tuesdays 1:30 PM and Thursdays 9:00 AM
3. Complete Assessments (TABE /Career Scope) within 5 business days of WTP Orientation.
4. If employed, submit Employment Verification to assigned Career Specialist.
5. Attend scheduled planning session with assigned Career Specialist to discuss career and educational goals. Sign and receive copy of Individual Responsibility Plan.
6. Participate in assigned activities for 35 hours per week and follow guidelines established in plan with assigned Career Specialist.
7. Return weekly timesheets during appointments.
8. Report ALL changes (status, address, telephone number, etc.) to Career Specialist.
9. Submit any School Verification, Employment forms OR Pay Stubs. MUST be signed and dated.
10. If your Cash Assistance Case Closes with DCF due to employment, you may be eligible for Transitional Services including childcare through DCF.

Schedule Overview

Orientation(Work register) Tuesdays 1:30 PM and Thursdays 9:00 AM at the CareerSource Polk centers
Scheduled appointments Assigned by Career Specialist
Timesheets due Weekly on Mondays

WTP Locations

Live in: Lakeland, Bradley, Eaton Park, Highland City, Homeland, Mulberry, Nichols, Polk City	Report to: CareerSource Polk 309 N. Ingraham Lakeland, FL 33801
Live in: Bartow, Eagle Lake, Winter Haven, Alturas, Auburndale, Babson Park, Davenport, Dundee, Fedhaven, Fort Meade, Frostproof, Haines City, Indian Lake East, Kissimmee, Lake Alfred, Lake Hamilton, Lake Wales, Lakeshore, Loughman, Nalcrest, River Ranch, Waverly	Report to: CareerSource Polk 500 E. Lake Howard Dr. Winter Haven, FL 33881

500 E Lake Howard Drive
Winter Haven, FL 33881

309 N Ingraham Avenue
Lakeland, FL 33801

p: 863.508.1100 f: 863.508.1110

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- **Employment** full or part-time paid employment in the public or private sector. CareerSource Polk staff must obtain documentation for each countable hour of participation or by verify employment hours by contacting the employer directly and documenting employment, wage rate and hours. Participation credit for hours of self-employment, a participant must provide documentation that details gross income minus business expenditures as substantiated by copies of money orders, checks, and other forms of proof of income or expenditures. Self-attestation is not acceptable as documentation.
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- **Work Experience** is structured and supervised work in exchange for benefits for individuals who lack preparation for or experience in the workforce. Work experience is placement is at a for profit organization. A participant's number of hours is based on amount of benefits and household size not to exceed 40 hours per week. The goal is to gain experience gain general employability skills, job knowledge and work habits necessary to obtain and retain employment. Work experience may be at a for-profit or not-for-profit entity.
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- **On-the-Job Training (OJT)** is paid employment provided by a public or private employer through a contractual arrangement in which the employer provides training and skills essential to perform the job, and CareerSource Polk reimburses the employer for a portion of or all the added costs associated with training.
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- **Job Search and Job Readiness** activities are including seeking or obtaining employment, as well as learning how to seek employment. Services offered include activities directly related to preparing for or finding employment: orientation to the world of work; budgeting; life skills; interpersonal skills; decision making skills; time management; basic job seeking skills; job retention skills; instruction in completing an application; interviewing skills; resume development; appropriate dress; career planning; the completion of job applications; the submission of resumes; employment interviews.
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- **Community Service Program** is structured programs in which work-eligible recipients perform work for the direct benefit of the community under the auspices of not-for-profit or public organizations. It is limited to community service programs to projects that serve a useful community purpose in fields such as health, social service, environmental protection, education, urban and rural redevelopment, welfare, recreation, public facilities, public safety and child care. It is designed improve the employability of recipients with few skills and little employment experience.
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- **Vocational Education and Training** prepares the individual for employment in current or emerging occupations through organized and state approved training in Florida's vocational technical area centers, community colleges offering certificate, AA/AS, and other advanced degree programs and proprietary schools. With careful planning, CareerSource Polk and participant may be able to combine vocational education and training with other work activities in ways that lead to a baccalaureate or other advanced degree.
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- **Job Skills Training Directly Related to Employment** is required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. It includes customized training to meet the needs of a specific employer or it can be general training that prepares an individual for employment. Post-secondary education that leads to a bachelor's or advanced degree may count as job skills training, if it is directly related to employment.
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- **Education Directly Related to Employment regardless** of age, who have not received a high school diploma or GED and need further education related to a job in a specific occupation, job, or job offer.
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