

CIRCULAR

Date: September 23, 2013

CIRCULAR NUMBER: EIA #2012-22 Revised

Alternate Program(s):

To: Community Social Service Supervisors - Winnipeg

Subject: Taking Charge (TC!)

Reference: 21.3.1 Child Care Transportation and Daily Care Costs

Type: Policy

Replaces: EIA circular #2012-22 Revised

Procedure

Rate

Information Only

Effective Date: Immediately

Revisions:

1. Deletion of Work Prep Language and Literacy Program
2. Self referrals – new process
3. Deletion of Attachments A, B and C

Note: some of the processes related to referral and approvals may be subject to change as the mandate for employment planning activities for EIA participants transfers to Employment Manitoba

The purpose of this circular is to update staff on changes to Taking Charge! (TC!) programming, new procedural information and referral processes.

Taking Charge! Inc. (TC!) continues to provide programming and services for:

- **single parents (females and males); AND**
- **women in all case categories (singles, childless, common-law, general assistance)**

with and without work expectations to help individuals achieve self-sufficiency and take charge of their lives. Participants attending TC! will now be expected to move towards employment or skill training within a two-year time frame.

Taking Charge! Programs:

Rediscovering Myself

A **four-week entry program** offered daily, Monday to Friday, with an objective to provide new TC! participants practical skills as well as an introduction to personal development, self-awareness, computer literacy and parental skills. This program follows the monthly orientation of new participants. Daily attendance is an expectation.

Taking Initiative!

A **program** that introduces participants to the benefits and expectations for positive and productive performance in the workplace; nurtures participant's self-confidence and self-awareness as they move forward into new social and employment roles; develops and refreshes information development and sharing skills, including technology skills, and basic numeracy skills in preparation for future employment or education; assists participants explore and plan their career goals and prepares them for further training and/or employment including resume and portfolio development. This program is **eight weeks in duration**.

Taking Charge! of Opportunities

A **seven-week introductory pre-employment program** intended to provide participants with an opportunity to explore personal growth and establish a daily routine. Participants are expected to attend daily classes, participate in discussions, and become more self-aware of their behaviour and their personal and career choices.

Paving the Way Program

An **eight-week program** focused on personal development, interpersonal skills, and learning foundations. This program is designed to prepare the participant for the personal, social, family and academic challenges of attending full-time adult education. The purpose of this program is to improve participants' quality of life and support their skills training and employment aspirations.

Taking Charge! of Academics

This on-site Literacy/Academic program will assist participants who are at a lower academic level to obtain their Mature Student High School Diploma. Taking Charge! of Academics provides a structured classroom setting with formal instruction and individualized assistance. Classes run five days per week from Sept to June.

Academic Upgrading / Mature Grade 12 Diploma

Participants can access various upgrading options. Programs ranging from lower academic upgrading to a mature grade 12 diploma are offered in partnership with, Winnipeg Adult Education Centre, Adult Learning Centres and the RRC Adult Learning Centre.

Taking Jobs!

Taking Jobs! Supports single parents and women to find meaningful employment. **Services offered under Taking Jobs!** are: Employment Counseling, Job Search Assistance, Resume/Cover Letter Preparation, Interview Skills, Networking Skills/Transferrable Skills Assessment; Computer Skills Enhancement, Internet Access, Faxing Services and job leads.

Work Experience Placements and Job Search Program

Work Experience Placement (*unpaid*) provides TC! participants with an individually planned and monitored work site placement. Work placements are designed and implemented to assist participants build skills in career exploration, career networks, employability skills, work related references and other self-marketing/job search skills.

Direct Marketing service provides one-on-one job marketing of TC! participants to paid employment for those who are work ready and need support with their job search.

Referral Guidelines:

When referring to Taking Charge! the applicant will:

- be ready, willing and able to attend a daily full-time program. If participants are dealing with any issues that would prevent daily and full participation (e.g. health, social, legal, language barriers, etc.), they should be supported in addressing these prior to participating at TC!
- be prepared to work with Taking Charge! to develop a career and/or employment plan
- successfully complete Taking Charge! comprehensive entrance assessment at the orientation
- have child care in place for school age or special needs children as only pre-school care is available on-site at TC!
- have explored daycare options within their own community - this may reduce wait times to be invited to an orientation. An invitation to an orientation coincides with availability of on-site daycare at TC!
- **have a goal to be ready to pursue employment or post-secondary education within two years**
- low literacy learners must be able to move through TC! within a 2 year period of time.

INVOLVEMENT WITH TC! WILL NOT START UNLESS THE CASE COORDINATOR PROVIDES AN APPROVAL.

1. Once accepted by TC!, participants will attend on-site appointments and daycare visits for the first month. They will then be scheduled into programming as per TC!'s assessment of their presenting and identified needs.
2. Within approximately four to six weeks, TC! will forward an Independence Plan with their recommendations for programming. Case Coordinators need to review the Independence Plan and advise TC! by e-mail within seven working days if they are in agreement with this plan.
3. TC! activities in-between sessions (e.g. workshops, Aztec, career cruising) are to be approved by the Case Coordinator and are to coincide with actions outlined in the Independence Plan.
4. **Please note:** Attendance and Progress reports are not required when a participant is involved with TC! TC! will contact the Case Coordinator directly if there are any

issues/updates or Case Coordinators can contact TC! to discuss a participant's progress etc.

Transportation, Miscellaneous Allowance and Child Care:

Transportation

1. TC! will issue bus tickets for the orientation, daycare visits and initial planning. Additional tickets to attend on-site activities and workshops for ongoing part-time and casual services and/or in between program sessions (on and off-site) are to be issued by the Case Coordinator for approved programming.
2. Transportation to attend off-site full-time academic upgrading at Adult Learning Centres in Winnipeg and on-site *Taking Charge! of Academics* is to be issued as cash by the Case Coordinator.
Note: There is a charge from Winnipeg Transit for the Winnipeg transit photo ID card. Case coordinators can issue this as one-time educational need of **\$3.10**.
3. Transportation to attend *Work Experience* and *Taking Jobs!* is to be issued as cash at the current **regular bus pass rate**.

Miscellaneous

\$25 miscellaneous using is to be added for all full-time programs only as follows:

Rediscovering Myself

1. Taking Charge! of Academics
2. Taking Initiative
3. Taking Charge! of Opportunities
4. Paving the Way
5. Adult Learning Centres in Winnipeg
6. Work Placement

Child Care

EIA will reimburse the \$1.00/day/child care expense to EIA participants attending on and off-site programs through the Taking Care! daycare or community daycare. Participants will need to submit daycare receipts monthly for reimbursement.

Please refer to 21.3.1 CHILD CARE TRANSPORTATION AND DAILY CARE COSTS when a child is in a Manitoba Child Care program and the parent needs to drop the child off prior to being involved in employment seeking activities or an education program with Taking Charge!