

# Applying for Cash?

There's a work requirement.  
Let's work together toward your success.



**pennsylvania**  
DEPARTMENT OF HUMAN SERVICES

## The Applicant Job Search Requirement

If you are age 18 or older and applying for Temporary Assistance for Needy Families (TANF), also known as cash assistance, you are required to apply for at least three jobs per week while your application is pending.

**This is known as the applicant job search requirement.**

Your caseworker will give you a packet with more information about the applicant job search requirement.

You can search for jobs near you and apply for jobs online, through JobGateway at [www.jobgateway.pa.gov](http://www.jobgateway.pa.gov). We encourage you to select the "Register as a Job Seeker" tab on JobGateway and start applying today!

YOU MAY BE EXCUSED FROM THE APPLICANT JOB SEARCH REQUIREMENT  
if you prove any one of the following:

- you are already working 20 hours per week, OR
- you have a physical or mental disability and claim an exemption, OR
- you have a child under the age of one, OR
- you have a child under the age of six and do not have child care, OR
- you are needed in the home to care for a person with a disability, OR
- you are a victim of domestic violence, OR
- you lack transportation, OR
- you are homeless or facing homelessness, OR
- you have another good reason.

## The Work Requirement

If you are approved for cash, you will be required to work or participate in an approved Employment & Training Program (E&T) for at least 20 hours a week - every week, unless you prove that you cannot work.

**This is known as the work requirement.**

Note: This can include attending vocational school, community college or college in a field that will directly lead to employment. If you are under age 22, you could pursue your diploma or GED.

YOU MAY BE EXCUSED FROM THE WORK REQUIREMENT  
if you prove you cannot work or look for work or because of circumstances outside of your control.

Examples of reasons you may be excused include: a disability, caring for a child under the age of 12 months (limited to 12 months in the parent's lifetime), caring for a disabled household member, personal or family emergency, homelessness, or domestic violence. These examples do not cover all situations.

Talk with your caseworker for more information. It is important that you let us know what is going on so we can help. Your information will be kept confidential according to the law.

## The Job Readiness Assessment

We will ask you the following questions to see what your best options are to meet the work requirement.

This assessment helps us see which E&T program is best for you or if you should be excused from the work requirement.

**This is known as the job readiness assessment.**

WORK HISTORY	
Are you working? If yes, how many hours per week do you work? _____ hours	Y or N
Do you have a recent work history?	Y or N
What have you done while in between jobs?	

EDUCATION & CERTIFICATION HISTORY	
Do you have your high school diploma or GED?	Y or N
Do you have an occupation-specific degree or certification? For example: CNA, dental technician certificate.	Y or N
Are you currently in - or interested in attending - college or in another education or training program?	Y or N
If you are under age 22, are you pursuing - or interested in pursuing - your high school diploma or GED?	Y or N

FAMILY'S CURRENT SITUATION	
Is English your second language? If yes, what language do you prefer? _____	Y or N
Do you or your child receive any social services from other agencies such as Children & Youth, Mental Health and Developmental Services program offices, domestic violence provider, or the school district?	Y or N
Is your housing situation stable?	Y or N
Do you or your children have regular doctor visits related to an ongoing medical condition?	Y or N
Are there any other obstacles that prevent you from getting or keeping a job?	Y or N

Turn Over 

# Applying for Cash? | EMPLOYMENT & TRAINING OPTIONS

## The Agreement of Mutual Responsibility

After your job readiness assessment is completed, you and your caseworker will create a plan that will outline - in writing - how you will meet the work requirement.

### The plan is known as the Agreement of Mutual Responsibility or AMR.

If you are enrolled in an E&T program, the program information will be on your AMR. More information about approved E&T programs is below.

If you are excused from the work requirement, you will still create an AMR that will address your obstacles and unique needs. Remember, TANF is limited to five years.

It is important that you follow through with your AMR. If you stop participating without a good reason, you could lose your cash assistance. This is known as a sanction. Three **sanctions** could result in your family never receiving cash again.

If there is a good reason why you can't follow your AMR, you may be excused from the work requirement and avoid a sanction. It is important that you contact us right away. We will work together to get things back on track.

## Approved Employment & Training Programs

If you...	Then:	What will your E&T program do for you?	What will be expected of you?
have work experience and are ready to work now	The <b>EARN</b> program may be for you.	EARN case managers provide career development services, including assessments, resume building, job search skills, interview techniques, and much more.  EARN job developers work with employers in the community to fill positions. They review your resume and help find an employer that is looking for someone with your skills and experience.	Show up every day. If you can't, let your EARN case manager know.  Do your best. Your success depends on it.  Accept reasonable job offers.
have little to no work experience and need a little help before you can start working	The <b>WORK READY</b> program may be for you.	Work Ready case managers help you identify your strengths and ways to address issues that limit your employability so that you can become job ready.  Work Ready's goal is to teach you effective problem solving skills and ways to use motivation to seek work and education opportunities, while providing you with positive encouragement. You may also receive support for your treatment plan, if you have one.	Show up every day. If you can't, let your Work Ready case manager know.  Do your best. Your success depends on it.  If you have a treatment plan, follow it.  Accept reasonable job offers.
are enrolled or interested in becoming enrolled in one of Pennsylvania's 14 community colleges	The <b>KEYS</b> program may be for you.	KEYS student facilitators offer services and supports necessary to help students enroll in and finish educational activities that lead to work. They may also help with career counseling and job placement.	Attend every class and do your assignments. If you can't, let your instructor and KEYS student facilitator know.  Do your best. Your success depends on it.  Accept reasonable job offers.

Other opportunities may be available. Talk with your caseworker for more information.

## Working Together

Let's work together so that your plan to meet the work requirement is a success.

Special allowances to help with child care, transportation, clothing and other items and services needed to participate may be available.

Talk with your caseworker for more information.

## Questions?

Please call our customer service center:

**1-877-395-8930**

Philadelphia residents please call  
(215) 560-7226