	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	Policy/Procedure Memoranda
	Part No./Name	2000
	Section No./Name	PPM 00-27 Eligibility for the Welfare-to-Work Program
	Date Issued	October 19, 2000

### **PPM 00-27 Eligibility for the Welfare-to-Work Program (October 19, 2000)**

On July 1, 2000, the eligibility criteria was changed for the Welfare-to-Work Program. Former foster children who have attained 18 years of age, but not 25 years of age are eligible for Welfare-to-Work Program services. All former foster children in this age range and all clients in the Young Adult Program will qualify for these services. The former foster children and YAP clients may still be in school or out of school when receiving these services.

The Welfare-to-Work Program offers a large variety of services that former foster children and YAP clients may now access. The following services are available:

- Intake, assessment, eligibility determination, and development of an individualized service strategy and case management;
- Job readiness activities;
- Employment, such as on-the-job training, community service, work experience and job creation programs; and
- Job placement.

Additionally, the Welfare-to-Work Program can provide post-employment services, which are provided after an individual is placed in an employment activity. The supportive services include:


- Basic educational skills training, tutoring, occupational skills training, mentoring, and English as a second language training;
- Job retention and support services, such as transportation assistance, child care assistance, emergency or short term housing assistance, other supportive services; and
- Individual development accounts.

These services are valuable resources to assist our foster children leaving care at age 18 and YAP clients transitioning into employment and independence. A referral for these services should be considered in planning for any foster child soon to become 18 years old. Each YAP client's case should be reviewed to determine if he or she would benefit from any of these services. The Welfare-to-Work Referral Form is attached and should be completed on any foster child leaving care at age 18 or any YAP client in need of these services. Numbers 16, 17, and 18 of the referral form do not need to be completed. Number 19 should be completed with the TIPS number of the referral. The completed form should be submitted to the Program Director of the appropriate Local Workforce Investment Area (LWIA). The contact persons, address and telephone numbers of the local LWIAs are listed in the attachment and their staff are ready to assist us.


If there are any questions, please contact Ernie Chapman at 225/342-2279 or Betty Becker at 504/568-8003.

Attachments


**Local Workforce Investment Areas (LWIA) Revised October 3, 2000**

	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	Policy/Procedure Memoranda
	Part No./Name	2000
	Section No./Name	PPM 00-27 Eligibility for the Welfare-to-Work Program
	Date Issued	October 19, 2000


Workforce Investment Area	WIB Staffing/Fiscal Agent	Program Director
10 First Planning District  Plaquemines St. Bernard St. Tammany	Mr. Al Waller, Director First Planning District Consortium 8201 West Judge Perez Dr., Room 212 Chalmette, LA 70043 Phone: (504) 278-4263 Fax: (504) 278-4266 E-Mail: fpd@st-bernard.la.com	Ms. Melissa Cardinale, Program Operator St. Bernard & Plaquemine Parish same info as Al Waller E-Mail: Mcardinale@St.Bernard.la.us Wilma Hoppe, Program Director – St. Tammany Parish 200 Gause Blvd, Suite 5/Slidell, LA70458 Phone:(504) 646-0619Fax:(504) 649-5792 E-Mail: jtpas@gs.vario.net Kendra Caronne, Program Operator – St. Tammany Parish 19376 N. Third St., Covington, LA 70433 Phone: (504) 871-1229 Fax: (504) 893-6357 E-Mail: jtpac@gs.verio.net
11 Jefferson	Mr. Dave Duplantis Director of Human Resources Jefferson Parish Dept. of Emp. & Trng. 1221 Elmwood Place, suite 517 Jefferson, LA 70181-0242 Phone: (504) 736-6175 Fax: (504) 736-6125 E-Mail: Dduplantis@Jeffparish.net	Ms. Arleeta O. Terrell, Director Jefferson Parish Department of Employment and Training Post Office Box 10242 Jefferson, LA 70181-0242 Phone: (504) 736-6450 Fax: (504) 736-6765 E-Mail: terrel@Jeffparish.net
12 Orleans	Ms. Arleeta O. Terrell, Director Jefferson Parish Department of Employment and Training Post Office Box 10242 Jefferson, LA 70181-0242 Phone: (504) 736-6450 Fax: (504) 736-6765 E-Mail: terrel@Jeffparish.net	Mr. Bill Jessee, President Goodwill Industries of S. E., Inc. 1000 S. Jefferson Davis Pkwy. New Orleans, LA 70125
14 St. Charles Parish Consortium  St. James St. Charles St. John the Baptist	Mr. Bill Jessee, President Goodwill Industries of S. E., Inc. 1000 S. Jefferson Davis Pkwy. New Orleans, LA 70125	Ms. Marion Doyal Employment and Training Office 2289 Texas St. P.O. Box 266 Lutcher, LA 70071 (225) 869-9773 Fax: (225) 869-9703 E-Mail: stjtpa@eatel.net
20 Second Planning District Consortium	Ms. Gloria Abels, Administrator Tangipahoa Parish School System	Mr. Rory Hayden, Director Tangipahoa Parish School System

