



Toolkit for Connecting Supportive Housing Tenants to Employment @ www.csh.org/EmploymentToolkit

Addendum

(v. June 2008)

OVERVIEW OF THE TOOLKIT

CSH's web-based [Toolkit for Connecting Supportive Housing Tenants to Employment](http://www.csh.org/EmploymentToolkit), available at www.csh.org/EmploymentToolkit, is designed to provide access to a wide variety of resources to help supportive housing organizations, workforce partners, and employers address key challenges in the planning, implementation, and on-going provision of employment-related services and programs. Many of the resources were developed by CSH over its 15 years of experience documenting partnerships, practices, and innovations within the supportive housing field. Materials were also drawn from a variety of sources, including the Chronic Homelessness Employment Technical Assistance Center (CHETA), the disability community, federal technical assistance centers, workforce consultants, supportive housing agencies, and other organizations. The [Guiding Principles for High-Quality Employment Services](#) is a one-page document outlining the philosophy that informs this *Toolkit*.

USING THIS ADDENDUM

This *Toolkit* is designed to serve as a user-friendly, web-based "hub" for employment resources from diverse sources, and currently contains more than 100 documents – for this reason, we do not have hard copies of the contents of the *Toolkit* available. Users of this *Toolkit* are strongly encouraged to visit the *Toolkit's* [Introduction and Overview](#) web page to be provided with an overview of the *Toolkit's* contents and an orientation to its organization, descriptions of the contents of each section, and links to each section's tools and resources.

All of the materials within this *Toolkit* can be accessed via the *Toolkit's* [Table of Contents](#). In addition, a separate document, [25 Essential Tools for Case Managers and Employment Specialists](#), has been prepared to make it easier for front-line staff to access practical tools that will help them in their work. Both of those documents are available at www.csh.org/EmploymentToolkit.

This [Addendum](#) provides links to additional resources that may be of interest. These resources have been organized to align with the structure of the *Toolkit*, and so the corresponding sections of the *Toolkit* have been noted below. Finally, CSH will be consistently updating and adding new material to this *Toolkit* - please check to ensure this is the most recent version of the [Addendum](#) at CSH's website at www.csh.org/EmploymentToolkit.

TENANT OUTREACH AND ENGAGEMENT (WEB PAGE)

Motivational Interviewing

Motivational interviewing is a client-centered counseling style designed to elicit behavioral change by helping clients to explore and resolve ambivalence. Some have used it to help focus efforts on establishing new commitments and behaviors, such as employment. This web site provides information about this approach, as well as links, training resources, and information on recent research.

<http://www.motivationalinterview.org/>

Harm Reduction Coalition

The community and training sections of this national website provide good background information on the harm reduction approach. The site also contains links to resources for practitioners.

<http://www.harmreduction.org/>

PARTNERSHIP WITH EMPLOYERS (WEB PAGE)

Foremployers.com

This on-line resource provides employers with solutions and information to address everyday human resource issues, especially regarding current or future employees with disabilities.

<http://www.foremployers.com/>

Employer Assistance & Recruiting Network

The Employer Assistance & Recruiting Network (EARN) is a free service that connects employers looking for quality employees with skilled job candidates. This web site is a one-stop source for disability employment information, including recruiting services, tools and resources, employer success stories, and the business case for hiring people with disabilities.

<http://www.earnworks.com/>

Corporate Voices for Working Families

The publications page of the website for Corporate Voices for Working Families contains resources to help companies make informed decisions about supporting hourly employees with programs that reward their contributions. Included are resources on promoting flexible work hours and model programs and supports for retaining low-wage workers. Go to the "publications" page.

<http://www.cvworkingfamilies.org/>

National Employers Hiring Applicants with Criminal Records (National H.I.R.E. Network)

The National Helping Individuals with criminal records Re-enter through Employment Network (National H.I.R.E. Network) website includes a section dedicated to explaining the benefits available to employers that hire qualified job applicants who have criminal records. Specific information can be found on liability issues, hiring concerns, federal bonding programs for free insurance, criminal background checks, and federal and state tax credit programs.

