

- If the weather is bad, listen to the radio or watch your local TV news station for a listing of closings or call your JFES case manager to see if your scheduled activity has been affected.
- If you need to miss work due to a medical appointment or family emergency be sure to discuss this with your employer and JFES case manager before doing so.



Working and Your TFA Benefits:

Helpful Tips for Jobs First Employment Services (JFES) Participants

Quitting Your Job May Cost You Benefits

It you have a job and are considering to voluntarily quit or reduce your work hours, please discuss with your JFES case manager **before** you make your final decision.

In some situations it may be acceptable to quit a job to accept a better job.

Remember that it is always a good idea to find another job before you quit the one you have.

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Jobs First Employment Services

The Jobs First Employment Services (JFES) program provides employment services to time-limited recipients of Temporary Family Assistance (TFA), the state cash assistance program for needy families. TFA is provided to families who are determined eligible by the Connecticut Department of Social Services (DSS).

During the first JFES appointment with a JFES case manager, participants receive an employment assessment and an employment plan. Employment plans are individualized and are based on each participant's skills, abilities, work experience, education level, aptitudes, and interests.

JFES employment plan activities may include job search assistance, vocational education, subsidized employment, adult basic education and/or employment-related support services such as transportation and child care assistance. Other support services such as home based and disability assessment services may also be provided.

Following the Rules

There are important JFES rules participants must follow in order to keep the Temporary Family Assistance (TFA) cash benefits.

JFES participants are required to secure legitimate employment where the work is reported by the employer and avoid "under the table" employment. If the employment is not legitimate the participant is required to obtain another job. Disadvantages of "under the table" employment include the lack of access to:

- Unemployment insurance benefits in the event of a layoff
- Workers compensation benefits in the event of an injury
- Establishing Social Security quarterly earnings
- Employer sponsored pension plans
- Employer sponsored insurance and medical plans
- Earned Income Tax Credits (EITC)

Once you find a job, it is important to use good work habits in order to retain it. If you have a part-time job, which allows you to remain on benefits, you will be asked to continue to look for full time work. Quitting, getting fired or reducing hours without good cause may affect your benefits.

What is Good Cause?

Good cause means there are circumstances **beyond your control** that **reasonably prevent** you from complying with a JFES requirement. When good cause is considered, it is determined if circumstances beyond your control prevented you from doing what was assigned in your employment plan.

Even if good cause exists, there are certain procedures you need to follow to avoid a penalty.

- If you cannot attend your assigned activity, **call or e-mail your JFES case manager and explain why you cannot attend and reschedule your appointment.** Make sure you attend the rescheduled activity.

- In addition to having reliable child care you should have back-up child care in place. A list of child care providers is available by calling 2-1-1 or by visiting <http://search.211childcare.org>.
- You will be required to attend your scheduled activities during school vacations and breaks. Therefore, it is important to look for a program that your child can attend during school vacations. Often, the YMCA or YWCA has vacation programs for children. Your child's school may also help you find a program.
- If your car breaks down or you no longer have a ride, you should have a back-up plan for transportation. If you live on a bus line, you should take the bus. Be sure to take a bus that will get you to your appointments on time. Always call ahead if you will be late.

