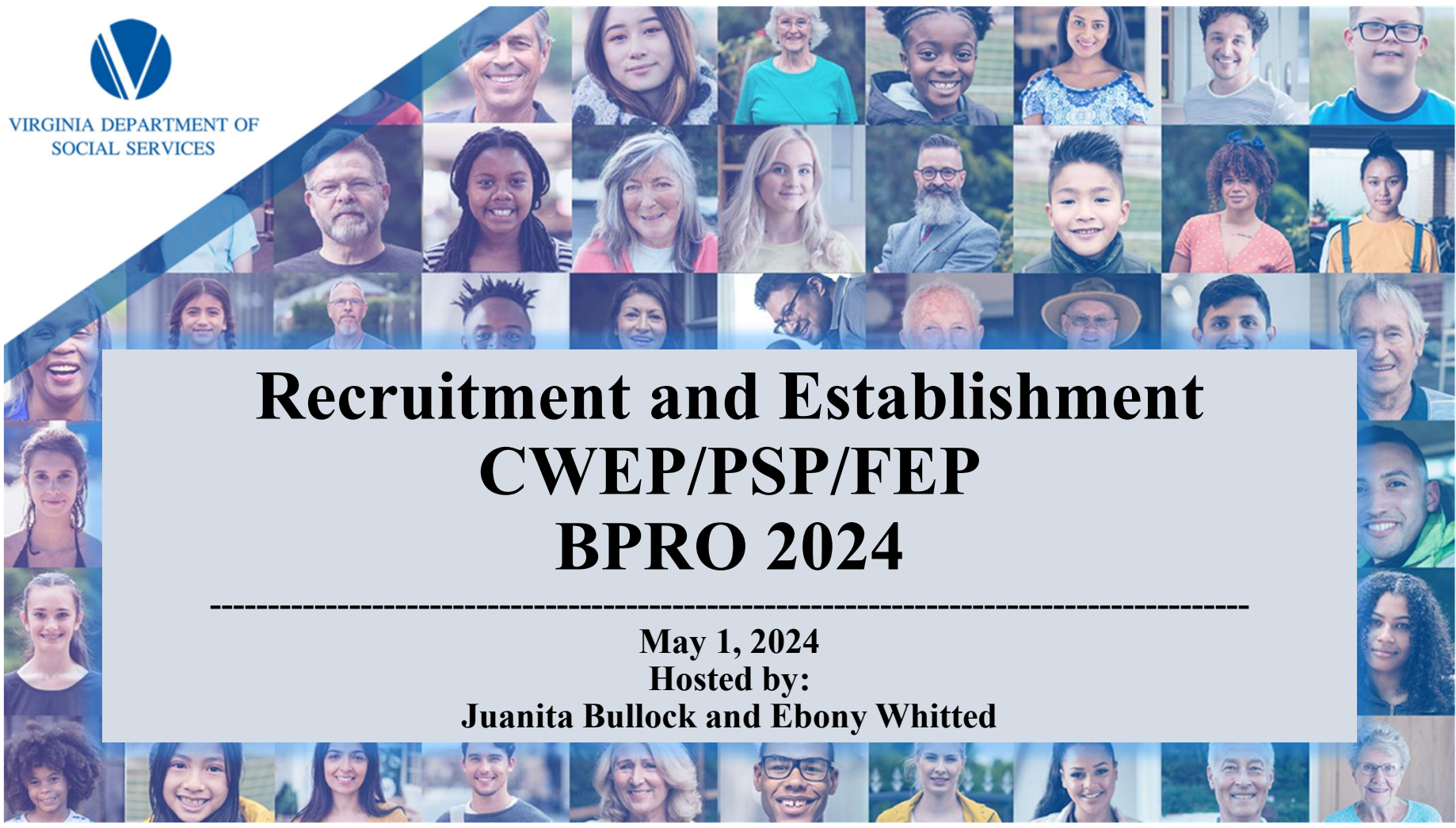




VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

A large collage of diverse people of various ages and ethnicities, arranged in a grid-like pattern that tapers to the left. The collage is the background for the central text.

