

Carver County Child Support Workforce Services An Overview



Presenters:

Jim Broucek, Income Support Manager,
Brad Braun, Employment Counselor, and
Jennifer Stanfield, Assistant County Attorney

CHILD SUPPORT WORKFORCE SERVICES

The Carver County Child Support Workforce Services Program was started in 2004 as a joint project between the Child Support and Workforce Service Units of Community Social Services and the County Attorney's Office.

It has been well received by attorneys, agencies, court administration and Judges and has been considered a success!

CHILD SUPPORT WORKFORCE SERVICES

- The main goal of the program has been to assist unemployed/underemployed obligors unable to make their monthly payments securing long-term, stable employment at a wage level that will allow them to support themselves and their children.
- A primary outcome of the program is a demonstrated increase in child support payments.

CHILD SUPPORT WORKFORCE SERVICES

Obligors targeted for this program are court ordered to work with an employment counselor out of child support legal action (paternity, modification, establishment and civil contempt) from Workforce Services, which is co-located in the same building as our Child Support staff. Administratively the Child Support and Workforce Services Units both reside within the Income Support Department of Carver County Community Social Services.

CHILD SUPPORT WORKFORCE SERVICES

Following a comprehensive assessment of the skills, education level, prior work history, barriers to employment and support service needs, an employment development plan (EDP) will be jointly developed by the employment counselor and obligor.

EMPLOYMENT DEVELOPMENT PLAN

- The EDP outlines the services that will be provided to the obligor along with their duties and responsibilities. Services available include job readiness, job seeking resources, vocational counseling and support service assistance.
- Obligors are required to engage in appropriate job searching activities at a minimum of 25 hours per week unless the employment counselor determines otherwise based upon their assessment. The employment counselor provides a copy of the plan to the Child Support Officer who made the referral and updates them on a regular basis regarding compliance with the plan.

EMPLOYMENT DEVELOPMENT PLAN

Participants are scheduled for the following workshops as determined by the assessment and EDP:

- ***Job Searching on the Internet:*** This workshop presents five essential areas that a job seeker may use when integrating the internet into their job search. Participants will receive handouts that will aid in their job search as well as opportunities for hands on learning.
- ***Interviewing: Learn how to prepare for an interview.*** Mock interviews will enable participants to critique their performance, identify and build on strengths and acknowledge areas where improvements may be needed.

EMPLOYMENT DEVELOPMENT PLAN

Participants are scheduled for the following workshops as determined by the assessment and EDP (cont'd):

- ***Resumes: Write your way to Success.*** Jobseekers will learn the basics of resume writing: Do's & Don'ts, power words and ways to accentuate skills. A unique and polished resume will be created and/or updated. Within a few days, computer printed originals of the resume will be made available to each jobseeker.
- ***Skills Assessment: Evaluating and Selling Your Strengths.*** Job seekers take a written inventory of personality, attitudes, skills and achievements. From the results, a personal profile is developed. Jobseekers are then able to market their best attributes to an employer.

EMPLOYMENT DEVELOPMENT PLAN

Participants are scheduled for the following workshops as determined by the assessment and EDP (cont'd):

- ***Cover Letters & Thank You Letters:*** Jobseekers learn the different types of cover letters and thank you letters and why a good letter is important to a job search. Emphasis is placed upon what message a job hunter wants to hit in his/her letters and why.
- ***Job Retention & Career Advancement:*** This workshop discusses innovative ideas on job retention and strategies to build a successful career.

EMPLOYMENT DEVELOPMENT PLAN

- Obligor are also required to fill out daily applications for employment, contact employers for interviews and interview for open positions.
- Jobseekers are taught that they should treat their job search as they would a regular job, having specific times set each day for performing the various tasks in their EDP that will ultimately lead to gainful employment.
- Documentation of daily employer contacts, interviews, resumes sent, etc. is required on the Carver County Workforce Services Activity Log/Employer Contact Sheet, which is then submitted weekly to the Employment Counselor to verify.

ADDITIONAL RESOURCES

- The Workforce Services Resource Room has 10 computers. A full time Resource Specialist is on duty to assist job seekers with using the computers. The computers are equipped with many extras including the following:
 - Internet access
 - MN Workforce Center Organizer with tabs to:
 - Newspaper sites
 - Career and Personality Assessments
 - Computer software tutorials
 - Direct links to web pages for job leads (Minnesotawork.net, etc.)
 - Local company web pages
 - Community Resources
 - Maps
 - Microsoft Office to complete their resume, type cover letters, practice keyboarding skills, etc.

