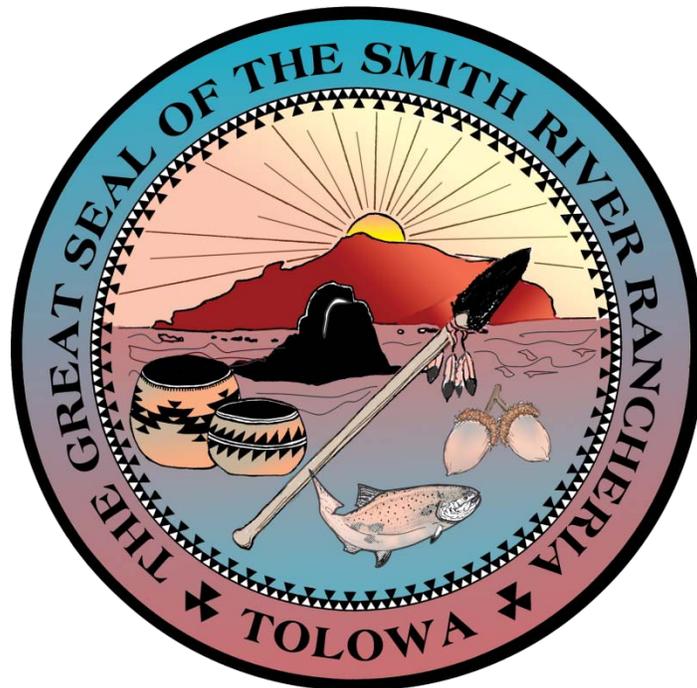


# Smith River Rancheria

## Job Placement and Training Policy and Procedures



Amended 02/02/2010

## **Introduction**

The purpose of this policy and procedure is to provide direction in the provision of job placement and training services to Smith River Rancheria (SRR) enrolled members. Tribal Employment Rights Office (TERO) Job Placement and Training Program provides vocational training and employment opportunities to qualified and eligible Smith River Rancheria enrolled members and takes all measures possible to assure that training and placement leads to job preparation and attainment, while enhancing self-sufficiency.

It is the intent of Smith River Rancheria to build a core group of skilled labor candidates through job placement and training assistance to eligible enrolled SRR members.

## **Definitions**

- **Adult** - an individual at least eighteen years of age or considered emancipated by a competent court of law.
- **Eligible Indian** - A Smith River Rancheria member listed on the official membership roll and who is unemployed or employed part-time.
- **Financial or Unmet Need** - the difference between current income and other available resources to meet expenses associated with finding employment or meeting training goals.
- **Individual Self-Sufficiency Plan (ISP)** - a written plan designed to meet the goals of employment and/or training through specific actions.
- **Supportive Services** – may include services such as: counseling, tools, appropriate apparel.
- **Vocational Training** – technical training leading to permanent full-time and/or continual full-time employment.

## **Funding and Eligibility**

Any assistance provided is dependent on available funding (once per eighteen (18) months/beginning at first award):

1. Up to five hundred dollars (\$500.00) for job placement assistance.
2. Up to one thousand dollars (\$1000.00) for specialized vocational equipment and/or supplies.

Consideration of average costs for similar services and appropriateness to the position in the work environment will be applied to all requests for services. The applicant is obligated to provide required information in order to obtain and determine the amount of benefits. After receiving any assistance, the client shall provide receipts documenting expenditures for services provided before additional assistance is granted. Misuse of funds or failure to submit required receipts may result in repayment of funds or mandatory deduction from any future tribal disbursements.

Job Placement and Training Program applicants are required to seek other funding, including the use of personal resources as a condition of their Individual Self-Sufficiency Plan.

Grants are awarded for a specific purpose as described in an applicant's Individual Self-Sufficiency Plan (ISP). If the funds cannot be spent according to the ISP, the unused portion must be immediately returned to the Smith River Rancheria TERO Job Placement and Training budget.

Program requirements are as follows:

- Must be an enrolled member of the Smith River Rancheria
- Must be a minimum of eighteen (18) years of age or an emancipated minor
- Must have a High School Diploma, GED or California High School Proficiency Examination Certificate (situations will be reviewed on a case by case basis)
- Must be in need of training or job placement
- Must complete TERO assessment and program packet

A SRR member is eligible for services if:

- They show a need for job training (must maintain acceptable school standards) or placement services in order to become employed.
- Someone who is skilled, but working less than full-time and needs financial assistance to get to a full time job.
- One who shows an aptitude and potential to benefit from this service is also eligible for services.

### **Job Placement and Training**

Before receiving services an applicant shall provide a completed ISP that:

- details resources necessary to assume a meaningful job;
- identifies needed finances, special clothing, transportation, and support services necessary;
- identifies all financial resources
- defines the employment or training objective and plans to reach the objective;
- outlines required participation in the job placement;
- shows applicable employer's job information and job offer attached as supporting information.
- has documentation attached certifying applicant is an enrolled member of Smith River Rancheria.

The ISP is jointly developed and signed by both the client and the TERO office and must include a statement indicating the services received will meet the individual and tribal goals.

Job Placement services are for developing job skills and to obtain permanent employment, leading to self-sufficiency. Vocational training assistance requires a letter documenting acceptance and/or enrollment in an approved institution. Financial assistance is not intended to supplement the income of a person already employed, to duplicate or supplant other job placement or training authorities, resources, or services;

but is designed to compliment and supplement where there may be gaps in an individual self-sufficiency plan.

SRR enrolled members who are unemployed or working less than full time may also qualify. Applicants will be offered assistance to further their training and education, and vocational counseling appropriate to the individual situation.

When an applicant has been placed in an employment situation, the new employment will be confirmed by a written job offer including the following: (a) job title, (b) beginning wage; (c) date to start work; (d) first full payday; and (e) a statement that the job is anticipated to be of a permanent nature (normally defined as employment which is generally anticipated to be of one year or more in duration). Copies of payday checks or stubs will be provided by the applicant, further verifying employment.

### **Supportive Services**

Supportive services may be considered for those working part-time, provided there is an increase in job status from part-time to full-time. The applicant shall certify, with appropriate supporting documentation, they are unemployed or working part-time and how they will benefit from supportive services in an application for job placement assistance. Supportive services are limited to five hundred dollars (\$500.00) over an eighteen (18) month period commencing on initial date service is provided. It is possible that the combination of available financial resources will not equal the unmet financial need

Supportive services includes, but not limited to: tools of the trade, initial union fees and dues, transportation of household effects, personal appearance, house wares, child care, and costs of employment counselors engaged in providing services to applicants. Available funds may also be used for transportation and subsistence for one (1) month or until the first full paycheck from employment is received and emergency assistance, where verified emergencies justify such grants and supportive services.

### **Appeal Process**

Denials of applications for provision of Job Placement and Training services must be appealed first to the Tribal Administrator before being appealed to the tribal TERO Commission. The decision letter will describe the reasons for denial and provide the applicant with information on how to appeal the decision. The appellant must first file a written notice of appeal to the TERO Office and with the Tribal Administrator for consideration. The notice of appeal shall contain name, address, and phone number of appellant; be clearly labeled "Notice of Appeal" and contain a statement of the decision being appealed that is sufficient to permit identification of the decision. Accompanying the Notice of Appeal, and clearly labeled as such, shall be a "Statement of Reasons" for the appeal and shall be accompanied by or otherwise incorporate all supporting documents. All appeals must be received at the Smith River Rancheria office within ten (10) business days of the postmarked date on the denial decision letter to be deemed filed.