Recruitment and Establishment CWEP/PSP/FEP BPRO 2024

May 1, 2024

Hosted by:

Juanita Bullock and Ebony Whitted



EMPLOYMENT RELATED PROGRAMS

[FEP, PSP, CWEP](#)

- **The Full Employment Program (FEP)** is a subsidized employment program available through the Virginia Department of Social Services. FEP is designed to provide an opportunity for participants to increase self-sufficiency by earning a living wage, increase career-related work skills, and improve their competitiveness in the labor market. The FEP Employer can receive a monthly stipend for a maximum of 6 months for each participant hired to work. FEP Employers will receive stipends based on tiers.
- **The Public Service Program (PSP)** shares many of the characteristics of CWEP. It includes volunteer work at community organizations with the goal of improving the participant's employability. Unlike CWEP, the PSP placement must provide a clearly defined public service. Examples of public service activities include court-ordered unpaid work, as well as participation in other programs or placements that benefit the community.
- **Community Work Experience (CWEP)** provides an unpaid work placement in a public or private non-profit organization. An assignment to CWEP is appropriate for participants who need to learn or improve skills or work behaviors, or to secure a job reference, in order to find paid employment.



KNOWLEDGE AND RESOURCES

What process do you have in place for recruiting employers?

- 1.
- 2.
- 3.
- 4.

What do you find most difficult about securing employers for PSP, CWEP, AND FEP?

- 1.
- 2.
- 3.
- 4.

How much time is utilized for the recruitment of employers?

- 1.
- 2.
- 3.
- 4.

BUILDING BLOCKS FOR ALL PROGRAMS

FEP, PSP & CWEP



Cross Train Employees:

Simply aims to build the skills of everyone in the company so everyone better understands exactly what it takes to work all programs under the VIEW umbrella. The idea is to empower employees to provide support from within the company instead of outsourcing or overloading one group of employees during hectic times.



Talent Driven System:

Begin by having a conversation with the employee. Understand their talents, skills, and what they genuinely enjoy doing. Use this self-awareness to align their strengths with new responsibilities. Continually explore opportunities for growth and development amongst all employees.



Establish Meet and Greets:

Meet-and-greets should be included in the onboarding process to give new employees face time with employees and partners from the onset. It sets the tone for building strong relationships between workers and employers.



Effective Communication:

Effective communication is a two-way process that requires both sender and receiver efforts. Good communication practices are essential for any successful team and organization. It is the foundational element of all our interactions, serving as the bedrock upon which build relationships, both personal and professional.

How To Establish a Partnership with Employers



1

IDENTIFY THE EMPLOYER THAT IS LOCATED NEAR YOUR AREA THAT WILL BE A GOOD FIT FOR YOUR VIEW PARTICIPANTS.



2

CONTACT THE EMPLOYER ON BEHALF OF YOUR AGENCY TO ESTABLISH A PERSONAL FEP PARTNERSHIP/RELATIONSHIP.