ADDITIONAL RESOURCES

- A person on staff to type resumes, make changes, assist with cover letters, answer general job seeking questions, etc.
- A library of books/videos that can be used on site or checked out for home use. The topics include personal development, writing resumes, cover letters, thank you's, researching careers, starting a new career, starting a business, available training programs and many other work resource books.
- A bus and a driver are available to take clients to interviews, work or into Workforce Services for job searching purposes. Public transportation is sometimes difficult in our area.
- A file of information on local businesses includes applications and job descriptions.
- An up-to-date Jobs Board with open jobs in the Southwest Metro area sent in by employers or found by Workforce staff.

ADDITIONAL RESOURCES

- A large selection of videos on job searching techniques, applying and interviewing for jobs, job retention, etc. and a video TV with a private viewing area.
- Telephone booths to make private calls to employers.
- A copy machine and fax machine for job search use.
- A specified area including information on numerous community support programs.

HOW DOES SOMEONE GET REFERRED TO THE PROGRAM?

REFERRAL PROCESS

- At the conclusion of the hearing in which the obligor either agrees to cooperate with the Workforce Services or is court ordered to, the CSO will immediately provide Gwen Jansen, Workforce Services Supervisor, with a written description of what the court ordered. Gwen will then immediately provide that information to Brad Braun or the assigned Employment Counselor. Once the actual court order is received by the CSO, they will forward a copy to the employment counselor via e-mail for reference when completing the Affidavit of Compliance.

REFERRAL PROCESS

- As part of the court's order, the obligor will be required to contact Brad Braun at Workforce Services and schedule an initial meeting within 1 day from the date of the hearing. The court order will also require the obligor to develop an employment plan within 7 days of the date of the hearing. This plan will outline specific requirements and goals that can be documented, verified and testified to at a later date if need be. This employment plan should be signed and dated by the obligor.

REFERRAL PROCESS

- The developed employment plan should include a specific number of hours the obligor will engage in workforce activities each week. The number of job search hours required in the EDP should be no less than 25 unless the employment counselor determines otherwise based upon his/her evaluations.
- The day the EDP is developed and signed, the employment counselor will provide a signed copy of the plan to the CSO who will, in turn, file a copy with Court Administration and the County Attorney's Office.

REFERRAL PROCESS

- The employment counselor is responsible for submitting a notarized affidavit of the obligor's compliance with the court order to the CSO. This document is typically completed within 8 weeks after the signing of the EDP OR 2 weeks prior to the next court date. The CSO will, in turn, file a copy with Court Administration, send a copy to the County Attorney's Office and serve the parties (and attorneys) by mail.
- Workforce Services staff are responsible for completing the information on the CS/WFS Activities Excel spreadsheet (CSSET shared drive) as they occur.

WHAT SHOULD BE INCLUDED IN THE COURT ORDER?

PROPOSED LANGUAGE FOR ORDER

- The Obligor shall contact Brad Braun at Carver County Workforce Services (952-361-1625) by (specify date - 1 day after the court hearing) to schedule an initial meeting to begin the development of an employment plan.
- The Obligor shall cooperate in the development of an employment plan by (specify date – 7 days after the court hearing) which shall include a minimum number of hours each week of documented employment search activities utilizing the Workforce Services facilities and it's resources. The actual number of hours required each week shall be determined by the assigned employment counselor, but in all appropriate cases shall be no less than 25 hours per week.

PROPOSED LANGUAGE FOR ORDER

- The employment plan shall include a requirement that the obligor submit weekly documentation to the employment counselor of completed employment/job search activities.
- The Obligor shall fully cooperate and complete the Workforce Program.
- An Affidavit shall be completed by the Employment Counselor detailing the Obligor's compliance level.
- A copy of the employment plan and Affidavit of Compliance shall be filed with the court and a copy sent out to all parties via mail.

PROPOSED LANGUAGE FOR ORDER

- This matter is hereby continued to (specify date – 12 weeks after the court hearing). OR (*If a contempt order*), the Obligor is required to personally appear on (specify date – 12 weeks after the court hearing) or a bench warrant will be issued for his/her arrest. The purpose of this hearing is to determine the obligor's cooperation and compliance with the employment plan and their success in achieving employment.
- The obligor shall notify his/her Employment Counselor and the CSO as soon as employment is obtained so that automatic income withholding can be implemented.

** Other language has been added if there is an agreement to pay support, etc. This can be modified depending on agreement.

