

KARUKTRIBE

**NATIVE EMPLOYMENT WORKS (N.E.W.) PROGRAM
PLAN**

FY 2023-2025

For the period July 1, 2022 to June 2025

TABLE OF CONTENTS

AUTHORIZING RESOLUTION

Resolution 22-R-079

PROGRAM ADMINISTRATION

I.	AUTHORITY	1
II.	PERIOD COVERED BY THIS PLAN	1
III.	SERVICE AREA	1
IV.	SERVICE POPULATION/ELIGIBILITY	1
V.	PROGRAM COORDINATION	1
VI.	ACTIVITIES AND SERVICES PROVIDED	2
VII.	SUPPORTIVE AND JOB RETENTION SERVICES	4
VIII.	PROGRAM GOALS	4
IX.	PROGRAM OUTCOMES	4
X.	APPEAL RIGHTS AND PROCESS	4

CERTIFICATIONS AND ASSURANCES ATTACHMENTS

ATTACHMENT A- Assurances - Non-Construction Programs

PROGRAM ADMINISTRATION

I. AUTHORITY

- a. Public Law 104-193, section 42(a)(2) the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) authorizes Indian Tribes to administer and operate their own Native Employment Works program (N.E.W.)
- b. The Karuk Tribe will administer the N.E.W. Program through the tribal TANF department.

II. PERIOD COVERED BY THIS PLAN

This covers the operation of the KTTP for a three (3) year period beginning July 1, 2022 and ending June 30, 2025.

III. SERVICE AREA- The N.E.W. Program service area is as follows:

The Bureau of Indian Affairs (BIA) designated service area of Siskiyou and Humboldt County.

IV. SERVICE POPULATION/ELIGIBILITY

The population eligible for services under the N.E.W. Program is working poor and unemployed members and their lineal descendants of the Karuk Tribe.

1. The working poor are working people whose incomes fall below a given poverty line due to lack of work hours and/or low wages. Largely because they are earning such low wages, the working poor face numerous obstacles that make it difficult for many of them to find and keep a job, save up money, and maintain a sense of self-worth.
2. Unemployed is an adult without a paid job but available to work.
3. The priority for services is as follows:
 - a. Eligible working/unemployed single mothers.
 - b. Eligible unemployed single fathers.
 - c. Unemployed persons participating in the Karuk Tribe's General Assistance (GA) program.
 - d. At-risk youth ages 16 to 24 ("at-risk" is defined as, youth who's grade point is below 2.5).
 - e. All other eligible tribal persons.
4. If an individual is deemed "not eligible" for the N.E.W. program see section X.

V. PROGRAM COORDINATION

TANF will assist and coordinate N.E.W. Services by utilizing the existing TANF program and other tribal entities within the Karuk Tribe. In addition, N.E.W. will coordinate **with** other agencies, educational institutions, organizations, and entities will be coordinated as is determined by the needs of the N.E.W. Participant.

Through the initial orientation and intake process, N.E.W. Participants will undergo an assessment of their current skills and educational/ employment needs. The client will participate in the development of their ISP plan.

The N.E.W. Participants will participate in the appropriate N.E.W. Services and will be referred to other programs as necessary and begin their journey toward unsubsidized employment and self-sufficiency. N.E.W. Participants will be tracked their progress through their ISP plan and will meet with the N.E.W. Program administrator to ensure follow up and

implementation of their case plan.

Listed below are the programs and entities that provide wrap-around activities and services and who participate in the Karuk Tribe's Ya Pa'Anav committee:

- a. (TANF) Temporary Assistance for Needy Families - Federal/State funded - Jointly exchange/referral client information; provide training, job readiness activities, job retention activities, job placement activities, job supportive activities; and exchange information.
- b. (TERO) Tribal Employment Rights Office - Tribal funded - Jointly exchange/refer client information; advertise information on available activities, services and job opportunities. Convene workforce development meetings to ensure coordination; provide trainings, job readiness activities, job supportive and job retention services and exchange information.
- c. (CCDF) Child Care Program - Federal funded - Jointly exchange/refer clients; provide childcare subsidy and exchange information.
- d. (HS) Karuk Tribe Head Start - Federal funded - Jointly exchange/refer clients; provide job placements, training; and exchange information.
- e. (LIAP) Low Income Assistance Program - Federal/State funded - Jointly exchange/refer clients; application assistance; energy assistance; health & safety, and exchange information.
- f. (KTHA) Karuk Tribal Housing Authority - Federal/State Funded - Jointly exchange/refer clients, exchange information, and housing assistance.
- g. (CFS) Child & Families - Federally Funded - Jointly exchange/refer clients, exchange information, provide social, substance abuse and mental health services.
- h. (KSUDP) Karuk Substance Use Disorder Program - Federally Funded - Provides in- patient and out-patient services.
- i. (PIKYAV) Program (Domestic Violence) - Jointly exchange/refer clients, exchange information for domestic violence services
- j. (NCIDC) Northern California Indian Development Corporation - Private and Federal funded - Jointly exchange/refer clients; provide job readiness and job search; provide training; and exchange information
- k. (DNR) Department of Natural Resources - Environmental Workforce Development & Internships Division
- l. (STEP) Siskiyou Training Employment Program - State Funded - Employment and Training opportunities; and exchange information.
- m. (COS) College of the Siskiyou- a partner with the Karuk Community Computer Center 1 - Provide education and training assistance, as needed

VI. ACTIVITIES AND SERVICES PROVIDED.

Through coordination between the N.E.W. program and the above listed internal tribal programs, as well as, external educational/training/employment programs, participants will receive assistance with job and career counseling.