3

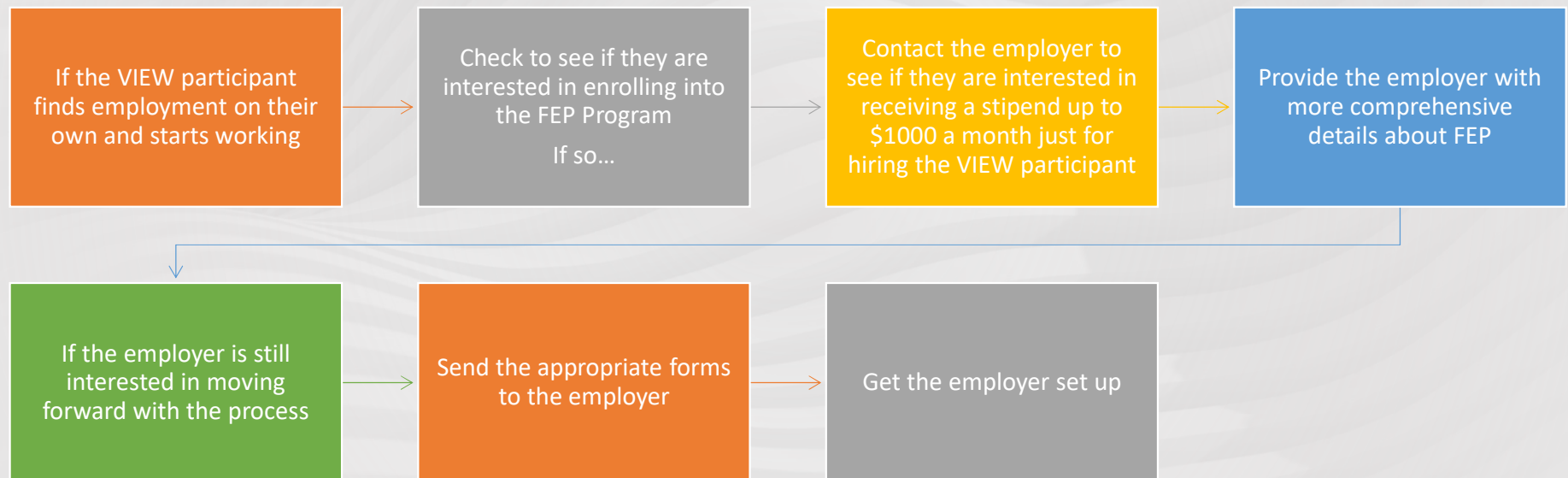
INFORM YOUR VIEW PARTICIPANTS THAT YOU HAVE A NEW EMPLOYER ON BOARD THAT HAS BECOME A FEP PARTNER.



4

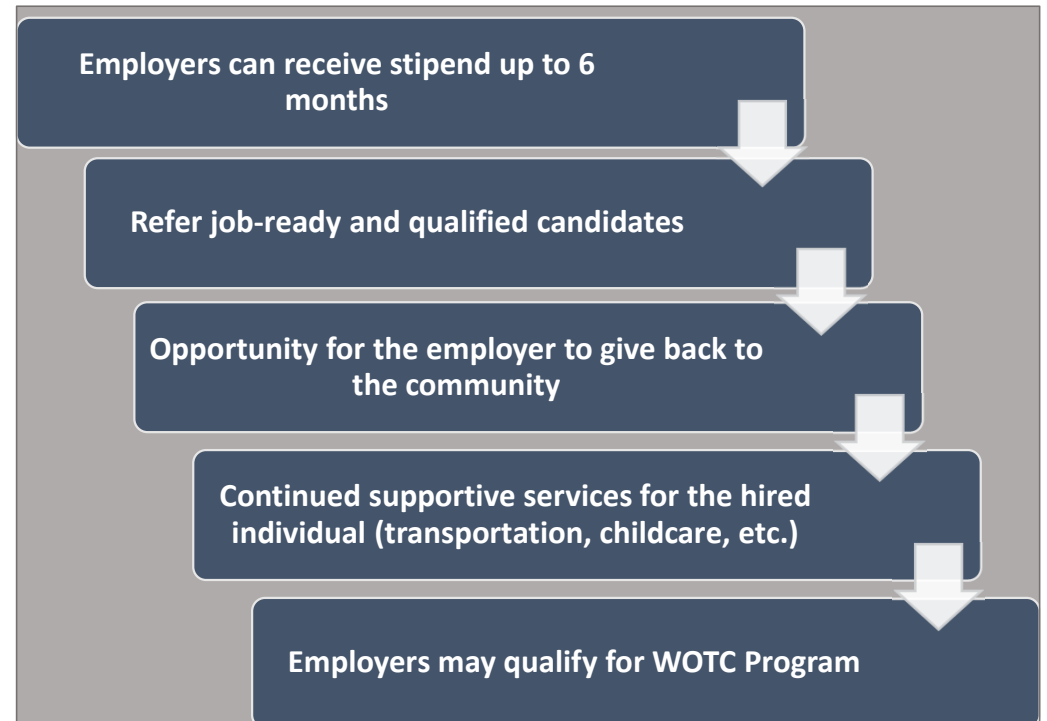
UPDATE YOUR AGENCY'S INDIVIDUAL FEP CONTACT LIST TO REFLECT ALL OF THE PARTNERS THAT YOU HAVE IN HOUSE. SHARE YOUR LIST WITH EVERY VIEW PARTICIPANT DURING ALL INITIAL AND REASSESSMENT APPOINTMENTS.

