

CAREER DEVELOPMENT PROGRAM

Policy

The Career Development Program operates on a fiscal year (October through September) and serves low-income Native Americans within the Osage Reservation (Osage County) by providing temporary employment and training activities. This program is designed to thoroughly develop the academic, occupational, and literacy skills of adult and youth participants.

Adult Services Eligibility Requirements

- Reside within the boundaries of the Osage Reservation (Osage County)
- Native American (evidenced by a membership card from a federally recognized tribe or CDIB)
- Household income may not exceed 200% of the Federal Poverty Guidelines
- For purposes of this program an adult is 18 years or older
- If applicable, male applicants must also register or be registered for the Selective Service

Applicants applying for Adult Services must also be one of the following:

- Unemployed; or
- Underemployed (an individual who is working part-time but desires full-time employment, or who is working in employment not commensurate with the individual's demonstrated level of education and/or skill achievement); or
- The recipient of a layoff notice which has taken effect in the last six months or will take effect in the following 6-month period, who is unlikely to return to a previous industry or occupation, and who is in need of retraining for either employment with another employer or for job retention with the current employer; or
- Employed but in need of employment and training services to obtain or retain employment that allows for self-sufficiency

Youth Services Eligibility Requirements

- Reside within the boundaries of the Osage Reservation (Osage County)
- Native American (evidenced by a membership card from a federally recognized tribe or CDIB)
- Household income may not exceed 200% of the Federal Poverty Guidelines
- Between the ages of 16 and 21
- If applicable, male applicants must also register or be registered for the Selective Service
- Youth participants 18 years or younger must be currently enrolled in high school or recently graduated

- Youth participants 18 years or younger must have met the standard attendance requirements mandated by the high school
- Valid driver's license or learners permit is preferred but not required

Preference Priority

The financial Assistance Department will exercise tribal preference and veteran preference in conjunction with the need level of each client. Preference and priority will be exercised in the following order:

Osage Preference priority method:

- Member of the Osage Nation must be included in the household
- Spouse or Parent of an Osage Nation member
- Member of a federally recognized tribe

Veteran Preference priority method:

- Disabled Osage Nation Member Veteran
- Member of the Osage Nation
- Disabled Veteran Parent or Spouse of Osage Member
- Veteran Parent or Spouse of Osage Member
- Disabled Veteran of a federally recognized tribe
- Veteran of a federally recognized tribe

Completed applications contain the following attachments:

- Copy of an Osage Nation membership card for Osage Preference, or a non-Osage tribal membership card or CDIB for each person in the household
- Copy of photo identification for each adult in the household
- Copy of Social Security cards for each person in the household
- Proof of residency (must include a current utility bill that is in the name of the applicant or certification of address)
- Income for each adult in the household for the past thirty days from date of application
- If applicable, Veterans must provide DD Form 214 - for purposes of benefit and services, a person who served in the active military service and who was discharged or released under conditions other than dishonorable is a veteran

Applications for Youth Services must also provide:

- Proof of age (Birth Certificate, State Identification Card, Driver's License, etc.)
- Proof of enrollment, standard attendance and current GPA (Letter from school official on official letterhead, report card, printout from Wengage.com etc.)

Application Procedure

- Applicants must submit a complete application to the Osage Nation Financial Assistance Department. Incomplete applications will not be accepted.

Complete applications will be processed within ten (10) business days from the application completion date and each applicant will receive an approval/denial letter via US mail or electronic mail.

- Applicants may be placed on a waiting list due to high volume of applicants and limited funding.
- Applicants will have (10) business days from date of denial to appeal decisions

Income

Applicants and each adult in the household must provide the following sources of income for past 30 days from the date of application:

- Wages (Net)
- Social Security Administration (SSA) excluding Medicare deduction
- Social Security Income Benefits (SSI)
- Retirement/Pension Benefits
- Self-Employment
- Rental Income
- Alimony
- Child Support
- Dividends and Interest
- Unemployment compensation
- Per capita payments, revenue sharing, etc.

ADULT CAREER SERVICES

Services will provide career development skills in preparation for adults to enter, reenter, or retain unsubsidized employment leading to self-sufficiency.