WHAT HAPPENS IF THE OBLIGOR DOES NOT COMPLY?

- The County Attorney recommends that the Obligor be terminated from the program.
- If a contempt referral, an evidentiary hearing is set revoking the stayed sentence or a contested hearing is set for support.
- Brad Braun will then be required to testify at any contested/revocation contempt hearing and/or make recommendations for future conditions.

WHAT HAPPENS IF THE OBLIGOR COMPLIES?

- The court orders the Obligor to continue using Workforce Services and schedules another review hearing.
- If not employed, Brad Braun, along with his supervisor, determines that the Obligor may qualify to start utilizing the second stage part of the Child Support Workforce Services program known as the Work Referral Program.

WORK REFERRAL PROGRAM

- Work Referral is intended to assist obligors with limited employment history who are unable to secure employment in these challenging economic times develop a solid, recent work history by participating in paid work experience activities at public and non-profit sites throughout the County,

WORK REFERRAL PROGRAM

HOW IT WORKS:

- Selected obligors will participate for up to 12 weeks of paid volunteer work experience activities, but only after a 6-8 weeks of supervised job searching efforts. The enrolled volunteers will earn a minimum wage of \$7.25/hour for their work efforts. Wages are paid directly by Carver County through their payroll services. Of these earned wages, a maximum of \$150/month will be eligible for wage garnishment.

WORK REFERRAL PROGRAM

CANDIDATE SELECTION PROCESS:

- County staff members from the County Attorney's Office, Workforce Services and Child Support Units mutually select candidates for the paid volunteer opportunity. In certain instances, enrollment may also be ordered by the court. Once a candidate is selected, Brad Braun will assess their professional skill sets to help ensure proper placement. Workforce Services Employment Counselor Shannon Quigley is responsible for contacting prospective worksites about job slot availability.

WORK REFERRAL PROGRAM

WHAT ENTITIES OFFER VOLUNTEER EMPLOYMENT?

- The Carver County Historical Society
- Carver County Environmental Facility
- CAP Agency
- Food Shelf
- Goodwill
- Carver County Library
- Auburn Manor (Non Profit Senior Home)
- Other Non Profit Agencies

WORK REFERRAL PROGRAM

- Proposed Order Language:
 - Find full-time verifiable employment;
 - Continue to fully utilize Carver County Workforce Services as outlined in previous orders;
 - Participate in the second stage of the Child Support Workforce Services program, whereby he/she will be placed in a temporary job at up to twenty five hours per week at a minimum wage;
 - Pay \$150.00/month in basic support for the months of (DATES);
 - Follow the job search requirements of his/her employment plan, but in no event shall he/she be doing more than 40 hours of total work when combined with his/her temporary job and job searching hours per week.

WORK REFERRAL PROGRAM

HOW CARVER COUNTY BENEFITS:

- Intended results from operation of the Work Referral program include:
 - Valuable paid work experience for the program volunteers;
 - Financial relief for both the volunteer and the obligee to which the support is owed;
 - A potential increase in Child Support collections which could increase federal incentive performance funding;
 - An increase in staff services for local agencies that provide direct services and benefits to area citizens.

**PROGRAM OUTCOMES
2004 TO PRESENT**

- The program has been operating for 7 years
- While several obligors have been referred more than once, 131 unique obligors have met with Brad & participated in some fashion or another, approximately 19 per year

**PROGRAM OUTCOMES
2004 TO PRESENT**

Employment Results:

Reported Employment	58	44.3%
No Employment Reported	<u>73</u>	<u>55.7%</u>
Total Participants	131	100.0%

Average Wage	\$11.81
Wage Range	\$7.25 - \$30.83

**PROGRAM OUTCOMES
2004 TO PRESENT**

- To determine whether or not payments by obligors actually increased as a result of participation, 2010 results were analyzed
- For obligors who obtained employment in 2010 (9), prior and post 6 month obligations and 6 month payment amounts were compared

PROGRAM OUTCOMES 2004 TO PRESENT

	6 Mo Prior Owed	6 Mo Prior Paid	6 Mo Prior % Paid	6 Mo After Owed	6 Mo After Paid	6 Mo After % Paid
Obligors	9	6	67%	9	9	100%
Monthly Avg	\$324	\$91	28%	\$355	\$318	90%
% Increase						349%

PROGRAM OUTCOMES 2004 TO PRESENT

- Applying the 44% employment rate of all obligors in the program to the 349% increase in payments made by the 9 obligors in 2010 6 months after becoming employed, we can extrapolate an average increase in payments made of all obligors of 155% as a result of participation in this program

