

Defining Population & Scale:



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- How many participants will your county serve?
- Who will be eligible?
- How will participants be recruited?
- What are the budget implications?

Creating an Administrative Infrastructure:



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- Which funding agency will administer the program?
- Will the funding agency directly provide services?
- If not, how will the funding agency determine who will provide services?
- What is the plan for fund release? Will you release an RFP?
- Will you use one type of intermediary for employer placement or several? (WIA, welfare-to-work, private staffing company, direct placement by agency, etc.?)
- What other agencies/vendors might be involved?
- What is their experience/expertise in the field?
- Who will be the employer of record?
- What type of staff will be involved with the service delivery?
- How will you ensure experience/skills of vendor staff match program goals to ensure success?

Defining Work Placements:



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- What structure of work placements will you use? (scattered site, work-crew, social enterprise, combination?)

- What type of employers will you target? What industries might you include or target? How will your county recruit them?
- How many hours will a client work?
- What types of supports will you provide to employers?
- What types of on-site work supports and mentoring will employers offer?

Developing Services & Supports for Participants:



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Pre-Work
Placement Services

- How will you assess participants for job placements and work supports?
- How will you introduce participants to the program?
- What types of work preparation activities will you provide before they are placed on the job?

Services During
Placement

- What types of work supports/services will you or the vendors provide to participants? What will be contacted out?
- What will be the role of the case manager? How will case management be structured?
- What types of education/training is necessary for participants? (e.g. adult basic education, basic job skills, soft skills, vocational training, computer literacy, GED preparation, other?)
- Will you or your vendors provide the education/training? Who might be appropriate partners? Is there experience and expertise in the community?
- How will you or the vendors decide how long a participant will work in subsidized employment?

Transition to
Unsubsidized
Placement

- How will you or your vendors transition a participant from subsidized to unsubsidized employment? When will this process begin?
- What job search and job placement services will be available through you or the vendors? Who might you or the vendors partner with?
- What types of support will you or your vendors provide to participants once they move to unsubsidized job placement? How long will these supports be available?

Communication &
Service
Coordination

- How will you encourage communication and coordination among and within the county at all levels and with potential vendors?

- How will you encourage communication and coordination with employers?

Securing Program Funding & Leveraging Other Resources:



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- What is the availability of funds that you and or the vendors have for this initiative?
- Using the budget tool provided, how many people could this serve?
- What limitations, if any, are there regarding the use of funds available for the initiative?
- What other resources could be leveraged to support this initiative?

Establishing Contacts & Formal Agreements:



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- What type of contact will you use with vendors? (e.g. performance-based, cost reimbursement)
- What other agreements might you use with agencies that serve participants? (e.g. MOU's, interagency agreements)
- What formal agreement will you use with employers? What will you require of them? (e.g. supervision, training)
- How and how often will you monitor contracted service providers? How will you monitor employers?

Creating a Process for Evaluating & Refining the Program:



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- What are your outcome goals?
- How will you measure program success? What information will you use? How often will you gather information?
- How will outcome information be used for program improvement?
- How will you sustain the program over time?
- How will you ensure that program staff has resources and support to improve the program model?

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