

## Community Jobs Re-enrollment Checklist

Please answer the following questions to determine if the CJ program is appropriate for the participant:

| Question   | Note   |
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| Is the TANF grant open?  | The TANF grant must be open.   |
| Is the participant employed?   | The participant cannot be employed in an unsubsidized job unless hours are minimal and career progression is unlikely.   |
| Did you review the CE?   | The CE should thoroughly be reviewed to identify possible barriers that should be addressed. Goals for full time education within six months cannot be supported by the CJ program.  |
| Has the participant completed twelve weeks of Career Scope activities? | If the participant has completed a CJ program and was referred to Career Scope, s/he should have completed this activity. If s/he did, determine whether another CJ program would benefit the participant. If s/he didn't complete the Career Scope activity (refer back, crisis, etc), determine whether the CJ program is appropriate now. |
| Did you review the Component History?                                  | The Component History should be reviewed to look at patterns and refer backs to identify why previous CJ programs were not completed and determine if the CJ program is appropriate now.   |