FUNDING THE PROGRAM

- As Manager of the Department have overall responsibility for how programs are funded
- Always looking for ways to leverage funding to serve common clients within the Department

Two Sources of \$\$ Fund this Program:

- Child Support Federal Incentive \$\$
- Workforce Investment Act (WIA) Adult \$\$

FUNDING THE PROGRAM

- Child Support Incentive \$\$ pays for a portion of the Employment Counselor's time
- Federal Incentive \$\$ increased by \$100,000+ from SFY2002 – SFY2003
- Consulted with DHS Child Support to ensure expenditures were allowable

FUNDING THE PROGRAM

- WIA Adult program pays for any needed support services – care insurance, car repair, mileage reimbursement, etc. needed by the Obligor to obtain employment
- Also pays for the wages & fringe benefits of Obligor placed in work experience
- WIA Adult program designed to serve the universal client, with priority given to low income individuals

QUESTIONS? IDEAS?

CONTACT INFORMATION:

• Jim Broacek
Community Social Services Income Support Manager
602 East Fourth Street
Chaska, MN 55318
Phone: (952) 361-1710
jbroacek@co.carver.mn.us

• Brad Braun
Community Social Services Employment Counselor
602 East Fourth Street
Chaska, MN 55318
Phone: (952) 361-1625
bbraun@co.carver.mn.us

• Jennifer Stanfield
Assistant Carver County Attorney
604 East Fourth Street
Chaska, Minnesota 55318
Phone: (952) 361-1401
jstanfield@co.carver.mn.us

THANK YOU!
THE END

In Re the Marriage of:
CP Name,

Petitioner,

and
NCP Name

Respondent,

and
County of Carver,

Intervenor.

Court File No: ##-##-###

IV-D Case No.: #####

**AFFIDAVIT OF COMPLIANCE
WITH WORKFORCE PROGRAM**

STATE OF MINNESOTA)
)ss.
COUNTY OF CARVER)

Brad Braun, being duly sworn on oath, deposes and says:

1. That I am a counselor with the Work Force Program of Carver County Community Social Services.
2. Pursuant to the court's Order, the Defendant was required to participate in the Work Force Program as a stay condition for contempt.
3. The Order required the Defendant to do the following:
 - Contact Brad Braun or another employment counselor at the Carver County Work Force Center (952-361-1625) to schedule an initial meeting to begin the development of an employment plan.
 - Fully cooperate in the development of an employment plan.
4. The Defendant COMPLETED the Work Force Program.
5. The Defendant completed the Work Force Program for the following reasons:
 - (NCP Name) and I met on 5/23/11 and developed an Employment Plan of monitored job search activities for 25+ hours/week. He agreed to the plan, signed and dated it. He begin his job searching that week.
 - After he showed an effort to reach his job searching goals, (NCP Name) was enrolled into the WIA Adult program on 5/31/11 (to get financial assistance help). He has been provided with weekly gas monies and mileage reimbursements.

- On his first job search log for the period of 5/28/11 thru 5/31/11, (NCP Name) showed an interest in 8 companies, but it was unclear if applications were actually completed for each jobs. He claimed it took ~17 hours (typically 2+ hours each) to complete his 8 applications for those positions. In addition, he said it took 3 hours to complete a resume rough draft. (NCP Name) stated he had a total of 20 hours for this period.
- The 2nd job search log was for the dates between 6/1/11 thru 6/6/11 and consisted of ~26.5 hours of documented activities. However, some of the times appeared to be inflated such as taking 6 hours and another 5 hours to complete 2 applications. (NCP Name) showed interest in up to 9 possible applications/jobs. A couple of these were with the same staffing company, Work Connection. So, it's unclear why it took 1.5+ hours to state his interest in those 3 jobs if he was already enrolled with them.
- For the period of 6/7/11 to 6/11/11, (NCP Name) documented he spent 22 hours and completed 7 expressed interest in companies. Again, for each of these positions, the time seemed rather high with 1.5 to 4 hours for each application.
- (NCP Name) does not have solid computer skills and completing online applications may require extended time, a possible reason for the inflated amounts of time. His writing skills need some improvement as well. An additional reason for the higher amounts of time was likely that he included his driving. He did not appear to manage his job searching time and optimize his locations (with completing numerous applications in the same area). It seemed he located a single position and then drove to that location for that sole purpose. When job searching in the future, I recommended to him that he group his efforts and complete several applications on the same trip.
- Transportation was also an issue. He stated he can use his parent's car and he needed to drive longer distances to locate jobs. In addition, (NCP Name) stated that his parent's car needs some car repair (including brakes).
- He did not attend any of the scheduled workshops (Skills Identification and Interviewing).
- His resume was completed and sent to him. I also faxed it over to Masterson Personnel on 6/14/11.
- (NCP Name) had a possibility for employment with (Company Name) as a class A driver, but he may have failed to land that position. After talking with this potential employer on 6/14/11, (NCP Name) was instructed on ~6/6/11 to think about this position over night and call the manager back. However, (NCP Name) did not make the effort to call within 8 days. This manager said he would still consider (NCP Name) as a driver, but he had several concerns with this employment because of the numerous barriers (NCP Name) told him. According to this manager, (NCP Name) explained that he was taking care of his parent and would have other restrictions. The manager also said (NCP Name) would not drive to downtown Minneapolis (which is considered part of the driving routine). The manager stated that he may still consider him for employment, but he needed to hear back from him. I called (NCP Name) and asked him to call this manager back.
- If job searching in the future, it's highly recommended that (NCP Name) attend the Interviewing class to learn how to answer the commonly asked questions and to make a better first impression. The manager at (Company

