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DEPARTMENT OF LABOR AND EMPLOYMENT

DIVISION OF EMPLOYMENT & TRAINING

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Category:	State Initiatives
Subject:	HIRE Colorado Program
Source:	State
Revise/Replace:	PGL 09-16-HC
Contact:	Workforce Development Programs
Distribution:	Managers, Workforce Development Staff, Workforce Region Directors, Fiscal
Colorado One-Stop System Program Guidance Letter:	10-06-HC
Date:	March 31, 2010

I. REFERENCES:

Colorado Department of Human Services Change Request for FY 2010-11 Budget Request Cycle: 1331 Emergency – TANF Emergency Fund Initiatives; Interagency Agreement CMS# 6257 between Colorado Department of Human Services (DHS) and the Colorado Department of Labor and Employment (CDLE); PGL 01-08-WIA1 On-the-Job Training and Customized Training; PGL 06-07-WIA - Guidelines for Implementing Colorado HB1023; Title I of the Workforce Investment Act (WIA) of 1998; WIA Final Rules (August 11, 2000) 20 CFR 652 et al

II. PURPOSE:

To provide guidance on HIRE Colorado program requirements.

III. BACKGROUND:

In August 2009, the Colorado Department of Human Services (DHS) requested an emergency supplemental appropriation from the Colorado State Joint Budget Committee (JBC) to create a subsidized employment program that would provide a safety net for individuals who exhaust their UI benefits and that would help stabilize the State's TANF program by providing an alternate source of income support for eligible families. DHS entered into an interagency agreement with the Colorado Department of Labor and Employment (CDLE) to implement *Hire Colorado*, an innovative, subsidized program that provides training, employment opportunities, and work supports for UI claimants and exhaustees and other individuals eligible for TANF Reserve initiatives.

Hire Colorado expands upon Best Practices currently in use by the state's workforce centers to provide paid work experiences for economically disadvantaged job seekers and to support the creation of new jobs across the state.

IV. POLICY/ACTION:

A. PROGRAM ELIGIBILITY

1. Eligibility Requirements. All participants must:

- a. Have a child under the age of 18 at the time of enrollment; and
- b. Verify lawful presence in the United States; and
- c. Have a household annual income less than \$75,000 for the 12-month period prior to enrollment; and
- d. Reside in Colorado.

In addition, at least 50% of participants must be current UI claimants, or have received UI benefits within the past 12 months. Priority will be given to individuals who have exhausted their benefits, or are within 60 days of exhausting their benefits.

The minor child(ren) may reside with either the participant or a custodial parent or guardian. Regions are encouraged to target non-custodial parents.

Local workforce regions may restrict participation to individuals who reside within the geographic area served by their workforce centers.

Regions are strongly encouraged to work with their local departments of human services to recruit and place individuals who are involved with Child Support Enforcement, food stamp recipients, TANF diversion clients, and job ready Basic Cash Assistance (BCA) clients.

2. Documentation

- a. Regions may use self attestation for documenting income levels and minor children by completing an eligibility checklist (such as, Attachment #1, Sample Eligibility Form), and having the participant sign it. A copy is to be retained in the participant's case file.
- b. Regions will follow PGL 06-07-WIA - Guidelines for Implementing Colorado HB1023 for documenting citizenship or lawful presence and residency.
- c. Regions may document claimant status by entering the information into the F10 Confidential Notes Screen and indicating the source of the information (e.g. JobLink Applicant Screen, JobLink Report, CUBS, letter from UI).

B. SERVICES

1. All participants will participate in some form of subsidized employment such as paid work experience, On-the-Job Training, or variations on these services developed by the local workforce region. Participants may also receive additional services, such as, but not limited to the following:
 - a. Job skill training concurrent with the subsidized employment if the training is short term and directly related to the placement.

