

Oklahoma Employment Security Commission
Workforce Integrated Programs Division

MEMORANDUM #M-04-2010

TO: Local Workforce Investment Boards

FROM: Richard J. Gilbertson, Director
Workforce Integrated Programs Division

DATE: June 07, 2010

SUBJECT: Extending TANF SYEP Work Experience

The primary objective of the Temporary Assistance for Needy Families Summer Youth Employment Program (TANF SYEP) is to provide valuable skills and work experience for young people. To facilitate this objective, local areas must ensure that all participants enrolled in the TANF SYEP are provided with the opportunity to participate in a work experience and that these youth are measured on work readiness only. Local areas must utilize the *Oklahoma Work Readiness Skills Assessment* to measure the success of work experience placements and the attainment of the work readiness goal.

It is with the primary objective of the TANF SYEP in mind that local areas may choose to extend work experience placements for those youth whose average score is less than 5 on the *Oklahoma Work Readiness Skills Assessment*. Extended work experience placements may only be at the original worksite. If a work experience placement is extended, local areas must document the extension in Program Notes. The following information must be included in the note:

- Name of Worksite,
- Start and end dates of original work experience placement,
- Score on Oklahoma Work Readiness Skills Assessment,
- Estimated start and end dates of extension at worksite (with S&T Plan serving as the actual start and end dates of extension), and
- Goal to be achieved by extending the work experience placement.

For your convenience a SAMPLE note has been provided below:

Worksite: Dr. Smith's Medical Practice
Original Placement Dates: 7/1/2010 – 7/30/2010
Assessment Score: 4
Extension Dates: 8/2/2010 – 8/13/2010
Goal: Participant scored well on the *Oklahoma Work Readiness Skills Assessment*; however, attendance and timeliness were an on-going struggle. We are focusing on time management skills through Career Ready 101 lessons and continued time at the worksite.

If you have any questions concerning this memo, please contact Kim Braddy, kim.braddy@oesc.state.ok.us.