Name) said he was a little “rough around the edges”. (NCP Name) will need to learn what to say at an interview and what not to mention (about his personal life).

- On 6/16/11, (NCP Name) reported a new job as a Well Driller with (Company Name, Address, Address, Phone). He said this was a FT job, \$11/hr and starts on 6/20/11. I do not have verification of this employment, but have spoken with (NCP Name) several times about this new job.
- Also, I do not have any official verification of his other reported employment at the (Company Name) store in Glencoe, but it’s believed he is working 1 day/week at up to 4 hours/week doing lawn care. (NCP Name) said he is being paid at \$40/week and he is under contract to continue with this job and will try to keep it.
- I believe (NCP Name) will be employed as of 6/20/11. For this employment reason alone, I am stating (NCP Name) completed this program. However, if he does not start this job or provided me with wrong information, I would state that he did not meet the expectations of this program. First, he did not complete a solid 25+ hours of approved job searching activities each week, attend the scheduled workshops and document his work hours and/or income with me. I also asked him to complete 10+ actual applications each week.
- With that said, I would recommend that (NCP Name) be given the time to work at his new job, turn in his first paystubs to me (for verification) and make his child support payments. I would recommend that he not have to attend court on 6/28/11, if possible, so that he does not miss any working hours.
- If the new job does not work out, I would recommend that (NCP Name) be given more time to locate employment and continue with the monitored job search. We have only had a few weeks of doing this program and he would need more time. Of note, (NCP Name) does maintain good communication with me at times. With an increased and sincere effort, as well as more time, I believe (NCP Name) will reach his goal of sustained employment. I also think (NCP Name) needs some confidence to pursue employment and would benefit from an interviewing workshop as well as classes to increase his computer proficiency.

FURTHER YOUR AFFIANT SAITH NOT.

Dated: _____

Brad Braun
Counselor
Carver County Work Force Program

Subscribed and sworn to before me

this ____ day of _____, 2011.

