



# PROMISE JOBS ORIENTATION

<https://workforce.iowa.gov/jobs/worker-programs/promise-jobs>

**Iowa**WORKS

A proud partner of the AmericanJobCenter<sup>®</sup> network

# WELCOME

## Joining virtually?

- Utilize the Chat feature to participate
- Technical difficulties???
- Please double check your audio if you're unable to hear the presenter

The PROMISE JOBS Orientation packet can be found at

<https://workforce.iowa.gov/jobs/worker-programs/promise-jobs/promise-jobs-orientation>

# WHAT WE WILL COVER

- Resources and services available to you through PROMISE JOBS
- Program requirements
- Your Responsibilities

After orientation, you will meet with your PROMISE JOBS worker to:

- Review/complete an assessment
- Develop your plan to help you reach your goals

# PROMISE JOBS

PROMoting Independence & Self-  
Sufficiency through Employment Job  
Opportunities  
& Basic Skills

# We can help you to achieve your GOALS!

Once you have created a  
GOAL, your PROMISE  
JOBS Worker will help you  
to create a step-by-step  
plan on how to achieve  
your goals





It is required that you  
participate in PROMISE  
JOBS activities while on  
FIP

Where can you start today?

What's holding you back?



# Safety is our priority

Talk with your PROMISE JOBS worker about the Family Violence Option if you are concerned about you or your family's safety as you work to achieve your goals.

<https://www.icadv.org/iowa-victim-service-programs>







# Educational Opportunities:

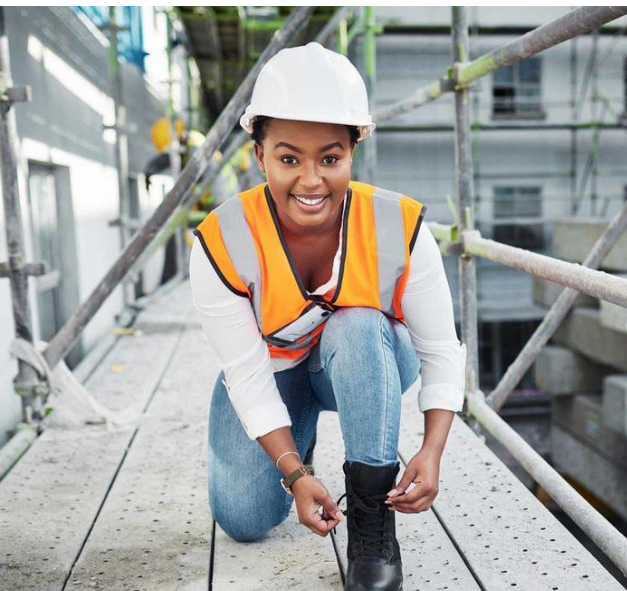
- English as a Second Language/English Language Learner
- Adult Basic Education
- High School Completion
- High School Equivalency
- Short Term Training
- Vocational Training
- Post-Secondary Training



# Job Readiness Opportunities:

- Workshops by Iowa *WORKS*
- Registering or looking for work using Iowa *WORKS*
- Online job readiness
- Assessments
- Job Search
- Career Fairs
- Registered Apprenticeship
- Unpaid Community Service
- Work Experience Program





# Additional Opportunities:

- WIOA Adult and Dislocated work program
- WIOA Youth Program
- Vocational Rehabilitation Program
- Mental Health Services
- Substance Abuse Treatment
- Other Rehabilitation
- Parenting Skills
- Veteran Services
- Family Development
- Family Planning Resources





# Employment

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## Family Investment Program - Advantages to Employment Under FIP

Family Size	FIP Per month	FIP per year	Monthly pay if working 30 hours a week (\$7.25)	Monthly FIP amount while working (Estimated)	Total Monthly Pay
1	\$ 183.00	\$ 2,196.00	\$ 870.00	\$ -	\$ 870.00
2	\$ 361.00	\$ 4,332.00	\$ 870.00	\$ 69.00	\$ 939.00
3	\$ 426.00	\$ 5,112.00	\$ 870.00	\$ 133.00	\$ 1,003.00
4	\$ 495.00	\$ 5,940.00	\$ 870.00	\$ 203.00	\$ 1,073.00
5	\$ 548.00	\$ 6,576.00	\$ 870.00	\$ 256.00	\$ 1,126.00
6	\$ 610.00	\$ 7,620.00	\$ 870.00	\$ 318.00	\$ 1,188.00





# Advantages to Employment

"What if I earn too much for FIP?"