The participants will develop an Individual employability plan (IEP) with the manager to assist them in moving towards client self-sufficiency.

Based on the participant's IEP and availability of programs funds, the following activities

include, but are not limited:

- ABE remedial education (Remedial education (also known as developmental education, basic skills education, compensatory education, preparatory education, and academic upgrading) is signed to assist students in order to achieve expected competencies in core academic skills such as literacy and numeracy).
- GED pre/post testing, enrollment and completion (A program of education, as in some liberal-arts colleges and secondary schools, intended to develop students as personalities rather than trained specialists and to transmit a common cultural heritage).

Alternative Education (an educational program or system that is separate from a mainstream educational program or system and that is designed especially for students with academic or behavioral difficulties).

Job skills Vocational Training (Vocational education is education that prepares people to work in a trade, in a craft, as a technician, or in support roles in professions such as engineering, accountancy, nursing, medicine, architecture, or law. Craft vocations, are usually based on manual or practical activities and are traditionally non-academic but related to a specific trade or occupation).

Post-Secondary Education (A post-secondary degree is a degree obtained from a post-secondary institution, which is an institution that offers schooling after secondary school resulting in an associate, bachelor's or other more advanced degree).

Job Readiness/ On-the-Job training/Job/Employment readiness is defined as being able, with little or no outside help, to find, acquire, and keep an appropriate job as well as to be able to manage transitions to new jobs as needed. Job readiness focus on developing skills in job searching, interviewing and keeping a new job. Job Search (The act of searching for employment. A job search is performed, when an individual is either unemployed or dissatisfied with their current position).

On-the-Job training (is a technique wherein the workers, i.e., operative staff is given the direct instructions to perform their jobs on the actual work floor. The workers can learn the skills that are required to be performed in the actual work conditions and also gets accustomed to the working environment).

Job development and placement /Job/Individual development is a process by which an employee at a company improves upon his or her skills and learns new abilities that are typically applicable within the workplace. One of the simplest and most common forms of this type of development is basic training in which a person learns information that he or she needs to perform a job well.

Job/Individual placement is a service that educational institutions, employment agencies and recruiters offer to help individuals find work. Examples of placement programs include a university helping students find internships and practice interviewing, an employment agency offering vocational counseling and job leads to job seekers, and the military helping prepare soldiers for suitable careers during and after their service. Depending on where you receive placement services, the program may be free, or you may be responsible to pay for some or all of the cost.

Job shadowing (Job shadowing is effective for any job in which the seeing is more graphic than the telling, or when the seeing is an important component of the learning. When job shadowing, the individual sees the actual performance of the job in action).

- Work experience/Work experience is any experience that a person gains while working in a specific field or occupation, but the expression is widely used to mean a type of volunteer work that is commonly intended for young people - often students - to get a feel for professional working environments. The American equivalent term is internship. (In the public and private sector - Types of work experience include; short-term work experience, on-the-job training, job shadowing and community service).

VII. SUPPORTIVE AND JOB RETENTION SERVICES

The supportive and job retention services provided include, but are not limited to.

- a. Transportation (e.g., bus passes, payments for gasoline purchase, car repair).
- b. Clothing, uniforms, shoes/boots, and tools/gear needed for educational, training or employment.
- c. Medical/optical/dental services (etc., eye exams and purchase of eyeglasses, driver medical certification).
- d. Career/job/life counseling services (e.g., "World of work" workshops, financial budgeting training, family wellness classes)
- e. Assistance for education, training, work activities or for employment (e.g. books fees, driver's license fees, professional occupational license or permit fees, housing) necessary for the participant to obtain or retain work.

VIII. PROGRAM GOALS

The overall goals of the N.E.W. Program are:

- a. Assist unemployed persons to gain and retain employment to become self-sufficient.
- b. Provide training, education and work experience activities that prepare clients for work.
- c. Provide workshop activities to engage clients to become job ready.
- d. Provide supportive and job retention services and activities that enable clients to prepare for and obtain employment.

IX. PROGRAM OUTCOMES

Outcomes used to determine the extent to which the N.E.W. outcomes achieved each year:

- a. 100% N.E.W. Clients will be assessed for employability based on their skill and needs. N.E.W. Participants will receive job counseling, career counseling and will assist in the development of their case plan.
- b. 20% N.E.W. Clients will successfully complete job readiness workshops, vocational training, on-the-job training and/or work experience.
- c. 10% N.E.W. Clients will obtain unsubsidized employment.

X. APPEAL RIGHTS AND PROCESS

The N.E.W. Program will follow the appeal process as described below for any participant who received a notice of adverse action 10 business days prior to the on-set of the action.

The N.E.W. Program will apply the following dispute resolution process for all individuals who file an appeal a N.E.W. Program decision to deny, reduce, suspend or terminate N.E.W. assistance.

Application process - The appeal must be writing for any participant who received a notice of adverse action.

Adverse actions may be appealed. All appeals must be submitted in writing to the N.E.W. program manager within 10 business days of receiving a notice of adverse action. The N.E.W. program manager will notify the individual in writing within 10 business days of his/her decision.

The individual may further appeal the decision to the KTCP Executive Director within 10

business days of receiving the N.E.W. program manager's decision. The KTTTP Executive Director will make a decision and notify the individual within 10 business days of receiving the individuals appeal.

The individual can further appeal the KTTTP Executive Director's decision to the Tribal Council within 10 business days of receiving the KTTTP Executive Director's decision. The council will set up a date and time to hear the individuals appeal. The Tribal Council's decision shall be final.

CERTIFICATIONS/ASSURANCES

See Attachments

I. AUTHORIZED SIGNATURE

Submitted as Authorized:

Chairman Signature _____ Date _____