- b. Financial assistance or supportive services for “stabilization before employment”. Support services payments payable by *Hire Colorado* are allowable for non-recurring, short-term (less than 4 months) benefits intended to meet a specific episode of need. Services must be immediate and necessary to support the intended subsidized employment (see Support Services, Section D. below).
 - c. Assessments to identify work-related barriers or skills, develop short- and long-term employment and career goals, and match participants to work assignments that fit their interests, needs, and circumstances. Regions are encouraged to use the Career Ready Colorado (CRC) certificate.
 - d. Connection to work supports and job retention services, such as child care, transportation, and community health resources in order to support subsidized employment assignments.
 - e. Job development to recruit businesses into the program and determine their needs and requirements for workers.
 - f. Job search and placement services leading to permanent, unsubsidized employment, in conjunction with subsidized employment assignments. Regions are encouraged to assist each participant in developing a current resume and enhancing interviewing skills.
 - g. Work-focused case management.
 - h. Access to programs that encourage employers to hire participants for unsubsidized employment (e.g. Federal Bonding, Work Opportunity Tax Credit).
 - i. Access to programs that reward participants for obtaining and retaining employment (e.g. Earned Income Tax Credit).
2. HIRE Colorado funds may not be used for activities and services such as curriculum development, participant “bonuses” or incentives, medical expenses, fines or legal fees (including reinstatement of a license), and any other activities or services not allowed under TANF or WIA rules. When in doubt, the region should contact the HIRE Colorado Coordinator.

C. SUBSIDIZED EMPLOYMENT

Subsidized employment provides wage subsidies to companies that hire program participants for a pre-determined period of time, and may include a training element (i.e. internships, on-the-job training or apprenticeships) or concurrent job-related classroom or vocational training. While some participants may be trainees, others will be experienced workers who require minimal training in order to perform the job. The purpose of subsidized employment is to: (1) provide participants with recent work experience and a source of income while looking for permanent employment; (2) provide companies with subsidized employees to allow them to continue or expand operations; and (3) help stabilize or reduce TANF caseloads by providing families with other options to Basic Cash Assistance. Subsidized employment may also be used to support vocational training by providing actual work experience related to the training and giving the participants a competitive edge.

Public sector employers, private non-profit and for-profit employers are all considered acceptable for subsidized employment placements.

1. **Hours per week:** Participants may work either full time (i.e. 32-40 hours per week), or participate in 40 hours of a combination of employment and training. While the purpose of the program is to provide full time subsidized employment, exceptions to the full time employment requirement may be made on a case-by-case basis for extenuating circumstances (e.g. a disability that limits someone's ability to work full time, child care issues). The reasons for an exception must be fully documented on the participant's F10 Confidential Notes Screen.
 - a. Employment with a job training component: participants may work up to 25 hours per week and participate in vocational or basic skills training (as appropriate) for a combined total of 40 hours per week.
 - b. Employment without job training: participants may work up to 40 hours per week.

2. **Wages and compensation:**
 - a. Participants should be compensated according to the prevailing wage of employees with similar training, experience and skills for a similar occupation, and set by the employer. The prevailing wage may also vary between regions and industries.

Note: If an individual's skill sets do not meet the entry level qualifications for the position, s/he should be considered a trainee and the region may set the starting wage between the prevailing wage and the state minimum wage.
 - b. Participants in the subsidized employment program will be treated equitably by the participating employers, receiving comparable wages and benefits to currently employed workers.
 - c. All placements shall be subject to the Fair Labor Standards Act (FLSA).
 - d. Workers' Compensation will be paid according to arrangements made between the workforce region and the employer. As a general rule of thumb, the entity that pays the employee will pay the Workers Compensation.
 - e. It is strongly recommended that regions establish agreements with employers (including staffing agencies) whereby the employer pays the wages and Workers' Compensation and is then reimbursed for the worker's wages at the agreed-upon percentage.