You may still qualify for:

- Child Care Assistance
- Food Assistance
- Earned Income Tax Credit
- Work Opportunity Tax Credit (WOTC)

# Other support you may qualify for:

## Childcare

- Pay childcare while in PROMISE JOBS activities
- Childcare provider must be approved by HHS
- Paid directly to the provider



## Transportation

- For PROMISE JOBS activities (other than employment)
- Program mileage rate or public transportation rates
- Put on your Electronic Access Card (EAC), direct deposited into your bank account or paper warrant (if required)

## Approved Short-Term Training

- School application fees
- Tuition
- License, certification & testing fees
- Certain practicum expenses
- Required uniforms & supplies





# A Grant Opportunity for you!

- Family Self- Sufficiency Grant is available to help your family address challenges to obtaining employment
- You could receive up to \$1000 per household!
- Must be on FIP and work ready to be eligible.

## PROMISE JOBS Customer?



### You May Be Eligible to Receive Additional Funds

Up to \$1,000 a year is available for qualified PROMISE JOBS customers. The money is available to assist you with overcoming challenges to finding or keeping employment such as:

- Interview clothing
- Work clothing or uniforms
- Tools or equipment
- Car repairs
- Car insurance
- Vehicle registration
- Professional licensing fees
- Relocation expenses
- Utility bills
- Rent for one month

**Ask your PROMISE JOBS worker about the Family Self-Sufficiency Grant (FSSG).**

The logo for IowaWORKS, featuring the word "Iowa" in a serif font and "WORKS" in a bold, sans-serif font, with a white swoosh above the text.



60 MONTH  
FIP LIMIT

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# Family Investment Agreement-

## A contract between you & PROMISE JOBS

Your FIA will list:

- Your individual needs and goals
- Action steps to help you achieve your goals
- Targeted start and end dates

**Promise Jobs**  
Promoting Independence and Self-Sufficiency through Employment, Job Opportunities and Basic Skills  
The Department of Human Services in Partnership with the Departments of Economic Development, Education, Human Rights, Management, and Workforce Development.

Participant Name \_\_\_\_\_  
State ID \_\_\_\_\_  
Date \_\_\_\_\_  
IM Worker No. \_\_\_\_\_ County No. \_\_\_\_\_

**FIA Steps to Achieve Self-Sufficiency**

Individual goal: \_\_\_\_\_

NEEDS TO BE RESOLVED TO ACHIEVE SELF-SUFFICIENCY	INTERIM GOALS AND ACTION STEPS	Time Frames			
		Targeted Date		Actual Date	
		Start	End	Start	End

Family planning information and referral: ☐ NO ☐ YES, I want family planning counseling services.  
Note: I understand that acceptance of family planning services is voluntary and I will not be in a Limited Benefit Plan if I change my mind.

If your application for FIP is denied or when you go off FIP, you are not eligible for PROMISE JOBS services. Assistance and support services available as needed from PROMISE JOBS (not all services are available for each component):

☐ Transportation \_\_\_\_\_ ☐ Tuition, books, fees \_\_\_\_\_  
☐ Child care \_\_\_\_\_ ☐ Tools, uniforms \_\_\_\_\_  
☐ Family development services \_\_\_\_\_ ☐ Other \_\_\_\_\_

I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature. By typing my name below, I am electronically signing my FIA Steps to Achieve Self-Sufficiency.

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_ PROMISE JOBS Worker \_\_\_\_\_ Date \_\_\_\_\_

470-3095 (Rev. 4/13)

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Promoting Independence and Self-Sufficiency through Employment, Job Opportunities and Basic Skills  
The Department of Human Services in Partnership with the Departments of Economic Development, Education, Human Rights, Management, and Workforce Development.

