



## WorkFirst 101

<b>Course Description:</b>	This course provides employees with the skills and knowledge to apply the policy and program requirements to help WorkFirst parents go to work.
<b>Duration:</b>	Five days
<b>Audience:</b>	WorkSource employees and partner staff
<b>Objectives:</b>	<ul style="list-style-type: none"><li>• Learn the WorkFirst partners' roles and services</li><li>• Understand available WorkFirst resources and where to find them</li><li>• Write Comprehensive Evaluations</li><li>• Understand the difference between participation and progression</li><li>• Create an Activity Planner</li><li>• Record Actual Hours for participation, excused hours, and holidays</li><li>• Determine activities for a parent in ESD Employment Services</li><li>• Document in CATS, eJAS, JAS, and SKIES</li><li>• Know the WorkFirst rules, regulations, policies, and procedures</li></ul>
<b>Authorization:</b>	Administrators and supervisors manage employee registration, travel arrangements, and work schedules.
<b>Prerequisites:</b>	<ul style="list-style-type: none"><li>• Have security access to CATS, eJAS, JAS, and SKIES</li><li>• Have completed SKIES Training</li><li>• Have a minimum of 4 weeks providing WorkSource/WorkFirst services</li><li>• Complete all required WorkFirst pre-course materials (sent electronically prior to training) and bring them to training.</li></ul>
<b>Refreshments/Meals:</b>	On your own
<b>Special Needs:</b>	Notify us at <a href="#">ESD GP ECDD Training Academy</a> if you need an accommodation.
<b>Registration:</b>	<a href="#">E-Train</a>
<b>Class Size:</b>	Class limited to no more than 12 participants.
<b>Schedule:</b>	<a href="#">ECDD Training Calendar</a>  Additional classes may be scheduled upon request.