How to Establishing a Partnership with Employers Cont.



WHAT
YOU
NEED
TO
KNOW

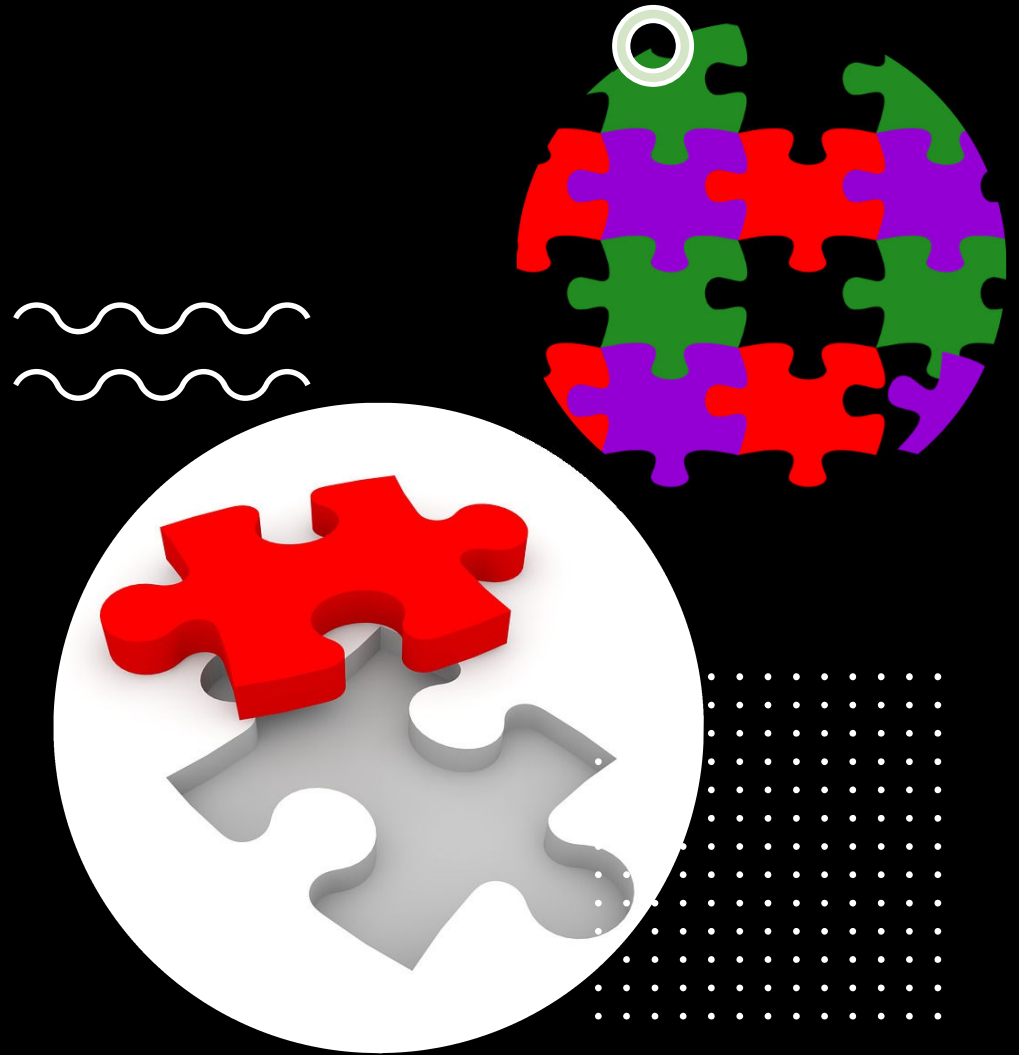
Why Is FEP Beneficial to Employers





Get Out Into the Community

CONNECT
WITH LOCAL
COMMUNITY
PARTNERS



FEP Letter for Employers

- This notification was created for the FEP Community to utilize when reaching out to employers.
- Feel Free to revise it accordingly.

Include the following:
FEP Flyer for Employers
FEP Video

Dear Potential FEP Employer,

The Virginia Department of Social Services (VDSS) invites you to join the Full Employment Program (FEP) that provides you a stipend for hiring someone participating in the program.

What is FEP?

The Full Employment Program is a subsidized employment program designed to provide an opportunity for participants to increase self-sufficiency by earning a living wage, increase career-related work skills and improve their competitiveness in the labor market.

As a FEP employer, you can receive a monthly stipend for a maximum of six months for each FEP participant you hire to work an average of 20 hours or more a week.

FEP employers receive stipends based on tiers:

Tier I - \$500 per month when participants work on average 20-29 hours per week.

