

CHARLOTTE AREA FUND, INC. (CAF)
Community Services Block Grant Projects
July 1, 2012 – June 30, 2013

SELF SUFFICIENCY PROJECT

- **Individualized Assistance**
Each client is assigned to a personal case manager for both the Employment and Consumer Education components.
- **Assessment of Skill Level**
Each client is assessed to determine his/her skill level relevant to education, employment, managing money and nutrition goals.
- **Paid Job Readiness Training**
The pre-employment skills training consists of resume development, proper employment application completion, interviewing techniques, job retention strategies, etc. Each client who attends 90% and completes at least 24 hours of Job Readiness Training receives \$50 at the conclusion of the training.
- **On-site GED/ABE Instruction**
CAF, in partnership with CPCC, provides an on-site certified instructor who assists clients with preparations for the GED or basic education skills upgrade. CAF will sponsor clients who wish to attend CPCC for classes toward the achievement of a High School Diploma. Clients may receive \$10 for each verified comprehensive grade level attainment if on an ABE track (up to \$30.00 per client) and \$20 for exemplified proficiency on each state required test (up to \$100 per client).
- **Sponsorship of Specialized Skills Classes, Apprenticeships & Internships**
Computer Training Classes (Windows, WORD, Excel, PowerPoint and Internet) are provided at CAF free to clients who meet the entry-level qualifications.
Short-Term Vocational Training (Less than one year), i.e. Certified Nurse's Aide, Pharmacy Technician, Customer Services, Human Resources Management classes, are provided in cooperation with local certified training providers.
Apprenticeship Training consists of on-site training with area employers to further enhance employability skills as well as create an opportunity to attain employment. Apprentices work 40 hours per week for 4 weeks and earn a stipend of up to \$10 per hour.
Internship Training provides participants with up to 5 hours per day of on-site training with area employers to provide hands-on skill building within a specific vocational area for up to 8 weeks. This training offers a stipend of approximately \$50 per week.
Unfortunately, there is not a training slot for every client. Selections for trainings are at the discretion of the Case Manager and restricted to those who meet entry level qualifications.
ITED (Independence Through Entrepreneurial Development), assists participants who have a desire to become entrepreneurs with gaining the skills and abilities necessary to become successful business owners. Trainings and/or classes will focus on such topics as business plan development, accounting, marketing strategies and sales forecasts.
 - **Approval of training is contingent upon client assessment, vendor requirements and case manager discretion.**
- **Paid Interview Verification**
Each client who is assessed as job ready will be referred to appropriate employment opportunities. A \$10.00 stipend (maximum of \$30.00 per client) may be paid to the client for each verified interview with feedback to the case manager from interviewer.

➤ **Limited Financial Assistance for Employment**

Clients may receive limited financial assistance with tools, transportation, work related clothing, and other work requirement cost.

➤ **Emergency Financial Assistance**

Enrolled Self-Sufficiency Project clients who are in crisis situations may receive limited financial assistance to alleviate current emergency situations. Emergency financial assistance, which is contingent upon a client's ability to maintain an independent status forward, is at the staff's discretion to award per written procedures. CAF may pay up to \$500 per family for clients who are delinquent in their rent due to crisis situations. Past due utilities such as gas, electricity, oil, etc. may be paid up to a maximum of \$200 per client. CAF may provide limited assistance with the purchase of prescription medicine, up to \$25 per client.

➤ **Counseling and Follow-up Assistance**

Each client receives continuous counseling throughout his or her training and employment search with CAF. In addition, once employment has been obtained, our case managers periodically follow-up with clients to inquire about their employment and offer additional assistance, as needed.

➤ **Money Management Training Sessions**

Staff provides money management sessions to teach clients how to better manage money and resources. The sessions also include consumer education, i.e. the best places to shop and save money, budget development, establishing credit, nutrition education, etc. As an incentive for participating in these activities, clients may receive a \$25.00 stipend for the successful completion of the 12 hours sessions (11 hours MM + 1 hour for Nutrition).

➤ **Budget Counseling Sessions/Goal Setting**

Budget counseling sessions are available to individuals and families to assist with managing household resources to avoid crisis situations, reduce debt, realize a savings and possibly establish credit. Clients work with case managers to establish goals regarding their income, adopt family budgets, develop individualized plans, and locate resources toward the achievement of the goals. During the first six months, clients may receive a \$10.00 monthly stipend check for participating in scheduled budget counseling sessions.

➤ **Nutrition Assistance**

Clients who have completed the money management training may participate in the CAF Food Club. Each month eligible clients may receive donated food from the Second Harvest Food Bank of Metrolina through their participation in the CAF Self Sufficiency Project. Those clients with special dietary needs may be able to receive food vouchers to local grocery stores to purchase foods such as fruits and vegetables to meet their dietary needs.

NUTRITION ASSISTANCE PROJECT

➤ **Emergency Food**

CAF will provide emergency food through the CAF Food Pantry to individuals who do not qualify for the Self Sufficiency Project due to inability to seek employment, but are in need. Food vouchers may also be available for individuals with restrictive diets to purchase foods from local grocers.

PLEASE NOTE THAT ALL SERVICES/STIPENDS FOR PAYMENT ARE CONTINGENT UPON THE AVAILABILITY OF FUNDS.