	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	Policy/Procedure Memoranda
	Part No./Name	2000
	Section No./Name	PPM 00-27 Eligibility for the Welfare-to-Work Program
	Date Issued	October 19, 2000


<p>Ascension St. Helena</p> <p>East Feliciana</p> <p>Tangipahoa</p> <p>Iberville</p> <p>Washington</p> <p>Livingston West</p> <p>Baton Rouge</p> <p>Pointe Coupe West</p> <p>Feliciania</p>	<p>1745 SW Railroad Ave., Ste. 201 Hammond, LA 70403 Phone: (504) 345-4461 Fax:(504) 542-8535 E-Mai: GABELS@JTPA-HAM.O</p>	<p>1745 SW Railroad Ave., Ste. 101 Hammond, LA 70403 Phone: (504) 345-4134 Fax:(504) 342-3081 E-Mai: RHAYDEN@JTPA-HAM</p>
21 East Baton Rouge Parish	<p>Mr. Sidney M. Longwell, Director EBR Workforce Investment Board 4523 Plank Road Baton Rouge, LA 70805 Phone: (225) 358-4606 or 358-4509 Fax: (225) 357-9675 E-Mail: slongwell@ci.batonrouge.</p>	<p>Ms. Alice M. Toombs Baton Rouge Career Center 4523 Plank Road Baton Rouge, LA 70805 Phone: (225) 358-4593 or 358-4509 Fax: (225) 357-9675 E-Mail: Atoombs@ci.batonrouge</p>
31 Lafourche Parish Consortium	<p>Mr. Frank Lewis, Executive Director LAT Board 911 Bond St. Post Office Box 4115 Houma, LA 70361 Phone: (504) 580-7249 Fax:(504) 580-7248 E-Mail: frankl@internet8.net</p>	<p>Ms. Gwendoline Duet WIA 807 Barrow St. P.O. Box 4236 Houma, LA 70361 Phone: (504) 873-6855 Fax: (504) 873-6876 E-Mail: Gwen@workconnection.com</p>
40 Fourth Planning District Consortium	<p>Mr. Chris Dunbar, Administrator Private Industry Council 284 West Bloch St. Opelousas, LA 70570 Phone: (337) 942-5678 Fax: (337) 942-9654 E-Mail: jtpa40@aol.com</p>	<p>Ms. Denise Stewart, Manager Acadiana One-Stop, Inc. 601 Lorie Ave., Ste.D. Post Office Box 70 Carencro, LA 70521-0070 Phone: (337) 896-1236 Fax:(337) 886-2913 E-Mail: DENStewart@aol.com</p>
41 Lafayette Parish	<p>Mr. Glenn Dugas, Manager Lafayette Consolidated Government 815 W. Congress St. Post Office Box 4017-C Lafayette, LA 70502 Phone: (337) 291-7152 Fax: (337) 291-7113 E-Mail: glennd@cox-internet.com Becky Fontenot Associate CAO – Finance &amp; Management P.O. Box 4017-C 705 W. University Ave.</p>	<p>Ms. Phyllis Malveaux, Program Manager Lafayette Consolidated Government Post Office Box 4017-C Lafayette, LA 70502 Phone: (337) 291-7034 Fax: (337) 291-7113 E-Mail: phylism@cox-internet.com</p>

	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	Policy/Procedure Memoranda
	Part No./Name	2000
	Section No./Name	PPM 00-27 Eligibility for the Welfare-to-Work Program
	Date Issued	October 19, 2000