3. **Amount and duration of wage subsidies**
 - a. Placements may last up to six months, based upon the participant's skill level, barriers, and the industry/occupation, and may involve either part time or full time employment. Criteria for placement into subsidized employment shall be documented in each participant's file.
 - b. Wage subsidies may range between 50 – 100%, based upon the participant's skill level and experience, the industry/occupation, and the type of placement (e.g. OJT vs. paid internship). Subsidies may also be structured to decrease over the course of the placement as the participant gains skills and experience, and gains value with the employer.
 - c. Regions may leverage additional resources by co-enrolling participants into other programs that also provide subsidized employment or paid/unpaid work experience. Co-enrollment with other programs may be used to either increase the duration of the subsidized employment or cover a percentage of the subsidized wages.

4. Average cost per participant

- a. The average cost per participant is set at \$6,412, and includes the cost of the wage subsidy, supportive services, and staff costs associated with case management, job development, assessment, etc. This is the average cost – not the maximum allowed.
 - b. The actual cost per participant may vary from the average cost because of the starting wage, the percentage of the wage subsidy, the duration of the subsidized employment, the amount of supportive services provided, leverage with other programs for wage subsidies or supportive services, participants who obtain permanent, unsubsidized employment prior to the end of their subsidized employment contract, etc.
 - c. Regions may exceed the average cost per placement if they determine that this is in the best interests of the employer and the participant. However, they should continue to try to serve as many participants as possible with their allocated funds.
5. **Employer recruitment and job development.** Regions may supplement their employer recruitment and job development efforts and streamline the overall placement process by entering into agreements with staffing agencies. In these situations, the staffing agency will be the employer of record and responsible for placing participants in job assignments, tracking hours worked, etc. Regions who elect to use this approach should take steps to ensure that the agreements are in compliance with their fiscal and procurement rules, and that they do not give the appearance of giving preferential treatment to one staffing agency over another.

Several regions have developed best practices to increase employer participation in the program such as: providing written program information to participants for distribution to potential employers while performing job search activities; providing information about the program to employers who wish to post a job order in ConnectingColorado or JobLink; use of blogs or social media on sites that target businesses; targeting start up companies or developing industries; reverse virtual job fairs; and invitation only hiring events.

D. SUPPORTIVE SERVICES

1. *Hire Colorado* funds may be used to provide assistance such as, but not limited to, tools, uniforms, employer-required background checks, car repairs, rental and utility assistance (not to exceed 4 months), non-recurrent personal needs (including eyeglasses) and other non-recurrent needs that may inhibit participation in work. Funds may not be used to pay for medical expenses, including office visits, treatment, and medicines.
2. Regions are encouraged to co-enroll participants into WIA or other programs, and to leverage additional resources to provide supportive services not covered by *Hire Colorado*.

E. CO-ENROLLMENT AND INTERAGENCY COORDINATION

1. When appropriate, regions are encouraged to co-enroll participants into WIA or other programs to leverage additional resources for training, supportive services, subsidized employment, and other services.
2. When appropriate, regions are encouraged to co-enroll eligible WIA and TAA customers into *Hire Colorado* to supplement their vocational training with related work experience or OJT.
3. Regions are strongly encouraged to coordinate with their county department(s) of human/social services in order to link eligible clients with the range of available services, reduce duplication of effort, promote increased coordination, and build relationships without supplanting or reducing the ongoing efforts of those departments.

F. WORKPLACE LAWS AND GUIDELINES

1. **Fair Labor Standards Act (FLSA).** The provisions of the FLSA apply to all participants engaged in subsidized employment under *Hire Colorado*, including all Federal/State hourly minimum wage laws.
2. **Non-Discrimination and Equal Opportunity.** Federal and state requirements prohibit discrimination on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief. An organization that accepts a *Hire Colorado* participant should be aware of this requirement, and must ensure that agency services are provided to all individuals that are eligible, and not discriminate based on circumstances that might limit the population served. For example, a faith-based organization that operates an emergency food distribution center must serve all individuals that are eligible to receive those services and not discriminate based on a religious preference.
3. **Workers' Compensation.** Local regions should consult with local/county Workers Compensation and Risk Management Departments and/or payroll services contractors to ensure that all work experience participants under *Hire Colorado* are covered by Workers' Compensation. In addition regions need to include language in the subsidized employment agreement/contract that specifies how workers' compensation coverage will be provided.
4. **Displacement of Employees.** *Hire Colorado* participants engaged in subsidized employment through the program should not unfavorably impact current employees in the workplace. In addition, regions should carefully consider the working environment and impacts of placing a participant in a position where a layoff or displacement may potentially occur (or has already occurred). More specifically, regions are not allowed to place a participant in a subsidized employment position when:
 - a. A regular employee is on layoff with job attached status from the same job; or the employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy with a