Notary Public

- Later on 7/11/11, he said was offered a job in the western and northern suburbs as a construction laborer (possibly a foreman) making \$14-\$18/hr. (NCP Name) said he turned it down because the drive was 1 hr and 40 minutes, no one to care for his girlfriend's son, his girlfriend would be late to work and gas prices were expensive. I did a mapquest and the most it would take would be ~1 hour and traffic would be very light at ~6 AM.
- A previous resume for a Warehouse worker was completed on 4/12/10 and provided to him again. At a personal meeting on 7/15/11, (NCP Name) brought in a new resume for Construction, but there were numerous errors on it. I asked him to correct the places I indicated and send it back to me for further revisions. That resume draft was not corrected and resent back to me. He did not show up for the 2nd scheduled appointment on 7/20/11.
- (NCP Name) did not turn in any job searching logs to document his activities. On 7/22/11, he supplied verification of 3 jobs he applied at.
- I do not have any reported or verified income.
- (NCP Name) provided several excuses for not completing his required job searching times to stay in compliance with the program's rules. He stated he had car trouble, limited access to transportation, kids in the house were using the computer and then his computer broke. He also said he was having a hard time getting to the library or the Workforce Center to conduct his job searching.
- In addition, (NCP Name) described how his felony charges have prevented him from opportunities and some job offers. He also talked about his discontent with some companies who would not give him the chance to work for them.
- (NCP Name) does have some barriers which will limit his efforts. First, he has felony convictions and his job opportunities are smaller than someone without a criminal record. However, there are jobs available to someone who has a criminal record and it will take a hard effort to locate them. It's not impossible though. On 6/23/11, we had discussed this issue and he was given some resources and companies to check out for possible leads. It is unknown whether he fully utilized them. Second, he does not appear to have reliable transportation. However, he does have some support with rides from his girlfriend, friends and possibly others.
- (NCP Name) asked for help in getting new glasses and transportation, but I could not enroll him into the funding program until he demonstrated 1 full week of compliance. (NCP Name) didn't reach a single week of meeting his CSP obligations and was therefore not enrolled to get financial help.
- I am stating he did not comply with the rules of this program for several reasons. (NCP Name) did not complete a single job search log to document his job searching efforts, did not attend any of the workshops as assigned, did not come to the WFC on a weekly basis and did not attend both of the scheduled meetings. In the past 5 weeks, the only things I can verify are that he worked on a Construction resume, attended 1 appointment with me and that he applied at 3 jobs. On a positive note, (NCP Name) did demonstrate a willingness to communicate with me on what he was struggling with.

- I recommend that (NCP Name) not be referred back into this program due to his inconsistent performance with meeting the requirements of the Child Support Pilot Program. Should the courts grant him more time, he will have to demonstrate a sincere effort towards locating employment with documented job searching.

FURTHER YOUR AFFIANT SAITH NOT.

Dated: _____

Brad Braun
Counselor
Carver County Work Force Program

Subscribed and sworn to before me

this ____ day of _____, 2011.

Notary Public

STATE OF MINNESOTA
COUNTY OF CARVER

DISTRICT COURT
FIRST JUDICIAL DISTRICT
FAMILY COURT DIVISION
OTHER CIVIL

In re the Marriage of:
CP Name,

Petitioner,

Court File No: ##-##-###
IV-D Case No.: #####-##

**AFFIDAVIT OF COMPLIANCE WITH
WORKFORCE PROGRAM**

Vs.

NCP Name,

Respondent,

And

County of Carver,

Intervenor.

STATE OF MINNESOTA)
)ss.
COUNTY OF CARVER)

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 - Fully cooperate in the development of an employment plan.
4. The Defendant COMPLETED the Work Force Program.
5. The Defendant completed the Work Force Program for the following reasons:
 - (NCP Name) developed his employment plan on 3/5/09 for 25+ hours/week of monitored job searching. He signed, dated and began his monitored job search on that day. We discussed how to approach companies with a criminal record and the best companies to fill out applications at.

- He turned in his first job search log on 3/11/09 for the dates of 3/5/09 to 3/7/09 (short week) for 5 ½ hours. Only 2 applications were completed.
- Between 3/8/09 to 3/14/09, (NCP Name) claimed 25 ½ hours with 14 applications and several other resumes being sent out to other job opportunities.
- During the week of 3/15/09, he stated he did 25 ½ hours with 12 applications and several other resumes were sent out. (NCP Name) said he had 3 interviews, but it appears he only made ~30 minutes of attempts to follow up on any of the jobs he applied for recently.
- Between the dates of 3/22/09 to 3/29/09, (NCP Name) said he did 25 hours of job searching. This included 11 applications and at least 5 other resumes sent, but also 4 interviews.
- During the week of 3/30/09, he claimed another 25 hours of job searching. This mainly entailed 15 applications.
- During the week of 4/6/09, (NCP Name) claimed another 25 hours. He claimed 12 more applications.
- For the week of 4/13/09, he documented 21 hours of job searching including 11 applications.
- (NCP Name) attended documented workshops once/week while visiting the workforce center, but spent little other time here that I could personally verify. I had routinely checked in with him at least once weekly for updates.
- I do not have any documented income and (NCP Name) reported no working income in the last 7 weeks. He reported he does not have any upcoming solid leads for any of the jobs he applied with.
- The jobs he applied, for the most part, appeared to be within his skill sets.
- I am stating that (NCP Name) did complete this program because it appears he did show sincere attempts to find employment and maintained good communication with me. His efforts could definitely be improved with more direct contact and following up with potential employers. He will need to be calling more companies (claimed only 1 ½ hours of follow ups). However, if his job searching logs are 100% accurate, he did his job searching as instructed in the employment plan and reached his targeted goal on most weeks.
- I recommend that (NCP Name) be given more time to find employment and continue to have a monitored job search. With a felony on his record and during tougher economic times, it is likely to take longer than other job seekers with a clean record.