Tier II - \$750 per month when participants work on average 30-39 hours per week.

Tier III - \$1,000 per month when participants work on average 40 hours or more per week.

How to become a FEP employer

To become a FEP employer, you need to:

- Contact your [local department of social services](#) (LDSS) Employment Services Program to ask about becoming a partner.
- Be an employer, including public agencies, not-for-profit and private businesses, who is licensed and in good standing with the Commonwealth of Virginia.
- Complete what's called the VIEW Full Employment Agreement, which the LDSS can help you with.

How you will receive your stipend

FEP employers receive monthly payments issued by the LDSS that helped you hire your FEP participant.

Watch the video [here](#) that gives you more information about the program.

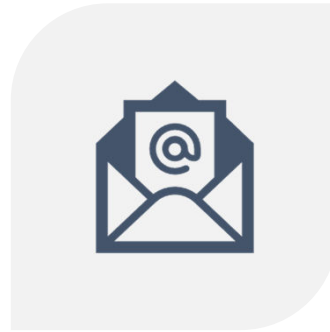
As a FEP employer, you will be giving back to your community by helping individuals become more independent while receiving a subsidy to offset some of the wages you are paying your new hire! We hope you will join us in this exciting program.

Thank you.

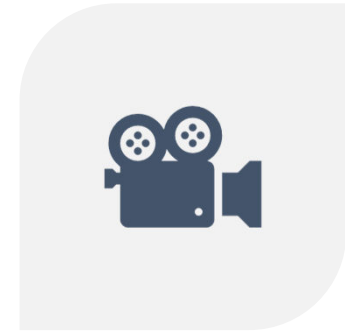
What to Include When Contacting Employers



