



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
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DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

MEMO

TO: Tony Dietsch, John Williams, Marilyn Rowe, and Jane Schockemoehl,
Iowa Workforce Development
Wayne Johnson and John Wiedemeier, Bureau of Refugee Services
DHS Regional Administrators, Benefit Payment Administrators, and
Service Administrators
DHS Area Administrators and Income Maintenance Supervisors

FROM: Deb Bingaman, Administrator, Division of Economic Assistance

SUBJECT: PROMISE JOBS MEMO #159 – Implementation of a Waiting List
for the On-the-Job Training Component

DATE: October 1, 2001

Due to the State's budget situation and the need to ensure that we manage our limited resources, it has become necessary to implement a waiting list for the PROMISE JOBS component, On-the-Job Training (OJT).

Effective immediately, participants may be enrolled in all PROMISE JOBS components except for the OJT component. If OJT is appropriate for a participant, place this participant on the waiting list as of the date a Family Investment Agreement (FIA) is signed. Participants on the OJT waiting list are expected to actively participate in PROMISE JOBS in accordance with their FIA.

Discontinue any negotiations to establish new OJT contracts immediately and amend FIAs as necessary. If a contract with the OJT employer has been signed, honor that contract regardless of the established beginning date. Do not proceed on any contract that is not signed.

Current OJT placements may continue for the life of the contract in existence. Do not renew or extend the duration of an OJT training period. Since OJT contracts are limited to a 6-month period of time, no OJT contracts should exist after March of 2002.

DHS will notify IWD/PROMISE JOBS when the waiting list can be lifted and the appropriate procedures to follow.

Please make this information available to PROMISE JOBS staff in each Service Delivery Region as quickly as possible. If you have questions, please contact DeAnn Barnhill by e-mail at dbarnhi@dhs.state.ia.us or by calling (515) 281-4607.

cc: Gloria Conrad

BCC: Tom McMorris, Children and Families, DHHS

Sally Titus Cunningham, Deputy Director for Field Operations

Bill Brand, Department of Human Rights, Division of Community
Action Agencies

Gloria Conrad, DeAnn Barnhill, Linda Mount, Shari Seivert, Beverly Zimmer,
Division of Economic Assistance

Diane Darnielle, Office of Field Support

Kate Walton, Legislative Liaison

Dave Engels, Jan Conrad, Research and Statistics

Charlotte Nelson, Commission on the Status of Women

Dianne Milobar, Diane Forrest, Jack Mustapha, Iowa Workforce Development

Sue Lerdal and Sam Leto, Legislative Fiscal Bureau

Legal Services of Iowa

Charles Palmer, Institute for Social and Economic Development

Circulate to DEA Staff

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