

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS



**Department of Labor and Training**

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## **WORKFORCE INVESTMENT NOTICE: 10 - 01**

**TO:** WORKFORCE INVESTMENT AREAS

**FROM:** David Tremblay, Acting Administrator-Workforce Investment Office

**SUBJECT:** Guidance on Job Seeker Hiring Process for Jobs Now RI

**DATE:** August 11, 2010

### **PURPOSE.**

To transmit Guidance on the process for hiring a qualified job seeker through the Jobs Now RI program.

### **BACKGROUND.**

Rhode Island has identified subsidized employment as a method of providing income support and work experience to eligible participants as well as providing Rhode Island employers with workers that they may not otherwise have been able to afford.

In conjunction with the two local workforce investment boards (LWIB), Workforce Solutions of Providence Cranston (PC) and the Workforce Partnership of Greater Rhode Island (GRI), the Department of Labor and Training (DLT) and the Department of Human Services (DHS) established a contracting process for the Jobs Now RI program to ensure that program funds are being expended appropriately.

### **ACTION REQUIRED.**

The LWIB will contact eligible employers and enter into a contract. This contract will not include the positions, only that the employer is in agreement with all provisions and program regulations.

Jobs Now RI Program Interviewers will access the database to see approved employers with approved job postings and begin to make referrals of qualified eligible applicants using the designated referral form.

Employer(s) will conduct interviews with applicant(s) and notify the LWIB of applicant status using the referral form that the applicant brings to the interview. Employers will return this referral form to the LWIB (either one-stop staff, administrative staff or both) once the interview is complete. The LWIB has the flexibility to decide who shall receive the referral information.

However, if staff from either LWIB receives a referral form from an employer whose contract is with the other LWIB, that staff person **MUST IMMEDIATELY** forward the referral form to the appropriate LWIB administrative office.

When a hiring decision has been made and the referral form has been received by the LWIB, employers will then enter into a contract **MODIFICATION** with designated LWIB. The new hire is not to begin work until this modification is signed and returned to the LWIB. The modification will include:

- Specific info about the employee to be hired
- The wage, # of weeks and amount of the subsidy
- The total amount of the contract

This process must be followed in all situations, specifically:

- GRI clients under GRI modification
- PC clients under PC modification
- GRI clients under a PC modification
- PC clients under a GRI modification

Local WIB staff will update both the employer and employee side of the database. The job will show as “filled” and the job seeker page will show the job number of which they were hired.

## **INQUIRIES.**

Questions on this WIN should be addressed to David Tremblay at 462-8812 ([dtremblay@dlt.ri.gov](mailto:dtremblay@dlt.ri.gov)) or Mavis McGetrick at 462-8791 ([mmcgetrick@dlt.state.ri.us](mailto:mmcgetrick@dlt.state.ri.us)).