Continuation from previous affidavit dated 4/23/09:

- (NCP Name) was to continue with the same employment plan he developed on 3/5/09 with 25+ hours of monitored job searching.
- His first log search log for the week of 4/19/09 indicated 25 hours of job searching. This included 13 applications. However, the time spent on each may have been inflated for at least several positions. For example, on 4/21/09 he claimed it took 2 hours to fill out a single application and attach a resume.
- I do not have a job search log for the week of 4/26/09.

- During the week of 5/3/09, (NCP Name) claimed 22 hours of activities which included 12 applications. Again, several positions appeared to take longer than necessary to complete.
- (NCP Name) turned in a job search log for the week of 5/11/09 showing 24.5 hours of job searching with 14 additional applications on it. Again, the times did appear a bit inflated for the applications to companies he showed interest in.
- (NCP Name) attended several job preparation workshops while visiting the workforce center, but spent little other time here that I could personally verify.
- I typically corresponded with him via phone. He described his frustrations with the job search and he was offered some advice on how to speak with companies. At times, he was provided job leads on open positions.
- I do not have any documented income during the past 4+ weeks.
- (NCP Name) was not provided gas cards per instructions by the child support team, so getting around to visit companies in person may have been more difficult to achieve.
- The jobs he applied at, for the most part, appeared to be within his skill sets.
- I am stating that (NCP Name) did complete this program because it appears he showed sincere attempts to find employment. However, his efforts could definitely be improved with more direct contact and following up with potential employers on jobs he actually applied to. If his job search logs were 100% accurate, he did his job searching as instructed, or was close to the allotted time, as specified in the employment plan.
- There is a question on the actual time (NCP Name) spent completing applications. As a pattern, many of his applications could have perhaps been completed in much less time.
- I recommend that (NCP Name) be given more time to find employment and continue to have a monitored job search.

Continuation from previous affidavit dated 5/22/09:

- (NCP Name) had a court hearing on 6/3/09. The courts have given him more time to locate stable FT employment and to report to me on his job searching efforts.
- Although he has not maintained consistent communication with me, he has been regularly turning in job search logs via fax. He has not been given gas monies to assist with his job searching efforts, so he faxes his job logs.
- For the week of 6/8/09, (NCP Name) claimed 25 hours of job searching and 10 hours of service work (volunteering) for Mt. Calvary. For his logs, he indicated 16 resumes and applications completed as well as other activities.
- During the week of 6/14/09, he had 11 hours of job searching which included 7 applications. He wrote down that he spent several days with his kids which reduced his available time for job searching.
- For the shortened week of 6/24/09 to 6/27/09, (NCP Name) claimed an additional 11 applications/resumes being sent out totaling 19 hours.
- The week of 6/28/09 showed better job searching hours with 25 hours of activities. To summarize, he had 14 resumes and/or applications sent out and listed other job searching activities including a couple of interviews.

- During the week of 7/5/09, he claimed exactly 25 hours with 6 hours of service work. This also included 13 applications/resumes being sent out.
- As of 7/20/09, I do not have job search logs for the week of 7/12/09.
- Between 6/8/09 to present, he has only been given ~4 interviews which appeared low for the amount of applications he said he completed.
- Starting in early June, 2009, he had agreed to do volunteering with Mt. Calvary at 10 hours/week, but has not consistently completed that activity.
- (NCP Name) appears to be actively engaged in seeking employment, but he routinely listed it takes 1 ½ hours (sometimes longer) to complete a single application whether that was completed in person or via the internet. He explained that many online applications have follow up questionnaires which take longer. It is not clear whether this is accurately recorded as the official time it took.
- The jobs he has applied with seem within his reach and skill sets. These jobs typically included warehouse & shipping/receiving, landscape, janitorial, painter and customer service positions.
- It would have been advisable to follow up more consistently with job leads, but it does not appear he routinely contacted companies after he applied. He did indicate some listed times as “follow up” though. I had asked him to follow up more closely on his applications.
- I spoke with (NCP Name) on 7/9/09 and he claimed solid leads with several companies, mostly through staffing companies, including Mamac in Chanhassen. However, I do not have any verified income to report.
- After reviewing his job searching efforts, I recommend that (NCP Name) be given more time to find employment and continue to have a monitored job search. With his criminal record and limited access to reliable transportation, it is likely to take longer than other job seekers with a clean record. (NCP Name) will need to increase his efforts to locate employment and be using the additional resources I previously provided to him.