Participant Name \_\_\_\_\_ State ID \_\_\_\_\_  
Date: \_\_\_\_\_

**Family Investment Agreement**

The purpose of this agreement is to outline the family plan to achieve self-sufficiency by identifying the resources and supportive services to be provided to the family and the activities to be completed by the family in order to reach the final goal.

Family goal: \_\_\_\_\_

This family plans to achieve self-sufficiency and leave the family investment program by \_\_\_\_\_. Self-sufficiency means that this family will no longer receive cash assistance through the family investment program.

Participant Agreement	PROMISE JOBS Agreement
I acknowledge by my signature that I have reviewed, understand and received a copy of this Family Investment Agreement (FIA). I agree to fulfill the requirements as outlined in the Needs and Interim Goals and Action Steps section of the FIA. I agree that if I abandon this FIA, I will be placed on the Limited Benefit Plan. I understand that in certain situations, this agreement can be modified. If I disagree with my PROMISE JOBS worker about the contents of the Family Investment Agreement, I understand that I can ask to talk with a supervisor and ask for a decision from the supervisor in writing about our dispute. I further understand that, if this informal resolution process doesn't resolve my disagreement with the PROMISE JOBS worker, I have the right to appeal the content of the FIA. See back for appeal rights.	PROMISE JOBS will provide the support services and funding we agree are necessary to help you achieve self-sufficiency. Transportation funding is not available for paid employment. <b>If your application for FIP is denied or when you go off FIP, you are not eligible for PROMISE JOBS services.</b>

I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature. By typing my name below, I am electronically signing my Family Investment Agreement.

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_ PROMISE JOBS Worker Signature \_\_\_\_\_ Date \_\_\_\_\_  
Participant Signature \_\_\_\_\_ Date \_\_\_\_\_ PROMISE JOBS Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

470-3095 (Rev. 4/13)

# Rights and Responsibilities



## YOUR FIA RIGHTS AND RESPONSIBILITIES

Your name has been sent to PROMISE JOBS. PROMISE JOBS will help you get the job you need so you can make it on your own. If you need more training or work experience to get off FIP and become self-sufficient, we (with your help) will design your Family Investment Agreement (FIA) so you can get the skills or experience you need. While in a Family Investment Agreement, you will be in one or more of the following PROMISE JOBS activities:

- ◆ Orientation and Assessment
- ◆ Employment
- ◆ Work Experience or On-the-Job Training
- ◆ Job Seeking Skills and Job Search
- ◆ Unpaid Community Service
- ◆ Family Development
- ◆ Parenting Skills
- ◆ Classroom Training (from basic education to after-high-school education)

### A. AS A PARTICIPANT IN THE PROMISE JOBS PROGRAM YOU MUST:

1. Attend all meetings and give all information requested.
2. Call us and tell us before a scheduled meeting if you know you can't be there. If you miss a meeting because you're sick, you may be asked for a doctor's statement.
3. If you have problems in your life that make it hard to work with PROMISE JOBS, you must tell PROMISE JOBS. Your PROMISE JOBS worker can help you deal with your problems so you can get the training and employment you need to get off FIP. The steps to help you with your problems can be listed in your Family Investment Agreement.



**What happens if I choose not to participate?**

### **Limited Benefit Plan**



### **First LBP**

- FIP benefits will stop right away
- You can change your mind at any time
- To receive FIP again, you must reapply with HHS & sign a new FIA with PROMISE JOB

### **Subsequent LBP**

- FIP benefits stop right away
- You cannot get FIP for at least 6 months
- After the 6-month period, if you want to receive FIP again, you must
  - Reapply with HHS
  - Sign a new FIA with PROMISE JOBS
  - Complete 20 hours of work or other PROMISE JOBS activity

We accept  
electronic  
signatures!

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Some documents that you will be asked to sign can be signed electronically

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Make sure that you pay close attention to the specific instructions that are provided to you.

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If you have questions or are unsure of how to sign a document, please contact your PROMISE JOBS worker right away!



