

KWP - SETP Initial Assessment Questionnaire

Section 1 - Client Information

Client Name	Sample Person	Today's Date	July 22, 2021
Case Number	201-65-1234	Referral Date	July 21, 2021
Address	123	Difference	2 days
City		State	
Zip Code		Phone Number	(123) 146-1587
Race	Other	Housing	Rent
Career Coach		Secondary Number	
Case Manager	SM	Case (SETP "C"=ABOD)	C
Birthday	1/1/2003	Email	
Marital Status	Single	Income	Employment + SNAP
Primary Language	English	Secondary Language	None
Family ID Type	Single Parent Female	Health Insurance	Medicaid
Family Size	3	Required Hours	20.00

Do you know why you have been called in to meet with me?  Yes  No

Section 2 - Recent JOBS

Employer	Position/Duties	Length at JOB	Reason for Leaving

Section 3 - Client Needs

What is your ideal job? \_\_\_\_\_

Do you have any skills that would help you obtain the above position? \_\_\_\_\_

How much longer on Program \_\_\_\_\_

When was the last time you applied for a job? \_\_\_\_\_

What was the job(s)? \_\_\_\_\_

List any barriers to work: \_\_\_\_\_

Education Level: \_\_\_\_\_

Criminal History \_\_\_\_\_

Felon? \_\_\_\_\_

Section 4 - Skills Inventory

- Are you comfortable with interviewing and completing an application?  Yes  No
- Do you have an updated resume?  Yes  No
- Do you have a job search network?  Yes  No
- Do you have a large gap in employment?  Yes  No
- Has most of your employment been with a single employer?  Yes  No
- Have you had steady employment in the past 12 to 24 months?  Yes  No
- Do you have any volunteer experience (past or current)?  Yes  No
- Has a medical issue prevented your re-employment?  Yes  No
- Do you believe a lack of work experience has prevented your re-employment.  Yes  No
- Are you comfortable with searching for jobs online?  Yes  No

Additional Comments:

Section 5 - The RIASEC Test

**Which Career pathway is right for you?**

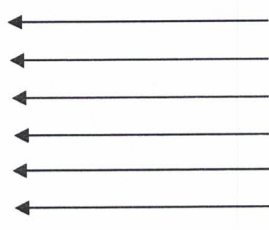
Follow these easy steps to see where your interests are. Read each statement. If you agree with the statement click it. There are no wrong answers.

- I like to work on cars
- I like to do puzzles
- I am a good at working independently
- I like to work in teams
- I set goals for myself
- I like to organize things
- I like to build things
- I like to read about art and music
- I like to have clear instructions to follow
- I like to influence people
- I like to do experiments
- I like to teach or train people
- I like trying to help people solve problems
- I like to take care of animals
- I would not mind working 8 hours a day in a office
- I like selling things
- I enjoy creative writing
- I enjoy science
- I am quick to take on new responsibilities
- I am interested in healing people
- I enjoy trying to figure how things work

**THE RIASEC TEST**

- I like to put things together
- I am a creative person
- I pay attention to details
- I like to do filing or typing
- I like to analyze things
- I like to play instruments or sing
- I enjoy learning about cultures
- I would like to start my own business
- I like to cook
- I like acting in plays
- I am a practical person
- I like working with numbers
- I like to get into discussions about issues
- I am good at keeping records
- I like to lead
- I like the outdoors
- I would like to work in a office
- I am good at math
- I like helping people
- I like to draw
- I like giving speeches

0
0
1
0
0
1



**R** →  
**I** →  
**A** →  
**S** →  
**E** →  
**C** →

0
0
0
1
0
0

Realistic - R	0	R - Realistic
Investigate - I	0	I - Investigate
Artistic - A	1	A - Artistic
Social - S	1	S - Social
Enterprising - E	0	E - Enterprising
Conventional - C	1	C - Conventional

My Interest Codes

Turn the page to see what this means

Comments:

Test

## Which Career Pathway is right for you?

Give this copy to client - Highlight Results

### RESULTS OF THE RIASEC TEST

#### R = Realistic

These people are often good at mechanical or athletic jobs. Good college majors for Realistic people are...

- Agriculture
- Health Assistant
- Computers
- Construction
- Mechanic/Machinist
- Engineering
- Food and Hospitality

##### Related Pathways

Natural Resources  
Health Services  
Industrial and Engineering  
Technology  
Arts and Communication

#### I = Investigative

These people like to watch, learn, analyze and solve problems. Good college majors for Investigative people are...

- Marine Biology
- Engineering
- Chemistry
- Zoology
- Medicine/Surgery
- Consumer Economics
- Psychology

##### Related Pathways

Health Services  
Business  
Public and Human Services  
Industrial and Engineering  
Technology

#### A = Artistic

These people like to work in unstructured situations where they can use their creativity. Good majors for Artistic people are...