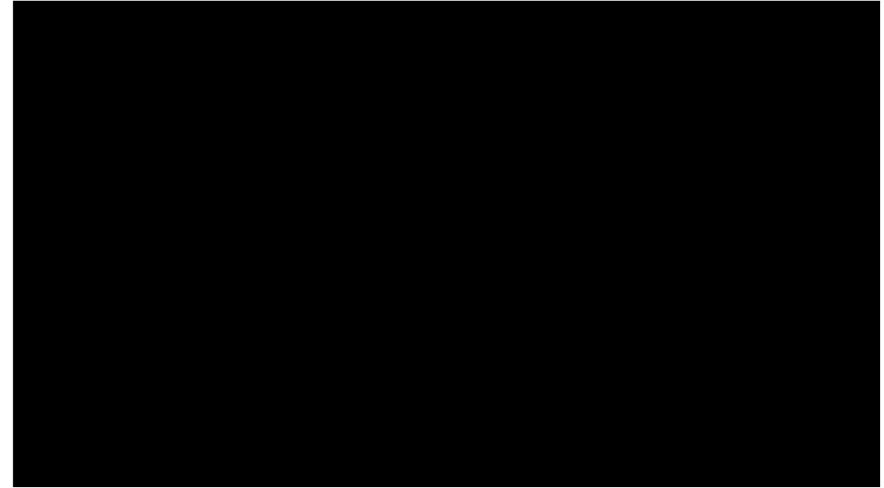
EMAIL



LETTER



FEP VIDEO



Have You Seen the FEP Video

FEP Flyer for Employers

www.dss.virginia.gov/fep



Are You Looking to Hire Job-Ready Employees While Supporting Your Community?
You may qualify to receive monthly stipends!

VIRGINIA DEPARTMENT OF SOCIAL SERVICES
Benefit Programs

The Full Employment Program (FEP) is a subsidized employment program available through the Virginia Department of Social Services. FEP provides opportunities for participants to increase self-sufficiency by earning a living wage, increasing career-related work skills, and improving their competitiveness in the labor market.

FEP employers can receive a monthly stipend for up to 6 months for each FEP participant they hire.

FEP employers will receive stipends based on tiers:

Tier I	Tier II	Tier III
\$500 per month (when participants work on average 20 - 29 hours)	\$750 per month (when participants work on average 30 - 39 hours)	\$1,000 per month (when participants work on average 40+ hours)

How can an employer partner with the Virginia Department of Social Services and hire FEP participants?

- Contact an FEP consultant at fep.dss.virginia.gov or inquire about FEP at your local department of social services (LDSS).
- Talk with your LDSS about referring a job-ready program participant.
- Conduct a job interview and hire a referral.

Virginia Department of Social Services

FEP Brochure

Wow, only 4 steps to becoming a FEP employer!

1. Employer contacts and provides ESP Case Manager with a job description.
2. ESP Case Manager refers a job-ready VIEW program participant.
3. Employer conducts job interview and hires referral.
4. Employer becomes a FEP Partner.



Why is it beneficial to hire VDSS FEP Participants?

- FEP employers can receive a monthly stipend for up to 6 months for each FEP participant they hired.
- Employment Services Program/VIEW Unit worker prepares and refer job-ready VIEW program participant to ensure the required qualifications for the positions are met.
- Provide FEP employers the opportunity to give back to local communities by helping individuals earn a living wage and achieve economic self-sufficiency.
- FEP employers may also be allowed to claim the Work Opportunity Tax Credit for eligible FEP participants for hiring individuals from certain targeted groups who have consistently faced significant barriers to employment.

VIRGINIA DEPARTMENT OF SOCIAL SERVICES
People Helping People

For additional information contact:
 Juanita Bullock, Program Consultant Sr.
 Email: Juanita.Bullock@dss.virginia.gov
 Ebony Whitford, Program Consultant Sr.
 Email: Ebony.Whitford@dss.virginia.gov



Virginia Department of Social Services
801 E. Main Street
Richmond, VA 23219
www.dss.virginia.gov

VIRGINIA DEPARTMENT OF SOCIAL SERVICES



Be the key to someone's success!

Fact Sheet

EMPLOYMENT AND TRAINING ADMINISTRATION

Work Opportunity Tax Credit

About WOTC

The Work Opportunity Tax Credit (WOTC) is a Federal tax credit available to employers for hiring and employing individuals from certain targeted groups who have faced significant barriers to employment.

The WOTC may be claimed by any employer that hires and pays or incurs wages to certain individuals who are certified by a designated local agency (sometimes referred to as a state workforce agency) as being a member of one of 10 targeted groups.