# Notice of Appointment or Participation

Tells you what to do

**Promise Jobs**  
Promoting Independence  
and Self-Sufficiency  
through Employment  
and Opportunities and Basic Skills  
The Department of Human Services is Partnering with  
the Department of Economic Development, Education,  
Human Rights, Management, and Workforce Development

**NOTICE OF APPOINTMENT OR PARTICIPATION**

John Doe  
123 Main Street  
Des Moines, Iowa 51234

Date: 4/12/2018  
SSN: xxxxxx-4321  
Di: \_\_\_\_\_  
PROMISE JOBS Worker

Dear John:

You have been scheduled to attend and participate in the following PROMISE JOBS activity:

<input type="checkbox"/> Orientation	<input type="checkbox"/> Assessment
<input type="checkbox"/> Classroom Training	<input type="checkbox"/> Job Club
<input type="checkbox"/> Work Experience	<input type="checkbox"/> On-the-Job Training
<input type="checkbox"/> Parenting Skills	<input type="checkbox"/> High School Completion, GED, Adult Basic Education or English as a Second Language
<input type="checkbox"/> Individual Job Search	<input type="checkbox"/> Discuss Renegotiation of your FIA
<input type="checkbox"/> Life Skills	<input checked="" type="checkbox"/> Other: Appointment with PROMISE JOBS Worker to develop Individual Job Search Plan
<input type="checkbox"/> Develop Family Investment Agreement (FIA)	
<input type="checkbox"/> Unpaid Community Service	

Located at: Iowa Workforce Development  
200 Army Post Road  
Des Moines, Iowa 50315

Appointment Date: 4/20/2018  
Appointment Time: 9:00am

If it is not possible to attend, you must call (515) 725-3651 **BEFORE** the appointment time. You may be asked for proof if you can't attend. If you have problems in your life that make it hard for you to work with PROMISE JOBS, you must tell PROMISE JOBS. Your PROMISE JOBS worker can help you deal with your problems so you can get the training and employment you need to get off FIP. The steps to help you with your problems can be listed in your Family Investment Agreement.

If you don't keep your appointment, you will have chosen:

<input type="checkbox"/> A Limited Benefit Plan (LBP) for the first time.
<input checked="" type="checkbox"/> Another Limited Benefit Plan (LBP) as you or the other parent in the home have chosen an LBP before. (See page 2 for more about a Limited Benefit Plan.)

# Written Reminder



## WRITTEN REMINDER

April 23, [REDACTED]

John Doe  
123 Main Street  
Des Moines, Iowa 51234

Dear John:

We are concerned you may lose your monthly benefits because you did not attend your PROMISE JOBS appointment to develop your Individual Job Search Plan. You were to attend your PROMISE JOBS appointment to develop your Individual Job Search Plan in person; however you did not attend on 4/20/2018.

**You now have one more opportunity to attend your PROMISE JOBS appointment to develop your Individual Job Search Plan in person on 4/30/2018 at 9:00am at Iowa Workforce Development – 200 Army Post Road, Des Moines, Iowa 50315.**

By not attending your PROMISE JOBS appointment, you will have chosen:

- ☐ A Limited Benefit Plan (LBP) for the first time.
- ☒ Another Limited Benefit Plan (LBP) as you or the other parent in the home have chosen an LBP before. An explanation of the Limited Benefit Plan (LBP) is on the back of this written reminder.

If you have any questions about participation requirements or have any barriers to participate that PROMISE JOBS may not be aware of, please call immediately. You can reach me at (515) 725-3651. If you wish to speak to my supervisor regarding any questions and/or concerns you may have, you can call (515) 281-9665.

If it is not possible to attend, you must call the above number **BEFORE** the appointment time. You may be asked for proof if you cannot attend.