FURTHER YOUR AFFIANT SAITH NOT.

Dated: _____

 Brad Braun
 Counselor
 Carver County Work Force Program

Subscribed and sworn to before me

this ____ day of _____, 2009.

 Notary Public

Child Support Employment Plan

COURT ON 6/15/11

Employment Plan (EP) for: NCP NAME

Job Goal: FT EMPLOYMENT Date Plan Begins: 5/3/11
- CONSTRUCTION/WAREHOUSE/

Participant Responsibility:

Have in place primary and backup transportation by 5/13/11

Types of transportation - Own vehicle/family/friends, SMARTLINK, BUS - DRIVES UNRELIABLE PERSONAL CAR

Attend Carver County's Workforce Center's 5 week SUCCESS program from 9:00 AM to 12 Noon plus 1 hour of supervised job search in the work force center DAILY starting on N/A.

VISIT the work force center and participate in 4 hours a day of supervised job search activities ;
Review your job search activities from the previous day with your job counselor.
→ JOB SEARCH AT THE WORKFORCE CENTER 1 OR MORE TIMES/WEEK FOR AT LEAST 4 HOURS/WEEK

Complete job search/contact/employment log sheets on a weekly basis and submit to your employment counselor by Wednesday of each week beginning the week of 5/2/11 with the first one due on 5/11/11, 5/18/11, 5/25/11. → ONGOING EACH WEEK

Accept any suitable offer of employment. Once employed, submit completed employment verification form to job counselor within 10 days.

If you lose your job, contact your job counselor within 3 days and complete job search logs immediately.

Call your job counselor if unable to attend scheduled activities for whatever reason - Brad Braun @ 361-1625

Attend next scheduled appointment here on THU 5/19/11 at 9:30 AM

Attend next scheduled appointment here on THU 6/2/11 at 10 AM

Attend next scheduled appointment here on _____ at _____

Other: COMPLETE AND DOCUMENT 25+ HOURS/WEEK OF JOB SEARCHING UNTIL EMPLOYED FT → TURN IN J.S. LOGS WEEKLY

Other: COMPLETE RESUME ROUGH DRAFT BY 5/13/11 AND TURN INTO COUNSELOR. COMPLETE FINAL DRAFT REVISIONS BY 5/19/11

Other: ATTEND THE FOLLOWING WORKSHOPS BY NEXT COURT DATE: INTERVIEWING, SKILLS ASSESSMENT, APPLICATIONS & CJS

Other: COMPLETE 10+ ACTUAL APPLICATIONS/WEEK → MUST BE VERIFIABLE AND LEGITIMATE APPLICATIONS (NOT EMAILED OR FAXED RESUMES)

Other: MAINTAIN WEEKLY CORRESPONDENCE WITH COUNSELOR AND PROVIDE UPDATES

Support Services Authorized: (Available only if enrolled in an Employment and Training Program and in compliance with your Employment Plan)

Mileage reimbursement \$0.30/MILE up to \$40 per week for approved activities. WITH POSSIBLE GAS CARDS

Transportation POSSIBLE HELP

Clothing POSSIBLE HELP

Other

Other ENROLLMENT IS NEEDED INTO WIA ADULT TO GAIN ACCESS TO ANY SUPPORTIVE MONIES. ONE FULL WEEK OF COMPLIANCE IS NEEDED PRIOR TO ENROLLMENT TO GET FINANCIAL ASSISTANCE

FAILURE TO PERFORM ANY OF THE ACTIVITIES LISTED ON THIS EMPLOYMENT PLAN, WITHOUT GOOD CAUSE, MAY RESULT IN TIME SERVED OR PENALTIES ENFORCED ACCORDING TO YOUR COURT ORDER.

Payment of support services is tied directly to performing the activities stated in your Employment Plan. This plan must be reviewed at least every 2 weeks.

Both of us have read this Employment Plan and agree to follow through with it.

NCP DATE [Signature] 5/3/11
Participant Signature Date Counselor Signature Date

Revised Action	Date	Maximum Hours	Completion Date

Participant Signature Date Counselor Signature Date

Revised Action	Date	Maximum Hours	Completion Date

Participant Signature Date Counselor Signature Date

ANY CHANGE IN PLANS ARE INITIALED AND DATED ABOVE