

## **Attachment B: Employment, Job Search and Job Readiness Activity Codes**

### **Unsubsidized Employment**

The Commonwealth of Pennsylvania (Commonwealth) identifies unsubsidized employment as full or part-time employment in the public or private sector, including self-employment, apprenticeships (registered and otherwise), internships, work study, and employment resulting in income-in-kind compensation, in which neither the employer nor employee receives a subsidy from TANF or other public funds.

### **Job Search and Job Readiness Assistance**

The Commonwealth of Pennsylvania defines job search and job readiness assistance as the act of seeking or obtaining employment and/or preparation to seek or obtain employment. Job readiness includes life skills training/coaching, substance abuse treatment, mental health treatment, or rehabilitation activities. Such treatment or therapy must be determined to be necessary and documented by qualified medical, substance abuse, or mental health professionals. Job search and job readiness assistance activities must be supervised by the contracted provider, TANF agency, or other responsible party on an ongoing basis not less frequently than once each day in which the individual is scheduled to participate.

Activities identified as job search and job readiness assistance include:

- Defined periods of job search and job readiness assistance are limited to 12 weeks in a rolling 12-month period, no more than four weeks of which are consecutive. For the 12-week limit, one week of job search is defined as 20 hours for a work-eligible single custodial parent with a child younger than six years of age for a total limit of 240 hours. One week of job search for all other work-eligible individuals is defined as 30 hours for a total limit of 360 hours.
- Basic life skills instruction.
- Barrier remediation services to prepare individuals for employment such as (but not limited to) criminal history, family services, homelessness/housing, domestic violence, and vocational rehabilitation.
- Career exploration including job (readiness) assessments and aptitude testing.
- Workplace preparation that may include instruction in interviewing techniques, resume preparation skills, and identification of employer and workplace expectations.

Substance abuse treatment, mental health treatment and other rehabilitative treatments when the necessity of treatment is documented by a qualified medical, substance abuse, or mental health professional.

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<u>Code</u>	<u>Description</u>	<u>Special Instructions</u>
AC 33	Unsubsidized Employment	None
*AC 42	Job Search and Job Readiness Assistance (Contractor-Directed)	There is a combined time limit of 12 weeks in a rolling 12-month period for participation in job search/job readiness and rehabilitative service activities to count as a core activity for TANF recipients in Pennsylvania.
*AC 49	Rehabilitative Services	