- Communications
- Cosmetology
- Fine and Performing Arts
- Photography
- Radio and TV
- Interior Design
- Architecture

##### Related Pathways

Public and Human Services  
Arts and Communication

#### S = Social

These people like to work with other people, rather than things. Good college majors for Social people are...

- Counseling
- Nursing
- Physical Therapy
- Travel
- Advertising
- Public Relations
- Education

##### Related Pathways

Health Services  
Public and Human Services

#### E = Enterprising

These people like to work with others and enjoy persuading and performing. Good college majors for Enterprising people are:

- Fashion Merchandising
- Real Estate
- Marketing/Sales
- Law
- Political Science
- International Trade
- Banking/Finance

##### Related Pathways

Business  
Public and Human Services  
Arts and Communication

#### C = Conventional

These people are very detail oriented, organized and like to work with data. Good college majors for Conventional people are...

- Accounting
- Court Reporting
- Insurance
- Administration
- Medical Records
- Banking
- Data Processing

##### Related Pathways

Health Services  
Business  
Industrial and Engineering  
Technology

Section 6 – LMI Summary

Client Name \_\_\_\_\_ Sample Person \_\_\_\_\_ Today's Date July 22, 2021

Strengths	Opportunity for Growth

**LMI Summary:**

Section 7 – Employment Goals

Future Employment Goals To obtain a position in the field of Medical Billing and Coding by March 2022

Site Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Site Contact Name \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Contact Title \_\_\_\_\_ Email Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Start Site Date \_\_\_\_\_

Section 8 – 30/60/90 Action Plan

Action Plan/Comments:	Required Hours	Component	Days from Referral
Step 1 (First 30 days)	20.00	WEP	32 Days
Component Start Date	8/22/2021	30 Days	9/21/2021
Step 2 (First 60 Days)			
Component Start Date	9/21/2021	60 Days	10/21/2021
Step 3 (First 90 days)			
Component Start Date	10/21/2021	90 Days	11/20/2021
Step 4 (First 180 Months)			
Component Start Date	11/20/2021	180 Days	2/18/2022





## Appendix D

### 2022 Poverty and Living Wage Outcome Calculation

48 Contiguous States and D.C. Poverty Guidelines (Annual)

Hourly Wage \$  Enter the wage (each adult)

Number of Hours/Week  Enter the number of AVG hours per week

Adults  Enter number of adults

Children  enter number of children

Family Size

Hourly Wage Needed (+Poverty) \$

Poverty Outcome\*

Hourly Wage Needed (+LW) \$

Living Wage Outcome\*

Enter your expenses in Yellow.

Annual Expenses	Enter Totals	Per/MTH Totals	Benefits \$	
Food	\$ 1,800.00	\$ 150.00		SNAP
Child Care	\$ -	\$ -		CCAP
Medical	\$ 1,998.00	\$ 166.50		Medicaid
Housing	\$ 6,600.00	\$ 550.00		Assistance
Transportation (Car Payment, gas, repair)	\$ 4,800.00	\$ 400.00		Transportation Allowance
Other (Cell Phone, Credit Cards, etc)	\$ 6,000.00	\$ 500.00		TANF/Other
Required annual income before taxes	<b>\$ 21,198.00</b>	\$ 1,766.50	\$ -	
Breakeven Wage (from Expenses Above +20%)	\$ 12.74	(\$ 2.74)		
Living Wage (Per Adult)	\$ 34.85	(\$ 24.85)		
Poverty Wage (Family)	\$ 11.07	(\$ 1.07)		

# SNAP EMPLOYMENT & TRAINING CLIENT TESTIMONIALS

## Audubon Area Community Services Workforce Solutions and Training Department



### Donald Brewer

I began the SNAP Employment and Training program in August 2019. I had just been released from being incarcerated in May 2019. I made a few bad decisions and learned a lot from those lessons that life loves to teach.

I didn't have a car and I was homeless. My brother offered to let me to stay with him until I could get a job and save money for my own place. I applied for every benefit program I could qualify for to help me to rebuild my life. A close friend told me about the SNAP Employment and Training Program, so I applied for that program. A Career Coach, named Kasey called me for an appointment, and I met with her for my first appointment.

We discussed my skills and where I would want to volunteer. I began volunteering 80 hours a month at Roughout's Garage. My Career Coach, Kasey sent me weekly job listings and also gave me information on how to get my Driver's License. Meanwhile, I earned my Personal Effectiveness Skills (PES) Certificate while volunteering at Roughout's Garage. This recognized my dependability, my job performance, my teamwork, and my value to the Garage. During this time, I also succeeded in getting my Driver's License.