program participant; or the job is created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers

b. The placement results in a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits, of any currently employed employee (as of the date of the participation)

c. The placement impairs existing contracts for services or collective bargaining agreements. When a program or activity authorized under *Hire Colorado* would be inconsistent with a collective bargaining agreement, the appropriate labor organization and employer must provide written concurrence before the program or activity begins.

5. Sectarian Placements. Participants in a paid work experience must not be employed to carry out the construction, operation, or maintenance of any part of a facility (physical or virtual) that is intended for sectarian instruction or as a place for religious worship. Work experience placements are allowable in faith-based community organizations, as long as the participant does not engage in inherently religious activities, such as religious worship, instruction, or proselytizing.

In addition, participants should only be placed in faith-based organizations that do not discriminate against a person seeking help who is eligible for services. For example, a religious organization that runs an emergency shelter must not serve only persons of that faith and turn away others.

6. Web Resources Related to Workplace Guidelines. The following resources have helpful information on labor laws, OSHA, FLSA, Equal Opportunity, etc.:

www.dol.gov/esa/regs/compliance/whd/hrg.htm	USDOL Guide to FLSA
www.dol.gov/esa/WHD	USDOL Wage and Hour Division
www.opm.gov/flsa	Fair Labor Standards Act
http://www.dol.gov/oasam/programs/crc/	USDOL Civil Rights Center
http://www.eeoc.gov/	EEOC
http://www.eeoc.gov/types/sexual_harassment.html	Sexual Harassment Information
http://www.eeoc.gov/policy/docs/currentissues.html	EEOC Sexual Harassment Policy
http://www.coworkforce.com/dwc/	CDLE Workers Compensation
http://www.osha.gov/	OSHA

G. UNEMPLOYMENT INSURANCE (UI) BENEFITS AND WORK EXPERIENCE

Subsidized employment is not considered “employment” for the purposes of qualifying for UI benefits, even though the participant is receiving wages and is considered employed under FLSA. Therefore, participants who complete subsidized employment and subsequently then file for UI will not qualify for benefits on the basis of the subsidized work experience. Participants may be able to reopen an existing UI claim as long as there are benefits remaining on the claim and they left subsidized employment through no fault of their own.

Wages paid for subsidized employment are counted as earnings when a participant is currently on a UI claim, and both the number of hours worked and the amount of wages earned must be reported (wages must be reported when earned, not when paid). Claimants may not receive benefits for a week in which they work 32 hours or more or earn wages that are equal to or more than their weekly benefit amounts. If the participant works less than 32 hours a week and earns less than their weekly benefit amount, s/he may be entitled to partial benefits for that week. Please refer to the UI Claimant Handbook for additional information.

H. WORK EXPERIENCE AGREEMENTS/ CONTRACTS

Regions shall enter into written agreements with employers who provide subsidized employment opportunities for participants, similar to those used for OJT or WIA paid work experience. CDLE recommends that each region develop a work site supervisor's guide that includes information on worksite policies, sexual harassment, workplace safety, etc., and that each region provide a signed copy of the Agreement to all parties to ensure that the expectations are fully understood. At a minimum, the written agreements should include the following elements:

1. Names and contact information of all parties
2. Responsibilities and requirements of the participant, the worksite employer, and the WFC representative
3. Agreement Signatures and dates from site supervisor, participant and WFC representative
4. Encourage (but not require) ongoing employment following the completion of subsidized employment
5. Establish the rate of the wage subsidy for each position, and the duration of the subsidized employment
6. A statement informing the worksite that they are subject to a worksite evaluation or monitoring by the State (both CDLE and/or CDHS) and/or local representatives
7. Attest that:
 - a. No individuals are on layoff from the same or any substantially equivalent job within the company or organization, and
 - b. No existing regular employees were terminated to create the vacancy that will be filled by the program participant (§407(f) of the Deficit Reduction Act; §181 of the Workforce Investment Act; 20 CFR 667.270)
 - c. The employer will comply with all applicable state and federal labor laws
8. Names and titles of regular employees that are authorized to sign the time cards of the work experience or OJT participants.

I. DATA COLLECTION REQUIREMENTS

1. Program Enrollment. Participants enrolled into *Hire Colorado* should be entered into JobLink using the following program code:

HC: Hire Colorado

2. Subsidized Employment. Subsidized employment should be entered into JobLink using the following codes:

WE: Paid work experience

OJ: OJT

The amount spent on wages should be recorded in the cost field listed under the WE activity code in Joblink.

3. Supportive Services. Supportive services should be entered into JobLink using the appropriate codes.
4. Program Termination. Terminations should be entered into JobLink using the appropriate codes. If the participant exits the program because they obtained **unsubsidized** employment:

Manually enter all information regarding the unsubsidized employment on the termination screen (e.g. starting wage, employer information)

J. OUTCOMES AND PERFORMANCE MEASURES

1. The only performance measure for *Hire Colorado* is the total number of participants placed in subsidized employment (WE) or on-the-job training (OJT).
2. The Common Measures will only apply to participants who are co-enrolled in WIA.
3. Additional outcome data will be collected to establish a baseline in the event that funding is made available to continue the program, and to evaluate the overall effectiveness of the program.
4. CDLE and DHS will cooperate to report:
 - a. Total number of participants who avoid TANF assistance
 - b. Total number of participants who discontinue or avoid Supplemental Nutrition Assistance (SNAP)

K. FISCAL REQUIREMENTS AND BUDGET INFORMATION

1. *Hire Colorado* is a **cost reimbursable** grant. Regions shall be required to submit to CDLE an invoice at least monthly, accompanied by a completed, signed Cash Request form in order to receive payment for services provided under this grant. A copy of the VAX Expense Report with current expenditures identified shall serve as a sufficient form of an invoice. Regions have the option of submitting their invoices on a bi-weekly basis, on the first and third Monday of each month, if they notify CDLE in advance. CDLE shall then prepare and submit a consolidated invoice to DHS, and shall make payment to the regions based on the amount identified on the Cash Request form to the regions as soon as the consolidated invoice is processed.

Regions must retain all of the all original receipts, payroll slips, invoices, etc. for each request of payment and shall be prepared to submit these to the State (i.e., CDLE or DHS) upon request or make them available for review during CDLE and DHS monitoring visits.

2. **Allocations.** Initial regional allocations shall be provided through a Notice of Fund Availability (NFA) letter for expenditure through June 30, 2010. Additional funding shall

be provided, pending the JBC's budget appropriation for State Fiscal Year 2010-2011, for an additional three month period. Allocation amounts shall be based on an estimated number of participants for each workforce region.

3. Cost Categories. Workforce regions shall be required to track grant expenditures using the following cost categories:

- 10% Local Administration Costs
- Program and Operating Costs (exclusive of subsidized wages)
- Subsidized Employment Costs (subsidized wages)
- Supportive Services Costs

L. REPORTING REQUIREMENTS

1. Regions are required to submit program and financial reports to CDLE on a monthly and quarterly basis so it can be consolidated and reported to DHS (see Attachment 2, Sample Monthly/Quarterly Report).