		Lafayette, LA 70502 Phone: (337) 291-8202 Fax: (337) 291-8310	
50 Fifth Planning District Consortium  Allen Beauregard Vernon		Ms. Patricia Brown, WIB Member Supervisor of Board Staff Beauregard Workforce Center Post Office Box 1410 DeRidder, LA 70634 Phone: (337) 462-5838 Fax: (337) 463-5320 E-Mail:	Mr. Charles J. Maxie, Director 408 West Feritta Blvd. Post Office Drawer 779 Leesville, LA 71496-0779 Phone: (337) 238-2950/4179 Fax: (337) 238-0066 E-Mail: vpjtpa@worldnetla.net
51 Calcasieu Parish Consortium  Calcasieu Cameron Jefferson Davis		Ms. Jean Augustine, Director Calcasieu Workforce Center 1015 Python St. Post Office Box 1299 Lake Charles, LA 70602-1299 Phone: (337) 437-3380 Fax: (337) 437-3475 E-Mail: jaugustine@structureX.net	Ms. Shari Grimes, Program Manager Calcasieu Workforce Center Post Office Box 1299 Lake Charles, LA 70602-1299 Phone: (337) 437-3380 Fax: (337) 437-3475 E-Mail: sgrimes@structureX.net
60 Sixth Planning District Consortium  Catahoula Avoyelles Concordia	LaSalle Grant Winn	Ms. Azalea Pullin, Director LaSalle Community Action Assoc., Inc. Courthouse Building, Room 23 Post Office Box 1230 Jena, LA 71342 Phone: (318) 992-8271/4178/8264 Fax: (318) 992-8750E-Mail: apullin@centurytel.net	Ms. Margaret Powell LaSalle Community Action Assoc., Inc. Courthouse Building, Room 23 Post Office Box 1230 Jena, LA 71342 Phone: (318) 992-8271/4178/8264 Fax: (318) 992-8750E-Mail: apullin@centurytel.net
61 Rapides Parish		Ms. Jan Haworth, Deputy Director Office of Economic & Workforce Development 5608 Coliseum Blvd. Post Office Box 7556 Alexandria, LA 71306 Phone: (318) 448-1591 Fax: (318) 442-7834 E-Mail: jhaworth@cenlaworks.org	Mr. Terry Bounds Office of Economic & Workforce Development 5608 Coliseum Blvd. Post Office Box 7556 Alexandria, LA 71306 Phone: (318) 448-1591 Fax: (318) 442-7834 E-Mail: jhaworth@cenlaworkso.org
70 Seventh Planning District Consortium  Bienville Balance of Caddo Natchitoches River Bossier Claiborne	DeSoto Lincoln Red Sabine Webster	Mr. Harold LaBorde, Jr., Vice Pres./Operations Coordinating & Development Corp. 5210 Hollywood Ave. Post Office Box 37005 Shreveport, LA 71133-7005 Phone: (318) 632-2022 Fax: (318) 632-2099 E-Mail: cdsport@shrev.net	Mr. James Trussell, Manager of Marketing/ Industrial Development Attn: Bonnie Vos Coordinating & Development Corp. 5210 Hollywood Ave. Post Office Box 37005 Shreveport, LA 71133-7005 Phone: (318) 632-2022 Fax: (318) 632-2099

	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	Policy/Procedure Memoranda
	Part No./Name	2000
	Section No./Name	PPM 00-27 Eligibility for the Welfare-to-Work Program
	Date Issued	October 19, 2000

		E-Mail: cdsport@shrev.net
71 City of Shreveport	Ms. Jackie Brown Bureau of Administration Department of Community Development 1234 Texas Ave. Post Office Box 31109 Shreveport, LA 71130 Phone: (318) 673-5918 Fax: (318) 673-5903 E-Mail: hvital@ci.shreveport.la.us	Mr. Herman Vital, Bureau Chief Department of Community Development 1234 Texas Ave. Post Office Box 31109 Shreveport, LA 71130 Phone: (318) 673-7500 Fax: (318) 673-7512 E-Mail: hvital@ci.shreveport.la.us
81 Ouachita Parish	Ms. Doretha Bennett, Acting Director Ouachita Parish Police Jury 300 St. John St., 2nd Floor Post Office Box 3007 Monroe, LA 71210-3007 Phone: (318) 327-1340 Fax: (318) 329-0035 E-Mail: dbennett@oopj.com E-Mail: dbennett@oppj.com	Ms. Stephanie Morrison 1801 Auburn Post Office Box 1811 Monroe, LA 71210 Phone: (318) 362-5111 Fax: (318) 362-5146
82 Union Parish Consortium  Morehouse Union West Carroll	Mr. David Creed, Executive Director North Delta Regional Planning & Development, Inc. 2115 Justice St. Monroe, LA 71201 Phone: (318) 387-2572 Fax: (318) 387-9054 E-Mail: DCREED@BAYOU.COM	Mr. Charles H. Kelley, Director Union Parish Community Action Assoc. 303 E. Water St. Post Office Box 520 Farmerville, LA 71241 Phone: (318) 368-9606 Fax: (318) 368-2842 E-Mail: LLRCRANE@NLS.K12.la.us
83 Franklin Parish Consortium  Caldwell Madison East Carroll Richland Franklin Tensas Jackson	Mr. C. W. Frazier, Jr. Director Workforce Investment Board SDA 83 1504 Stubbs Ave. Post Office Box 14667 Monroe, LA 71207-4269 Phone: (318) 387-7962 Fax: (318) 361-0279 E-Mail: frazier@bayou.com Kaythryn Owens, Case Manager II Workforce Center 209 Fair Ave. P.O. Box 306 Winnsboro, LA 71295 Phone: (318) 435-5687 Fax: (318) 435-7620 E-Mail: fnlwc@netscape.com	Ms. Katie McCarty, Program Director Northeast LA. Workforce Centers, Inc. P.O. Box 14667 Monroe, LA 71207-4667 Phone: (318) 387-7962 Fax: (318) 361-0279 E-Mail: kmccarty@bayou.com

