

CHARLOTTE AREA FUND, INC. (CAF)
CSBG - SELF SUFFICIENCY PROJECT
July 1, 2010 – June 30, 2011

- **Individualized Assistance**
Each client is assigned to a personal case manager for both the Employment and Consumer Education components.
- **Assessment of Skill's Level**
Each client is assessed to determine his/her skill's level relevant to education, employment, managing money and nutrition goals.
- **Paid Job Readiness Training**
The pre-employment skills training consists of resume development, proper employment application completion, interviewing techniques, job retention strategies, etc. Each client who completes the 24 hours Job Readiness Training receives \$50 at the conclusion of the training.
- **On-site GED/ABE Instruction**
CAF in partnership with CPCC provides an on-site certified instructor who assists clients with preparations for the GED or basic education skills upgrade. CAF will sponsor clients who wish to attend CPCC for classes toward the achievement of a High School Diploma. Clients may receive \$10 for each verified comprehensive grade level completion if on ABE track (up to \$30.00 per client) and \$20 for exemplified proficiency on each state required test (up to \$100 per client).
- **Free Sponsorship of Specialized Skills Classes**
Computer Training Classes (Windows, WORD, Excel, PowerPoint and Internet) are provided at CAF free of charge to clients who meet the entry-level qualifications.
Short-Term Vocational Training (Less than one year), i.e. Certified Nurse's Aide, Pharmacy Technician, Hospital Unit Secretary, Customer Services, Human Resources Management classes are provided in cooperation with local certified training providers.
Apprenticeship Training provides 4 weeks of on-site training with area employers for short-term vocational training graduates to further enhance their training for applied learning as well as create an opportunity to attain immediate employment in the specific vocational area.
- **Paid Job Search Activity**
Each client who is assessed as job ready will be referred to appropriate employment opportunities. A \$3.00 stipend (maximum of \$30.00 per client) will be paid to the client for each verifiable job application attempt from which he/she returns the contact form to the case manager.
- **Paid Job Retention**
Clients who obtain full-time employment (at least 30 hours per week) at \$8.50 per hour or more and maintain the employment position for 90 days may receive a job retention stipend of \$25 for that quarter and each successive quarter (limit of four subsequent quarters \$100) that the full-time employment is consistently maintained at the prevailing/higher wage rate until self-sufficiency is achieved.
- **Limited Financial Assistance for Employment**
Clients may receive limited financial assistance with tools, transportation, work related clothing, and other work requirement cost.
- **Emergency Financial Assistance**
Enrolled Self-Sufficiency Project clients who are in crisis situations may receive limited financial assistance to alleviate current emergency situations. Emergency financial

CSBG - SELF SUFFICIENCY PROJECT (CON'T)

assistance is contingent upon a client's ability to maintain an independent status forward and is provided at the staff's discretion per written procedures. CAF may pay up to \$500 per family for clients who are delinquent in their rent due to crisis situations. Past due utilities such as gas, electricity, oil, etc. may be paid up to a maximum of \$300 per client. CAF may provide limited assistance with the purchase of prescription medicine, up to \$100 per client. Limited financial assistance for safe standard housing up to \$500 per family (first month's rent or deposit) may also be provided by CAF.

➤ **Counseling and Follow-up Assistance**

Each client receives continuous counseling throughout his or her training and employment search with CAF. In addition, once employment has been obtained, our case managers periodically follow-up with clients to inquire about their employment and offer additional assistance, as needed.

➤ **Money Management Training Sessions**

Staff provides money management sessions to teach clients how to better manage money and resources. The sessions also include consumer education, i.e. the best places to shop and save money, budget development, establishing credit, nutrition education, etc. As an incentive for participating in these activities, clients will receive a \$20.00 stipend for the successful completion of the 8 hours sessions.

➤ **Budget Counseling Sessions/Goal Setting**

Budget counseling sessions are available to individuals and families to assist with managing household resources to avoid crisis situations, reduce debt, realize a savings and possibly establish credit. Clients work with case managers to establish goals regarding their income, adopt family budgets, develop individualized plans, and locate resources toward the achievement of the goals. During the first three months, clients will receive a \$10.00 monthly stipend check for participating in scheduled budget counseling sessions.

➤ **Workshops**

CAF will sponsor workshops on various subjects relevant to life, social and safety skills, i.e. parenting skills, drug abuse, anger and stress management, wellness and health, food shopping on a budget, food preparation, etc.

➤ **Nutrition Assistance**

Clients who have completed the money management training may participate in the CAF Food Club. Each month eligible clients may receive donated food from the Second Harvest Food Bank of Metrolina through their participation in the CAF Self Sufficiency Project. Those clients with special dietary needs will be able to receive food vouchers to local grocery stores to purchase foods such as fruits and vegetables to meet their dietary needs. Other sources of food may also be provided through participation in the project.

PLEASE NOTE THAT ALL SERVICES/STIPENDS FOR PAYMENT ARE CONTINGENT UPON THE AVAILABILITY OF FUNDS.

CSBG - NUTRITION ASSISTANCE PROJECT

➤ **Emergency Food**

CAF will provide emergency food through the CAF Food Pantry to individuals who do not qualify for the Self Sufficiency Project due to inability to seek employment, but are in need. Food vouchers will also be available for individuals with restrictive diets to purchase foods from local grocers.