

Planning Guide

Goal: The goal of the TANF/WIOA Partnership Strategic Planning session is to develop a referral process between DHS services program contractors and the local workforce networks.

Strategy Session 1: WIOA/TANF Perspective

- TANF/WIOA Collaboration and consideration
- TANF Partnering in One-Stop System (Statewide and Locally)
- TANF Perspective – By partnering and engaging in the WIOA planning process, TANF stakeholders may be able to influence WIOA to ensure it effectively serves the most disadvantaged workers

Strategy Session 2: Leveraging Resources

- DHS service and Workforce System programs have an opportunity to ensure quality services and job training for low-income individuals
- Partnering with the one stop-system can help enhance collaboration between TANF and other federal and state workforce programs and can create savings through shared infrastructure such as resource rooms.

Strategy Session 3: Youth/TANF

- Participants – How can we share participant and program information to assure adequate referral and services are taking place?
- Partners – Who are the key local workforce system providers and human service providers in your area to best leverage resources for these participants?
- Plan – To make our team successful we must identify and recruit eligible youth and connect them to our respective services. What is your local or regional strategy to make this happen? How does this plan support the initiatives outlined in the Combined State Plan? How does this plan assure the participant doesn't jeopardize any existing benefits?
- Performance – Once the three aforementioned P's are correctly identified, the performance will begin to take care of itself.

Strategy Session 4: Two-Generational Overview

- TANF programs may have more expertise in serving individuals who have barriers to employment, including in running transitional jobs programs.
- Workforce systems can learn from partnerships with DHS service providers about the services and supports needed by those who face barriers to employment.

Strategy Session 5: WIOA/Labor Perspective

- TANF stakeholders may be able to influence WIOA to ensure it effectively serves the most disadvantaged workers
- Coordinated approach to 'life skills,' 'soft skills,' and 'employment etiquette' education
- How will the referral process look?
- How will you engage jobs4tn.gov?

TANF/WIOA Partnership Worksheet

Use this worksheet and the points above to develop your partnership strategic plan.

Strategy Session 1: WIOA/TANF Perspective

Co-Location

- Shared DHS/State (Labor) position in the One-stop
 - Weekly handoff meetings (Share calendar of events). Database Staff Access (Jobs4TN)
 - Job search requirement at career center 30 hours/online search
 - Template of what is auditable to the participant at the CC. Let's layout a standard format of how we will present this information
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- Take advantage of the one stop shop
 - Co-locate shareholders in the same location
 - Share in the cost of that/those position(s)
 - The referral/handoff travel time reduces significantly
- Shared database to trace the handoffs
 - Jobs4TN?
- Regularly scheduled meeting between the partners to discuss
 - Success/challenges
 - Update on opportunities available for those referred participants
- Create a statewide template for a one page document that is shared with participants explaining why they should utilize local area services.
- Make a job search at the AJC

TANF/WIOA Partnership Worksheet

Strategy Session 2: Leveraging Resources

What are the resources offered by local workforce system providers and service providers in your area that can be leveraged?

Name Resources	Agency
<ul style="list-style-type: none">• Enrollment Information and assessments should be shared to prevent duplication• Common intake form: that is fed to VOS would help as well• Jobs4TN as the common registration source for all partners	DHS → Labor

Who are the key local workforce system providers and DHS service providers that will leverage resources to help clients?

Agency Contact	Number	Email

TANF/WIOA Partnership Worksheet

Strategy Session 3: Youth/TANF

Who are the key local workforce system providers and DHS service providers in your area that will leverage resources to help clients?

Is there a natural handoff/program share between these services?

- Incentive procedures at the local area can be leveraged
- Family First programs need to be aware of local area programming
- Adult Ed for youth participants-there should be a handoff

In WIOA there is an opportunity to develop partnerships among a broad network of workforce and DHS service programs in identifying and recruiting eligible disadvantaged youth, connecting them to services made available by WIOA provisions for both youth and adult employment and training activities, and providing the resources and supports needed to ensure success. What is your local strategy to accomplish this statement?

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TANF/WIOA Partnership Worksheet

Strategy Session 4: Two-Generational Overview

- Soft Skills, Soft Skills, Soft Skills (Build these programs into required hours)
 - How do you manage the relationship with your employer for those times you need to be out with a sick child. –Relationship Repair
- A part of your community services hours go toward childcare for your cohort (sick)
- Social capital
 - Build cohorts of like-minded moms that support each other
 - Partner with community networks to add to their social capital circle

TANF/WIOA Partnership Worksheet

Strategy Session 5: WIOA/Labor Perspective

Next Steps for TANF/WIOA Partnership in your area...

To monitor our progress, we will take these steps.

List the actions your organization will take to follow up on the plan's implementation, including a timeline for checking in and evaluating your progress.

- Collaborate on workshops & job fairs
- Expand discussion or co-location (co-location could be a presence 2x/week)
- Process for mutual referrals; more solid.
- Quarterly partnership meetings to continue collaboration & thought process
- Provide cross-training to ensure partners understand what each partner does
- Validate or understand what resources may be available through CSBG funding
- Collaborate with banks & other organizations within community to provide financial counseling