	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	Policy/Procedure Memoranda
	Part No./Name	2000
	Section No./Name	PPM 00-27 Eligibility for the Welfare-to-Work Program
	Date Issued	October 19, 2000

### Welfare-to -Work Referral Form

**To be completed by OFS or OCS Staff. Please provide all available information.**

1. First Name		MI	Last name		2. LWIA#	3. Date of Referral	4. Social Security Number
5. Street Address			6. City	7. State	8. Zip Code	9. Parish	
10. Home Telephone Number	11. Alternate Contact Number	12. Date of Birth		13. Age	14. Gender __M __F	15. Ethnicity __ Hispanic or Latino __ African American __ Caucasian __ Other	
16. FITAP Case Number			17. FW Case Number	18 CID Number	19 OCS/SES Number		

**YES NO**

- 20. U.S. Citizen
- 22. drivers license

**YES NO**

- 21. vehicle available
- 23. highest grade completed \_\_\_\_\_

### ELIGIBILITY DETERMINATION CHECKLIST (Check ALL that Apply)


**26. 70% Eligibility Criteria--- General Eligibility**

- FITAP recipient who has received cash assistance for at least 30 months (not necessarily consecutive); OR
- Individual within 12 months of reaching FITAP time limit; OR
- Individual who has exhausted receipt of FITAP due to time limit; OR

**27. 70% Eligibility Criteria—Noncustodial Parent (all three must be met—for Support Enforcement Use)**

- 1. Who is • unemployed, or • underemployed or, • has difficulty paying child support obligations; AND
- 2. Who meets one of the following (with preference given to a and b)
  - a a child or custodial parent of minor child is a TANF recipient who has received assistance for at least 30 months; (whether consecutive or not); or
  - b. child or custodial parent is within 12 months of reaching TANF time limit; or
  - c. child or custodial parent has exhausted receipt of TANF due to time limit, but would otherwise be eligible; or
  - d. minor child is eligible for or is receiving TANF benefit; or
  - e. minor child received TANF benefits in the 12 months period preceding the date of determination but not longer receives such benefits; or
  - f. minor child is eligible for, or is receiving, Food Stamps, SSI, Medicaid or LACHIP



	Agency Name	Office of Community Services (OCS)
	Chapter No./Name	Policy/Procedure Memoranda
	Part No./Name	2000
	Section No./Name	PPM 00-27 Eligibility for the Welfare-to-Work Program
	Date Issued	October 19, 2000

- 3. Noncustodial parent enters into a personal responsibility contract under which they commit to cooperating in establishing paternity and paying child support and participating in services to increase their employment earnings and to support their children. (Must be entered into not later than 30 days, or at the option of the WtW entity not later than 90 days, after enrollment into the program)

**28.. 30% Eligibility Criteria---Long-Term Recipients and Children Aging out of Foster Care**

- FITAP recipient who has significant barriers to self-sufficiency under criteria established by the LWIB; OR
- An individual who has characteristics associated with or predictive of long-term welfare dependence, who has reached either the federal or state imposed lifetime limit but would otherwise be eligible to receive assistance;

OR

- FITAP recipient who has characteristics associated with long-term welfare dependence, such as school dropout, teen pregnancy, or poor work history;

OR

- Custodial parent with income below 100 percent of the poverty line; OR
- Children who have attained 18 years of age but not 25 years of age, and who, before attaining 18 years of age were recipients of foster care maintenance payments or were in foster care under the responsibility of the state

**FITAP Case Manager/Support Enforcement Officer/OCS Case Manager:**

Name: \_\_\_\_\_ Phone \_\_\_\_\_ Fax: \_\_\_\_\_

W-t-W Section (to be completed by WtW staff)

Date \_\_\_\_\_

WtW Case Manager \_\_\_\_\_ Phone \_\_\_\_\_ Fax: \_\_\_\_\_

LWIA/Subgrantee \_\_\_\_\_ LWIA Subgrantee Code \_\_\_\_\_

**YES NO**

- 29. participant selected

**Reason not selected**

- 30. failed to report
- 31. Ineligible
- 32. refused services
- 33. other \_\_\_\_\_ (please specify)

**\*\*WtW staff must provide a copy of this completed form to the referring OFS or OCS case manager\*\***