Promote, empower & nurture families toward economic & emotional self sufficiency

- HOME VISITS
- GOAL SETTING
- ASSESSMENTS

# FaDSS

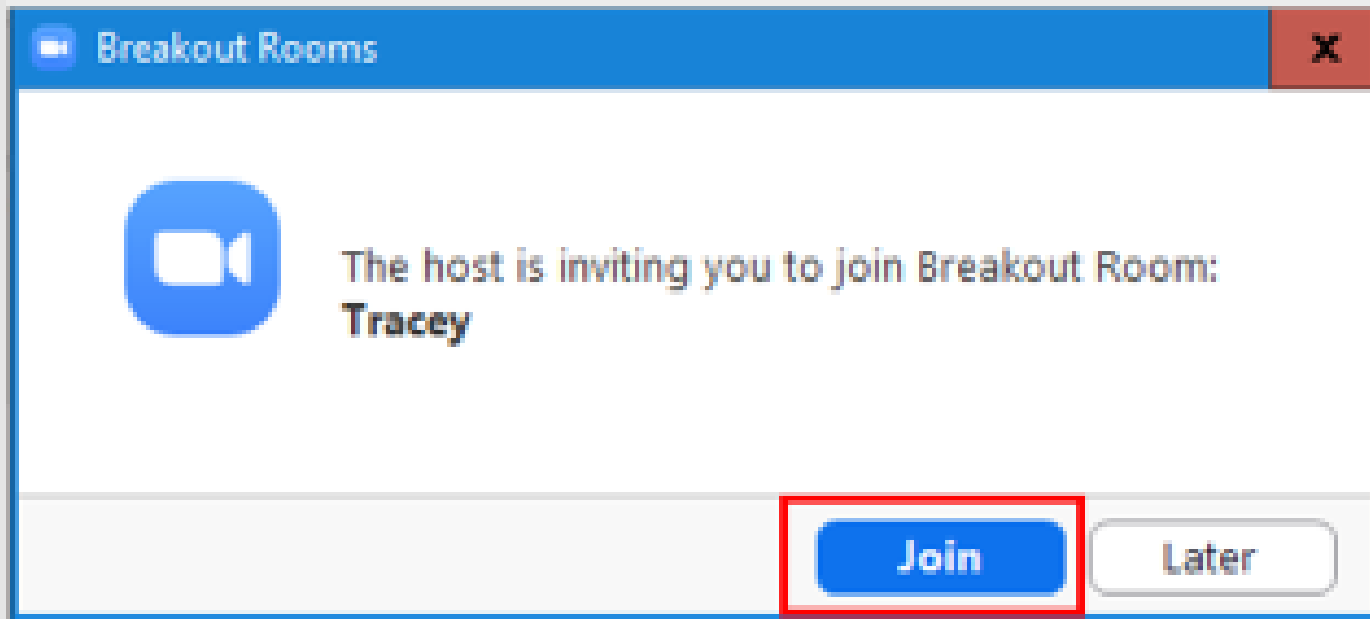
FAMILY DEVELOPMENT & SELF-SUFFICIENCY PROGRAM





- Notify PROMISE JOBS & HHS immediately upon **change of address**
- Notify PROMISE JOBS immediately upon **starting or ending employment or when a change occurs**
- **Check your mail** & be watchful of notices from PROMISE JOBS
- **Email** can be a convenient way to communicate. Be sure your PROMISE JOBS worker has your correct email address and check your Email often
- **Attend all** appointments or activities
  - Call PROMISE JOBS **ahead of time** if you cannot attend
- Write **first & last name** on all paperwork
- **Turn in all paperwork timely-** use your phone calendar to set alerts
- **Call before coming to the office**, you may not be able to see your PROMISE JOBS Worker without an appointment
- When leaving a voicemail for your PROMISE JOBS Worker, leave **1 phone message** with brief description, full name & phone number
- Set up your voicemail, make sure there is space for messages & check them often
- Ask questions and **work WITH your PROMISE JOBS Worker - We are here to help!**

BUT WAIT: There's more!



- Please do not hang up! You will be joining your PJ Worker in a confidential setting to write your FIA
- Virtual: You will soon receive a pop-up inviting you to join your PJ Worker. Click "Join" when you receive this
- Phone: Do not hang up as you will be placed with your PJ Worker. Use \*6 to unmute

THANK YOU FOR  
YOUR TIME TODAY!