2. Monthly Program Reports

- a. Regions must enter each month's data into JobLink by the 10th day of the following month, beginning in December to enable CDLE to pull the required JobLink (AS, CH and CS) for each region in a timely manner and prepare and submit a written narrative report with the following information:
 - i. Unduplicated number of work experience and OJT employers (based on the number of contracts)
 - (1) Month
 - (2) Cumulative
 - ii. Total number of participants
 - iii. Total Number of Participants in WE or OJ
 - (1) Month
 - (2) Cumulative
 - iv. Total number of applicants
 - (1) Month
 - (2) Cumulative
 - iv. Average wage at placement in work experience or OJT
 - v. Average subsidy amount
 - (1) Average cost per participant
 - (a) Calculate by dividing the total amount spent on subsidized employment by the total number of participants
 - (b) The amount spent on subsidized employment includes wages, staff time, etc.
 - (2) The percentage of the average cost per participant that was paid in wages
 - vi. Average number of hours participants worked, if data is available
 - vii. Success Stories and Challenges in program implementation and operation

3. Financial Reports:

- a. Monthly financial reports (i.e. VAX Expense Reports) are due by the 10th of the month, beginning in December 2009.
- b. Reports should include:
 - i. Total expenditures (monthly plus cumulative)
 - ii. Expenditures by category (monthly plus cumulative)
 - (1) Subsidized employment activity (subsidized wages)
 - (2) Non-recurrent short term benefits (i.e. supportive services paid by the grant)
 - (3) Administrative costs
 - (4) Program and Operating Costs

4. Final Report. The final report is due by August 10, 2010, and will include the following:

- a. Final cumulative program report
- b. Final cumulative financial report
- c. Number and percentage of participants who entered unsubsidized employment
- d. Average starting wage for unsubsidized employment
- e. Average cost per participant, with a description of the range of costs
- f. Narrative description of the services provided to participants
- g. Contact information for participating employers for evaluation and program improvement activities
- h. Qualitative description of subsidized employment placement activities, occupations, industries, and employment recruitment strategies.

M. MONITORING AND EVALUATION.

1. **Worksite monitoring.** Regions should actively monitor the worksite and activities described in the work experience agreement to ensure that the deliverables, performance, cost, and scheduled goals are being met by all parties.

Local regions may choose work sites in the public, private and non-profit sectors.

Local monitoring policies and procedures should be updated to include information on how the regions will monitor to the provisions of the subsidized employment agreements with the employer, participant, and the workforce center representative. In addition, local regions should ensure that the work place has policies on workplace safety and follows those guidelines. Procedures should also be in place to validate skill and competency attainments.

3. **Non-Performance of a Worksite.** Local regions should ensure that a process has been established to remove a work site that has exhibited a pattern of failure or has regularly not met their agreed upon requirements for the work experience participant. These procedures should include the local process to determine the following:

- a. Deficiencies or situations that occur within the work experience process
- b. What constitutes an employer “exhibiting a pattern of failure”
- c. Corrective action interventions to be used
- d. Circumstances under which immediate termination of an agreement will occur

A subsidized employment agreement may not be written with an employer who has previously demonstrated a previous “pattern of failure”, as defined by the local workforce board. Such failure may include failing to provide participants with continued employment and wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.

3. **Monitoring of Local Regions.** Both CDLE and DHS shall be involved in monitoring the Hire Colorado TANF Diversion Project operated by the local regions. Regions shall allow the State, both CDLE and DHS, to have access to program files, data, documentation, materials, invoices, and any other programmatic and/or administrative policies and procedural documents produced for use in operating Hire Colorado as part of on-going grant oversight and compliance with the provisions of this Program Guidance Letter.

V. IMPLEMENTATION DATE: Upon receipt

VI. INQUIRIES: If you have any questions regarding these procedures, please contact Marie Valenzuela at (303) 318-8811 or marie.valenzuela@state.co.us.

