

Work Ready-qualifying Work Activities Include:

- Job-keeping skills workshops
- ABE/GED/ESL classes
- Vocational education
- Community service (unpaid)
- Paid work experience (minimum wage)
- Employment (market wage)

EARN

McKeesport
345 5th Avenue
McKeesport, PA 15132
412-673-5300 x 251

Downtown Pittsburgh
4333 Forbes Avenue, 2nd floor
Pittsburgh, PA 15222
412-765-1280

Wilkesburg
807 Wallace Avenue, 4th floor
Wilkesburg, PA 15221
412-350-3435

Work Ready

Life's Work of Western PA
1323 Forbes Avenue
Pittsburgh, PA 15219
412-471-2600

DHS is

responsible for providing and administering publicly funded human services to Allegheny County residents.

DHS Principles

All services will be:

- High quality, comprehensive and accessible.
- Individualized and designed to be respectful of the unique cultural characteristics of each individual and/or community.
- Integrated and offered through a team approach that recognizes the capacity of individuals and families to identify their own strengths, needs and goals; create relationships and natural supports; and take steps necessary to accomplish these goals.



Department of Human Services
One Smithfield Street, 2nd Floor
Pittsburgh, PA 15222
412-350-2440

Rich Fitzgerald

Allegheny County Executive

Marc Cherna

DHS Director

Patricia L. Valentine

DHS Executive Deputy Director
for Integrated Program Services

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Allegheny
County
& Pennsylvania
Department of
Human Services
(PA DHS)

EARN/ Work Ready Programs

AS A JOB SEEKER,
the EARN/Work Ready Programs will
help you develop work-ready skills &
increase your earning abilities.



BUILD A STRONG FOUNDATION FOR YOUR NEW FUTURE

EARN

As a TANF recipient, you will sign an Agreement of Mutual Responsibility (AMR) where you agree to:

- Do 20 to 30 hours per week of EARN-eligible work activities if you are a single head-of-household, or
- Do a combined household total of 55 hours per week of EARN-eligible work activities if you live in a two-parent household and
- Work toward getting and holding a job.

The EARN program will support your AMR by making eligible work activities available that help you to get and keep a job.

If you do not meet the work-activity requirement, you and your family could eventually lose all of your TANF benefits.

The EARN Process

- Speak with your PA DHS caseworker and get a referral to the EARN program
- Sign up for an orientation at one of the three EARN Centers
- Go to the EARN orientation to learn about what your options are
- Decide what your employment goals are
- Discuss your goals and come up with a plan to reach them with the help of the EARN staff
- Follow through on your plan by meeting work activity requirements and improving your knowledge and skills at the same time
- Get job coached about how to get and hold a paying job
- Land a job that's right for you and EARN more than TANF pays

EARN-eligible Work Activities include: Job Readiness workshops

- Learn how to search for a job
- Learn how to prepare for a job interview
- Learn what employers expect from their employees

GED/ABE/ESL classes

- Learn what you need to pass the GED test up to age 22
- Refresh your skills with Adult Basic Education classes
- Improve your English skills with English as a Second Language classes

Educational training

- Learn a trade or vocational skills

Community Service (unpaid)

- Get on-the-job experience working in your community

Paid Work Experience (minimum wage)

- Work at a paying job while you learn more about your skills and interests

Employment (market wage)

- Put your skills and work ethic to work for you and EARN more than TANF pays

Work Ready

Work Ready is designed to help TANF recipients who are enrolled in a training program or who may have multiple challenges keeping them from fulfilling the requirements of the EARN program.

The Work Ready Process

- Realize that you are unable to meet your minimum EARN work activity hours because you are currently enrolled in a vocational training program, or you are challenged by mental health concerns, substance abuse, a temporary physical ailment or third-trimester pregnancy
- Talk with your PA DHS caseworker about lowering your minimum work-activity hours on your Agreement of Mutual Responsibility (AMR)
- Take your medical assessment form to your doctor for treatment plan(s) and his/her signature
- Get a referral to the Work Ready program
- Take up to one year to remediate challenges and become job ready
- Enter the EARN program and/or an approved PA DHS activity
- If appropriate, assist in completing paper work for SSI