Department of Public Health and Human Services	**SECTION:** PROGRAM DESCRIPTION
WoRC GUIDELINES MANUAL	**SUBJECT:** Job Skills Training

Reference: 45 CFR 261.30-.36 & .70; ARM 37.78.103, .206; .216; .801. .806, and .807; TANF 701-3

CODING: JOB SKILLS TRAINING (JST)

Job Skills Training means training and education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. It is a **secondary** activity.

►Job Skills Training activities are varied and may include:

- Customized training to meet the needs of a specific employer or general training that prepares an individual for employment;
- Training or classes needed for a specific occupation or job.
- Literacy/language instruction needed for a specific job.
- Internship or Practicum phase of Short Term Training when appropriate.
- ►Study time: One hour of unsupervised study time is allowable for every hour of class or lab time.

VERIFICATION:
Job Skills Training must be supervised on an ongoing basis no less frequently than daily; this is by the class instructor. The instructor would then sign off on weekly/monthly documentation as needed to verify the participant's attendance at any Job Skills Training directly related to employment. Acceptable documentation include copies of class/workshop attendance records, time sheets signed by the instructor, collateral contact with a referral service provider documented in the case notes, or other comparable documentation.