This program will provide On-the-job training in work-sites identified by the Employment & Training Coordinator. Training may not exceed 6 weeks cumulative or 240 hours (whichever is greater) and work-sites should provide full-time or part-time employment at the end of job training. Special projects are allowable but must be specific to the enhancement of career development of the participant. The amount of training hours will vary depending upon the project and can be extended with Director approval.

Adult Placement Procedure

Placement will be determined based upon available work-sites. As work-sites are identified the Employment & Training Coordinator will recommend participant placement based upon career assessment, current skill set, preference priority and past work ethics.

Participants cannot be placed at work-sites with direct family members that have the authority to directly or indirectly supervise the participant.

YOUTH SERVICES

The purpose of the youth service program is to provide supplemental employment and training and related services to eligible youth. Employment opportunities and other employment opportunities may be available throughout the school year.

The youth program will provide temporary job opportunities in work-sites identified by the Youth Coordinator. The number of weeks and number of slots available will be pre-determined pending funding availability. Five percent of the participants during a program year may not be low-income individuals provided they meet the Youth Services eligibility described above.

Selection Process

After the number of slots has been determined the following criteria will decide which order participants will be selected:

- Osage applicants with lower household income
- Osage Veteran households with lower household income
- Native American applicants with lower household income
- Osage households

Youth Placement Procedure

Placement will be determined based upon available work-sites. As work-sites are identified the Employment & Training and/or Youth Coordinator will recommend participant placement based upon participant interest, current skill set, preference priority and availability of work sites.

Participants may not be placed in work-sites with direct family members that have the authority to supervise the participant in any fashion.

Compensation

Participants will be paid on a bi-weekly basis and may not exceed 40 hours per week for Adult Career participants and may not exceed 40 hours per week for Youth Services participants. The hourly pay rate may not fall below the federal minimum wage rate and may exceed the Osage Nation minimum wage rate.

Work-sites

Participants will be placed in work-sites identified by the Employment and Training Coordinator and/or the Youth Coordinator. Adult Career work sites must be legitimate and offer potential long-term career opportunities. Work-site supervisors will sign an agreement, provide a job description and be responsible for monitoring hours worked. Supervisors are required to mentor and equip the participant with job skills necessary in becoming successful employees.

Employment Responsibilities

Participants are required to:

- Develop an Individual Self-Sufficiency Plan that tracks short and long-term goals. Goals may include employment and educational objectives
- Adult Service participants will complete a career assessment
- Drug Screen (Financial Assistance Drug Policy will be followed if test is positive)
- Finger printing and back ground checks on adult service participants if required for position
- Attend required trainings

Time Management Procedure

Participants are required to:

- Submit bi-weekly timesheets (fax, email, or hand deliver timesheets) Unless access to Paycom is available then time will be entered through that system
- Timesheets must be signed by both the participant and supervisor
- Follow timesheet procedure (Osage Nation pay schedule and due dates)
- Timesheets may not be altered
- Timesheets must be complete including dates, hours worked each day and totaled hours
- Timesheets that are not received on schedule will be processed the following payroll period

Timesheet Process

The following documents are required for processing:

- Form W-4
- Status Change Forms
- Timesheet

Supportive Services

If funding is available, supportive services may include, the following listed items. Commitment agreements are required for all supportive services.

- Required clothing necessary to perform job duties
- Required licensing necessary for potential full-time employment
- Related expenses necessary for potential full-time employment pre-approved by Director

Reasons for Termination

Participants may be terminated for the following reasons:

- Violation of the worksite attendance policy
- Not following confidentiality agreements

- Falsifying timesheets
- Insubordination
- Illegal drug use
- Intentionally misrepresents, conceals, or withholds a material fact for the purpose of establishing or maintaining eligibility.

Participants that have been terminated may not apply for Trade School services or Career Development services for one year beginning on date of termination.

TRAINING

Trainings will be provided to Adult Career Development and Youth Services participants and may include:

- Financial literacy (budget preparation, introduction into banking services and managing bank accounts, etc.)
- Resume building
- Application building
- Cultural classes
- Etiquette and dressing for success
- Basic life skills classes

Appeal Process

Participants that are terminated may appeal to the Director within ten days from the date of termination. The appeal will be reviewed and the final determination may be appealed to the Director of Operations within ten days of the determination date. The Director of Operations will make a determination within ten days. The determination of the Director of Operations is final.