

U.S. VIRGIN ISLANDS DEPARTMENT OF LABOR

RE-EMPLOYMENT SERVICE PROGRAM PLAN PY' 2004 GRANT APPLICATION

The U.S. Virgin Islands will utilize its Re-employment Services grant award to continue the provision of *'direct'* services to all U.I. claimants who are referred and enrolled for, participation in this program. As is required, this year's funding allotment will be used to increase the level and quality of services to UI claimants. These services are intended to supplement our existing Wagner Peyser Program activities, and will be integrated within our Virgin Islands Career Network (VICAN) One-Stop Service System. Unfortunately, the Virgin Islands have not implemented the 'Call Center method of filing claims. Therefore all claimants are required to file an initial claim with the respective U.I. office in each district. Our services plan therefore will reflect utilization of a collaborative and coordinated approach between the Job Service and Unemployment Insurance units to target and prevent as many UI claimants as possible from exhausting their benefits. Following is an outline of the Virgin Islands Program Services Plan:

PROGRAM SERVICES & ACTIVITIES

- Customer will be contacted and scheduled for group or individual Program orientation
- Assessment reviews will be conducted within the first week of Claimant's visit to the network system and a Job Search plan will be developed as necessary.
- Core services will be discussed and provided as applicable.
- All program enrollees will receive ongoing follow-up services to enable accomplishment of the individualized services plan.

SERVICES PLAN FLOW CHART (see attachment 1 & II)

PROGRAM PLAN OBJECTIVES & TIMELINES:

July – September 30, 2004: Provide ongoing job search assistance and other related services to 100% of PY '03 enrolled participants.....Total (147)

September 30, 2004 – June 30, 2005: Provide group and individualized services to 90% of all customers referred.

December 01, 2004 – June 30, 2005: Reconnect 65% of program enrollees to the labor force.

PERFORMANCE OUTCOMES AND MEASURES:

With the absence of existing **reliable** statistics from UI and Job Service data sources, the Virgin Islands is unable to track and measure performance outcomes for PY'03.

However, PY'04 outcomes have been established as follows:

- Reduce the number of RES Program customers who exhaust their benefits during PY04, by 30% of the PY'03 total.
- Increase the number of RES program customers who are reconnected to the workforce as a result of RES program services, by 10%.

PERSONNEL PLAN

The Re-employment Services grant award will fund a total of seven (7) positions as follows:

ST. CROIX DISTRICT: Four (4) full time positions
Three (3) Career Specialists
& One (1) Re-Employment Specialist/Job Developer

ST. THOMAS DISTRICT: Two (2) full time positions and One (1) part time*
Three (3) Career Specialists

BUDGET NARRATIVE:

The attached budget information and summary, details all expenditures associated with the award. **However, please note that the 'Contractual' category (\$7,448.00) is targeted for the provision of Educational, Skill and Job Readiness enhancement training or workshops which may not be available within our One Stop Career Network system, but may be accessed through 'independent' service providers.**

* Part-time position is occupied by Ms. Jacqueline Freeman for a total of 25hrs each week. Her primary responsibility will be to provide staff support and assistance with all RES program services and activities.

RES PROGRAM ACTIVITIES

- Educational Enhancement Programs
- Referrals to Support Services
- Financial Planning Workshops
- Customer Service Training
- GED Preparation Workshops
- Customized "workplace" training
- Resume Preparation & Interviewing Techniques workshops
- Counseling
- and more!!!!!!!!!!!!!!

**RE-EMPLOYMENT PROGRAM SERVICE PLAN
(YEAR III GRANT PERIOD)**

OVERVIEW OF V.I. CAREER NETWORK SYSTEM

RE-EMPLOYMENT SERVICES PROGRAM ORIENTATION



PROVISION OF CORE SERVICES



REFERRALS TO JOBS

CUSTOMER ASSESSMENT/DEVELOPMENT OF SERVICES PLAN



**REFERRALS TO SUPPORT SERVICES
(INTERNAL & EXTERNAL)**



**REFERRALS TO TRAINING
AND/OR EDUCATIONAL SKILLS
ENHANCEMENT WORKSHOPS**



**REFERRALS TO EMPLOYMENT/JOB PLACEMENT
OR
JOB DEVELOPMENT**



ONGOING JOB SEARCH & SUPPORT SERVICES