Clarke D. Becker, Director
Office of Workforce Development Programs

ATTACHMENTS

- 1 Sample Eligibility Form
- 2 Sample Monthly/Quarterly Report format

Hire Colorado Application

You are applying to participate in a subsidized employment program in partnership with the Colorado Departments of Human Services and Labor and Employment. Participation requires certain broad eligibility requirements. The information collected will be used specifically for determining eligibility to participate in this program. This information is kept strictly confidential and will not affect the level of services provided to you. Thank you for your cooperation.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Mailing Address Apartment/Unit #

City State ZIP Code

Phone: (____) _____ E-mail Address: _____

Birth Date: _____ Social Security No.: _____
(documentation required) (documentation required)

Please select one of the following regarding your Unemployment Insurance (UI) Benefits
(self attestation)

Exhausted UI Benefits UI Benefits will exhaust within sixty days

Residency in the United States (documentation required)

I am a citizen of the United States YES NO
 I can verify lawful presence in the United States, pursuant to state law. YES NO
 I am a Permanent Resident of the United States YES NO

Family Income (self attestation)

Less than \$75,000/year YES NO
 Greater than \$75,000/year YES NO

Family Information (self attestation)

of adults (18 and over) members in the household _____

of children (under age 18) in the household _____

of biological or legally adopted children (under age 18) who do not live in your household _____
 How did you hear about this opportunity?

Agency Friend Internet Professional Other, please specify: _____

Ethnicity

White Native Hawaiian/ Other Pacific Islander American Indian/ Alaskan Native
 Asian Black/African American
 Other: Please specify: _____

Race
 Hispanic Non-Hispanic

County of Residence: _____

Affidavit

I, _____, do hereby declare and represent the information provided above to be TRUE and CORRECT to the best of my knowledge on this date signed below.

Signature: _____ Date: _____

For Workforce Center Purposes Only:

- Application Signed by Applicant
- Services entered into Joblink (WE, other)
- Citizenship Documentation Collected
- Birth Date Documentation Collected
- Applicant Registered as Hire Colorado Participant in Joblink
- Worksite Identified
- Payroll Setup Scanned and Emailed to Finance
- All Documentation Scanned & Uploaded
- E Verify Reflected in Joblink by Finance (L0 Service)to Connecting Colorado

Attachment 2 – Sample Monthly/Quarterly Report

**Hire Colorado
Monthly/Quarterly Report**

Region:	Month:		
Type of Report (check one): <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly (<i>Reports submitted for March/June/Sept/Dec</i>)			
Factor	Current Month	Current Quarter	Cumulative (Program Start thru month end)
Total Number of Employers (<i>new and carry in</i>)			
Total Number of Participants (<i>new and carry in</i>)			
Total Number of Participants in WE or OJ (<i>new and carry in, active and termed</i>)			
Total Number of Applicants (<i>i.e. JobLink Applicant Status <u>plus</u> waiting for match or placement</i>)			
Average Subsidized Wage at Placement			
Average Subsidy Amount			
Average Amount per Case (Total Subsidized Employment ÷ Total # Participants)			
Average % of Wages			
Average # Hours Per Week			

Success Stories (optional)

Challenges (optional)

Instructions and Definitions:

Reports are due the 10th of each month, and should be submitted electronically. Reports submitted for March, June, September and December should include information for the entire quarter as well as for the month and cumulative.

Total Number of Employers: Unduplicated count of employers who provided subsidized employment opportunities (new & carry in)

Total Number of Participants: Unduplicated count of participants who participated in subsidized employment (new & carry in)

Average Subsidized Wage at Placement: Based on the wage entered for the participant when the WE or OJ service is entered

Average Subsidy Amount: Refers to all costs associated with subsidized employment, including wages and staff time. Data should be obtained from the monthly financial report cost categories

Average Amount per Case: Average amount of Hire Colorado funds spent per client under the Subsidized Employment cost category.

Average % of Wages: Percentage of costs for subsidized employment that were spent on participant wage subsidies

Average # Hours Per Week: Average number of hours worked based upon the number of hours entered when the WE or OJ service was entered in JobLink, divided by the number of participants