Job Readiness, Life Skills and Job Skills Directly Related to Employment Guidance

1. **Job Readiness Training (reported as Job Search / Job Readiness Assistance)** - is training a participant receives to prepare them to seek or obtain employment, and to keep their jobs once they are hired. Training/instruction could be:
   - Preparing a resume or job application
   - Preparing a cover and thank you letters
   - Work focused career exploration
   - Training in interviewing skills
   - Training in effective job seeking
   - Instruction in work place expectations
     - Behavior on the job
       - Getting along with co-workers/boss
       - Being Reliable and on time
       - Filling out paper work (for example, time sheets)
   - Appropriate attire

**Core Activity (until JS/JRA limit is reached, then reported as Other Allowable Activity)**

**WF1 Activity: Job Search**

2. **Life Skills Training (reported as Job Search / Job Readiness Assistance)** - is training/instruction about a variety of Life Skills subjects that are not directly related to looking for a job. Some of the Life Skills subjects indirectly support an individual who is looking for work, and others help strengthen families by improving their organizational, decision making and other skills. Training/instruction could be:
   - Balancing Life and Work
   - Child Care Management
   - Transportation Management
   - Household Management
   - Budget Management
   - Decision Making Skills
   - Interpersonal Skills
   - Time Management
   - Family Strengthening Skills

**Core Activity (until JS/JRA limit is reached, then reported as Other Allowable Activity)**

**WF1 Activity: Job Search**
3. **Job Skills Training Directly Related to Employment (JSTDRE)** - is training or education about the specific job skills that are required by an employer to provide an individual with the job skills needed to perform the duties of a specific job. Examples of JSTDRE could be:
   - Office Skills Training
   - Basic Computer Skills Training
   - Customer Service Training
   - Drivers Education
   - Safety/First Aid Training
   - Microenterprise and other Small Business Owner’s Educational Programs and Workshops
   - Business Machine Operations Training
   - Fork Lift Operator Training
   - Food Preparation Training
   - Landscaping Training

   **Non-Core Activity** (not limited)

   **WF1 Activity: Job Skills Training Directly Related to Employment (JSTDRE)**

4. **Examples of activities that DO NOT meet the definition of Job Search/Job Readiness Assistance** – The feds do not allow time spent on the following activities¹ to be counted as Job Search/Job Readiness Assistance:
   a. Time spent in or arranging for transportation
   b. Time spent arranging for child care
   c. Removal of tattoos
   d. Payment of Tickets/Fines
   e. Expungement of criminal records
   f. Driver education
   g. GED classes
   h. Applying for government benefits
   i. Other similar activities that do not have a direct connection to finding or preparing for employment.

¹ The activities listed above came from other states’ TANF Work Verification Plans that were not approved.