The U.S. Department of Labor (DOL) and the U.S. Department of the Treasury, through the Internal Revenue Service (IRS), jointly administer the implementation of the WOTC program. DOL, through the Employment and Training Administration (ETA), provides grant funding and policy guidance to the State Workforce Development Agencies, also called State Workforce Agencies (SWA) to administer the WOTC certification process, while the IRS administers all tax-related provisions and requirements. WOTC is authorized until December 31, 2025 (Section 113 of Division EE of P.L. 116-260 - Consolidated Appropriations Act, 2021).

WOTC targeted groups include: 1) Qualified IV-A ("TANF") recipient; 2) Qualified Veteran; 3) Qualified Ex-Felon; 4) Designated Community Resident; 5) Vocational Rehabilitation Referral; 6) Summer Youth Employee; 7) Supplemental Nutrition Assistance Program (SNAP or "food stamps") recipient; 8) Supplemental Security Income (SSI) recipient; 9) Long-term Family Assistance (Long-term TANF) recipient; and 10) Qualified Long-term Unemployment recipient.

Federal Funding

For Fiscal Year (FY) 2022, SWAs received \$18,485,000 to support the administration of WOTC, which includes the certification process and reporting data on a quarterly basis to DOL/ETA.

Performance Outcomes

- ◆ In FY 2022, SWAs issued 2,569,056 certifications.
 - ◆ In FY 2021, SWAs issued 2,081,474 certifications.
 - ◆ In FY 2020, SWAs issued 1,620,806 certifications.
 - ◆ In FY 2019, SWAs issued 2,068,417 certifications.
 - ◆ In FY 2018, SWAs issued 2,204,142 certifications.
- Note:** Data may change due to performance reporting updates.

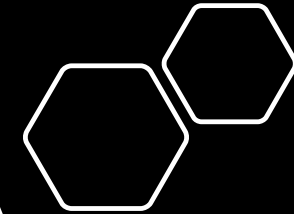
Information and Resources

For more information on WOTC, including how to apply for the tax credit, visit the DOL website at <https://www.dol.gov/agencies/eta/wotc>, or the IRS website at <https://www.irs.gov/businesses/small-businesses-self-employed/work-opportunity-tax-credit>. Email questions to Ask.WOTC@dol.gov.



EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR

Revised Jan. 2023



EMPLOYER INCENTIVES

WORK OPPORTUNITY TAX CREDIT (WOTC)

Matching the Client to the Worksite

TANF MANUAL

Chapter 1000.13 Pg 59



Suitable Placements – The worker has evaluated a good match between the participants' skills, abilities, and interests and the position description.

- What is the client's employment goal?
- What are her interests?
- What kind of environment will best suit her?
- Does she want to be in an office?
- Does she like working outside?
- What new skills does she need to learn?
- What old skills does she need to refresh?
- Does she need to learn and practice work behaviors?
- What barriers does she have that might affect a worksite placement?
- What kind of work site position will appeal to her?

Nearby Cities

- Hampton
- Yorktown
- Smithfield
- Suffolk
- Norfolk

Sort By

- Most Relevant
- Most Recently Reviewed
- Most Reviewed
- Highest Rating
- Name

Filter By Issue

- Animals
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Newport News Nonprofits and Charities



THE HEART OF GIVING, INC

★★★★★ 136 reviews

Writer wrote:

Wonderful organization that truly just wants to serve others and help the communities in Hampton Roads help each other. [more »](#)

Newport News, VA
Human Services

Write a Review



THRIVE Peninsula

★★★★★ 25 reviews



Newport News, VA

Featured Review



F.I.S.H. of Sanibel-Captiva, Inc

★★★★★

Reviewed by Bailey80

I volunteer at fish. They go over and above to help those neighbors in need. The food bank and Back Pack programs help provide food for families. They help the elderly with transportation and visits.... [more](#)

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