

As an EF Case Manager, what is my responsibility when a participant reports they'll be starting a job?

If the participant has already started the job, or if the job will start within the next week, create a WP-3 to HHS, including the listed information about the employment. A new service plan should be completed at that time to include the employment.

If the job is scheduled to start more than one week after report, schedule an appointment with the participant concurrent with the job start to develop a new service plan with the employment. At that time create a WP-3 to HHS, including the listed information about the employment. Where the employment will not start until some point after it has been reported, the participant is still subject to other approved activities until the employment actually begins.