The career coach Kasey helped me apply for a job at Scott's Manufacturing and got the job! I worked all the hours I possibly could work and was happy someone would give me a change because of my background. And I saved as much money as I possibly could save. After saving my money for a few months, I was able to get my own apartment. After living in my own apartment for a few months, I was able to apply for a loan to purchase a car. I can proudly say that the SNAP Program has helped me rebuild my life.

### Lee Plemens

I have severe anxiety and am slightly autistic and was having trouble finding a job in the workforce. I was on SNAP benefits and began the SNAP E&T program. My career coach created a new resume for me, something I have never had. She then started sending me job leads that would interest me. My placement really helped me with my anxiety and being around a crowd. I knew then that I would be able to obtain a job and not let my barriers get in my way. My career coach helped me complete several applications and practiced mock interviews with me. I did get several job interviews and I was able to find a job that works for me.

### Emily Jarboe

I was a new high school graduate who didn't have any workforce experience. My family was on SNAP benefits, and I participated in the SNAP E&T program. I loved my placement and the atmosphere I was in. My career coach helped me with applying for jobs and practicing interviews, and it felt like I was actually in an interview. I was a new graduate with no work experience, but my career coach still created a resume with me, with my education, skills, and volunteering experience included. The SNAP E&T program prepared me for the workforce and taught me time management.

### Javier Alfonso

I participated in Work Experience Program and completed 20 hours a week at Ashmore Apartments working on janitorial and groundskeeping skills. My Career Coach assisted me with an updated resume and emailed me weekly job openings. She gave me job leads that I was interested in Groundskeeping and Maintenance Work. We communicated by phone regarding how to apply for jobs and walk-through attaching resumes to potential job opportunities. I was able to get a job in the Maintenance field.

### Andrea Blake

I am a current SNAP E&T participant. I am currently in the middle of a domestic violence situation. The SNAP E&T Program allows me to volunteer at a safe site and gain employment skills while keeping me safe until the domestic violence is resolved. I am grateful for this program and how my career coach assisted me with updating my resume, so I can apply for jobs when domestic violence is resolved.



## Organization Background, Qualifications, Performance History

Audubon Area Community Services, Inc. (AACS), headquartered in Owensboro, Kentucky, is a 1975 consolidation of two agencies - one based in Henderson, the other in Owensboro, both of which were founded in 1966. AACS is the largest of 23 Community Action Agencies serving the residents of Kentucky, operating more than a \$40 million budget, 600 employees, and 91 satellite offices in 34 communities. Community Action Agencies are federally designated entities originating from President Johnson's "War on Poverty". The mission of the agency, "Helping People, Changing Lives, and Building Communities" is focused on the premise that there exists no silver bullet to alleviate barriers to poverty for the low-income in the community, but rather efforts expended on the individual, family, and community fronts, with multiple supports support true change and success. Our agency vision is that no person in our area will struggle to meet their basic needs because of the constraints of poverty and that every person we serve has an opportunity to improve the quality of their life, through assistance like support and employment opportunities and assistance.

AACS is a private, nonprofit 501(c)(3) corporation governed by a tri-partite, 24-member Board of Directors, consisting of consumers of agency services, elected public officials from the service area served, and representatives from the private sector, including from local business, education, and other human services organizations. With 50 years of experience, AACS currently offers a broad continuum of human services targeting a 42-county service area in the Barren River, Green River, Pennyrite, Purchase, and Lincoln Trail regions. The primary priorities of AACS are to seek out, identify, and work toward mitigating the causes of poverty within the targeted regions; to make the community more responsive to the needs and interests of low-income and homeless individuals and families; to mobilize and maximize available resources, and to develop partnerships and systems that facilitate effective and efficient use of resources for improved economic and social outcomes for citizens.

AACS has successfully established numerous programs in partnership with like-minded institutions to provide seamless, comprehensive, and integrated services and supports that move individuals and families out of the cycle of poverty and homelessness and into greater self-sufficiency. Its current programs, which are vast and address multiple needs, impact more than 35,000 persons annually, including substance abuse recovery, Affordable Care Act enrollment, family preservation, and reunification, early childhood development, including vast Head Start and Early Head Start opportunities; child-care assistance, senior services, emergency food/shelter, affordable housing, weatherization, financial assistance for heating and energy costs, transportation, education supports, financial literacy, employment supports, work readiness, welfare-to-work, refugee services, and a vast array of case management delivery options.

The workforce programs provide a bridge to the Career Pathway approach to unsubsidized employment, by combining time-limited subsidized employment with a comprehensive set of services to help participants overcome barriers and build work-related skills.

Referral → Intake → Work Experience → Job Skill Training → On-the-job Training (subsidized) → Employment → Retention

Building additional skills or career advancement, updating, and helping with resumes, counseling them through barriers, develop and fine-tuning job searching so they can maintain employment stability. Our transitional job program gives participants the opportunity to gain valuable work experience, develop a work history, and earn a reference from an employer, which can be critical factors in securing unsubsidized employment.