

Program Narrative for Transitional Jobs 2 Program

District Name: _____
Contact Name and Number: _____

Transitional Jobs 2 program funds budgeted for services \$ _____

Will grant diversion be used to increase the number served? ___ yes ___ no
(If use of grant diversion will vary, please describe.)

Anticipated program period for the Transitional Jobs 2 program: _____
(Program period must fall within October 1, 2010 to September 30, 2011)

Anticipated number of participants to be served during program period: _____

Program goals and services

A. Eligible Participants

Please describe the characteristics of the target population and the process that the district will use to identify appropriate individuals who are eligible to participate in the program.

B. Employment

Please describe the employment opportunities targeted for the Transitional Jobs 2 program. This should include (1) the occupational sectors the district plans to target, (2) job titles and (3) prospective employers. Additionally, (4) please describe how participants are matched with employers.

C. **Wages, Hours and Subsidy Length**

Please provide an estimate of the range of wages to be paid, the number of hours to be subsidized each week per participant, and the expected length of the subsidy period.

D. **Education and Training**

Please describe the specific type(s) of education and/or training to be provided, including credentials to be obtained. Additionally, describe how the district will determine what training/education is appropriate for each participant and the mechanism that will be used to ensure each participant receives at least 105 hours of paid education and training. Also, please identify the providers expected to be used to provide the education and training and the student support services they are able to provide.

E. **Supportive Services**

Please provide a description of the types of supportive services that will be provided to participants during the subsidy period (e.g. child care, mentoring, transportation).

F. **Job Placement Services**

Please provide a description of the types of services that will be offered to secure unsubsidized employment for those participants whose subsidized employment is not permanent.

G. **Project Staff and Duties**

Please identify the project staff and duties for each provider or district staff providing services to participants of the OTDA Transitional Jobs 2 program.

Position/Title	Estimated Percentage of Time on Transitional Jobs 2 program	Duties