



S.T.R.I.V.E

Steps Towards Responsibility and Independence through
Volunteering and Employment

Funded by the Florida Agency of Workforce Innovation through the Polk County
Workforce Development Board



An equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY (via the Florida Relay Service) 711.
Member Employ Florida



Polk Works One Stop Center

TTY: (via the Florida Relay System) 711

Lakeland Main

309 North Ingraham Ave

Lakeland, FL 33801

(863) 508-1100

(863) 603-7817 Fax

Lakeland Satellite

940 E. Parker Street

Lakeland, FL 33801

(863) 508-1100

(863) 904-0894 Fax

Winter Haven Main

500 East Lake Howard Drive

Winter Haven, FL 33881

(863)508-1100

(863) 291-0635 Fax



Polk Works One Stop Services

- Services are offered at no cost to either employers or job seekers
- Assists in meeting employment and training needs
- Access to job search tools such as, but not limited to: fax machines, books, videos, and Xerox machines
- Assists in developing awareness of career trends, employment opportunities and training options
- Job Leads and Referrals
- Vocational Rehabilitation Referrals
- Unemployment Compensation Information
- Veteran Services
- Educational Assistance
- Support Services
- Mental Health & Substance Abuse Referrals
- Provide Learning and Assessment lab access



Job Readiness Workshops

The Job Readiness Workshop provides emphases on building self-esteem, employability skills, job search techniques, career exploration, resumes, interviewing and job success skills. The workshops are designed to teach job seekers on how to obtain and sustain employment.

Classes are: Monday – Friday 9:00 AM – 3:00 PM

Career Awareness Assessments

- **Career Awareness Testing** provides tools to develop an effective Career Plan to meet specific needs.
 - **TABE (Test of Adult Basic Education)** – provides a grade level in Reading, Math, Language
 - **Career Scope** – Aptitude and Interest assessment that helps discover or verify what you are good at and enjoy doing. It provides groups of occupations for exploration
- **Ready to Work Credential** – Credential tests and scores job skills and work habits
- **Microsoft Office Proficiency Test (Word, Excel, PowerPoint and Access)**
- Employability and Work Maturity Skills Evaluation
- Computer Competency Testing
- Tutorial Services
 - Passkey for TABE
 - Typing Tutor
 - Intro to PC
 - Microsoft Office



S.T.R.I.V.E Program

Focus is ***WORK FIRST!***

It is mandatory for persons receiving cash assistance to participate in work activities for a maximum of 40 hours per week.

Receipt of cash assistance is NOT an entitlement, it is a choice.

Work First – Why Get a Job?

- More Money – most assistance groups get an average of \$300 per month cash assistance plus food stamps
- Availability of Transitional Childcare
- The Earned Income Tax Credit
- Incentive Monies and Education Dollars

Self-Sufficiency to support your family!

What is S.T.R.I.V.E?





Diversion Services

- Up-Front Diversion
- Relocation
- Cash Severance

In order to be eligible for diversion services you must have an offer of employment with a start date



Support Services

- Mandatory participants receiving cash assistance may receive:
 - Childcare Referral
 - Clothing/Tools for Work
 - Training Assistance
 - Registered Vehicle Repairs
 - Other Support Services as available



Transitional Services

Participants may be eligible for up to 2 years of Childcare and other support services for at least 90 days after becoming employed.



Special Needs Customers

- Polk Works partners with agencies such as Vocational Rehab to provide additional assistance to individuals with special needs
- Polk Works has Disability Navigators on staff to assist in the transition back to work



Domestic Violence Services

If you are the victim of Domestic Violence please see a staff member at the end of this orientation to discuss possible options you may have.

The National Domestic Violence Hotline

1-800-500-1119

What Goes Around Comes Around





What is Expected?

- Participate and complete all assigned activities for a maximum of 40 hours per week after cash starts
- Attend scheduled appointments while receiving cash assistance
- Report and provide verification of any Employment to your Case Manager and DCF Worker
- Report good cause for not participating immediately
- Report all changes in address, telephone number, and of needed services
- Respond to all contacts from Polk Works or other agencies when referred



How to Participate

Employment

Community Service/Work Experience

Vocational Training

Job Search and Job Readiness Workshop

GED and ESOL Classes Combined with Activities Above

Job Skills Combined with Activities Above

On-The-Job Training




Consequences for Non Participation

We want everyone to be successful,
some choose not to comply.


If you do not comply, there are
consequences for not following the
requirements of this program.

Penalty Process

1st Level – Loss of cash assistance for at least 10 days and possibly Food Stamps for at least one month.



2nd Level – Loss of cash assistance for at least 30 days and possibly Food Stamps for at least 3 months.



3rd Level – Loss of cash assistance for at least 3 months & possibly Food Stamps for at least 6 months.

* Or until you comply, whichever takes longer.



Good Cause

May have a good reason, such as illness, death in the family, or some other reason that keeps you from participating. **Written** documentation is required to establish “Good Cause”.

**PLEASE HAVE ACCEPTABLE PROOF OF THE CAUSE
FOR YOUR NON- PARTICIPATION!**

Time Limitations

There is a lifetime limit of
Cash Assistance of
48 months.

Next Steps

1. Complete and Submit Intake Questionnaire Packet



2. Schedule & Complete TABE and Career Scope Assessments



3. Meet with Career Specialist for Planning Session



4. Obtain Skills to Secure Employment!



Who to Contact to Schedule Testing

- **Please call 863-508-1100 and dial the extension of the appropriate Career Specialist according to your physical zip code listed below.**
- **Live in: Lakeland Zip Codes (33805 and 33810), Bradley, Eaton Park, Highland City, Homeland, Mulberry, Nichols, Polk City**
 - **Report to: Polk Works One Stop, 309 N. Ingraham Ave., Lakeland, FL 33801**
 - *Peter Leon Ext. 3903*
- **Live in: Kathleen, Lakeland Zip Codes (33801, 33802, 33803, 33804, 33806, 33807, 33809, 33811, 33813, 33815)**
 - **Report to: Polk Works One Stop, 309 N. Ingraham Ave., Lakeland, FL 33801**
 - *Peter Leon Ext. 3903*
- **Live in: Bartow, Eagle Lake, Winter Haven**
 - **Report to: Polk Works One Stop, 500 E. Lake Howard Dr., Winter Haven, FL 33881**
 - *Kelly Chabot Ext.3357*
- **Live in: Alturas, Auburndale, Babson Park, Davenport, Dundee, Fedhaven, Fort Meade, Frostproof, Haines City, Indian Lake East, Kissimmee, Lake Alfred, Lake Hamilton, Lake Wales, Lakeshore, Loughman, Nalcrest, River Ranch, Waverly**
 - **Report to: Polk Works One Stop, 500 E. Lake Howard Dr., Winter Haven, FL 33881**
 - *Kelly Chabot Ext.3357*



Please print and sign this form as proof to your Career Specialist that you completed orientation.

I _____ certify that I have reviewed the S.T.R.I.V.E (WT) orientation and understand the program requirements. I understand that I am required to make contact with a Career Specialist in order to schedule Career Scope and T.A.B.E testing.

First and Last Name
(Please print)

Date

Last 4 Digits of your
Social Security Number

