

Policy Clarifications –

Submitted:

Agency: CAOs

Subject: Appropriate Referrals – EARN vs. Work Ready

Question:

One of the mandatory RESET participants in our county has a barrier to employment. She is required to attend D&A counseling twice a week for the next 3 months. Can this client be referred to EARN or should we refer them to Work Ready?

Response By: Division of Employment and Training Programs

Date:

In this example, the client can be referred to EARN rather than Work Ready. The standard for referring a client to EARN is if the CAO caseworker reasonably believes that a client could be placed into entry level part time employment after attending E&T programming for 180 days.

While Work Ready is designed for clients with barriers, a referral to Work Ready is primarily for clients who have barriers that realistically may prevent them from gaining employment within the next six months.