<http://www.hirenetwork.org/employer.html>

Work Opportunity Tax Credit

This website lists the official U.S. Department of Labor rules regarding eligibility and benefits to employers and workers from the Work Opportunity Tax Credit. Included are links to the appropriate Internal Revenue Service forms and eligibility guidelines.

<http://www.doleta.gov/business/incentives/opptax/>

DisabilityInfo.gov

DisabilityInfo.gov is a comprehensive resource that provides quick and easy access to information about disability programs, services, laws, and benefits.

<http://www.disabilityinfo.gov/>

EEOC Americans with Disabilities Act

The U.S. Equal Employment Opportunity Commission's home page for the Americans with Disabilities Act contains a number of links to resources for employers. A few of the more useful for employers are the publications *The ADA: A Primer for Small Business*, *Your Responsibilities as an Employer*, and *Small Employers and Reasonable Accommodation*.

<http://www.eeoc.gov/ada/>

Job Accommodation Network

The Job Accommodation Network website is a comprehensive resource for job accommodations information.

<http://www.jan.wvu.edu/>

WORKFORCE RESOURCES AND COMMUNITY PARTNERS (WEB PAGE)

Training and Technical Assistance for Providers (T-TAP)

This extensive website includes fact sheets, archived seminars, and other information addressing a range of employment related strategies for people with disabilities. It is sponsored in part by the U.S. Department of Labor, Office of Disability Employment Policy (ODEP). There is a strong set of resources focused on customized employment, self-employment, negotiating with employers, and issues such as disclosure and benefits planning. Most of these resources are relevant to supportive housing tenants.

<http://www.t-tap.org/>

WorkforceUSA.net

WorkforceUSA.net is an online library of workforce development resources. It disseminates tools, news, and other resources to enhance individual and organizational performance in the workforce development field. Two relevant features include timely research, reports, and best practices to stay up-to-date with the industry and a list of new, regional, and national public and private funding opportunities.

<http://www.workforceusa.net/>

U.S. Department of Labor Workforce Investment System

This site is the gateway for the U.S. Department of Labor's One-Stop system and the youth and adult employment and training programs funded under the Workforce Investment Act.

<http://www.doleta.gov/etainfo/wrksys>

The Workforce Alliance

The Alliance tracks and advocates for investment in the skills of America's workers through national and state workforce policy such as welfare-to-work, vocational rehabilitation, and the Workforce Investment Act.

<http://www.workforcealliance.org/>

Career Center Service Locator

This site provides a searchable database of the One-Stop Career Centers in a defined area (by zip code, city, or state).

<http://www.servicelocator.org/>

One-Stop Toolkit for People with Disabilities

The resources on this website are targeted toward state and local One-Stop service providers, but it contains resources that will be useful to a broader audience as well. The resources on this site help users broaden the array of services available to individuals with disabilities at One-Stop Centers, and integrate those services seamlessly into One-Stop operations.

<http://www.onestoptoolkit.org/>

National Center on Workforce and Disability

This site provides resources concerning inclusion of individuals with disabilities in the workforce development systems and ensuring access to services at One-Stop Career Centers.

<http://onestops.info/>

TENANT VOCATIONAL ASSESSMENT AND CAREER PLANNING (WEB PAGE)

O*NET Online

O*NET has designed a set of self-directed career exploration/assessment tools to help workers consider and plan career pathways, preparation, and transitions more effectively. Users of the tools may link to the more than 800 occupations described by the O*NET database, as well as to occupational information in CareerOneStop. This allows individuals to make a seamless transition from assessing their interests, work values, and abilities to matching their job skills with the requirements of occupations in their local labor market.

www.online.onetcenter.org

America's Career InfoNet Labor Market Information

Americas Career InfoNet includes a wealth of information on job trends, wages, and national and local labor markets, as well as other valuable occupational, economic, and demographic information.

www.acinet.org

Social Security Administration's Work Site

The SSA designed this site to help people find the information they need to accurately assess the impact of increased earnings on various benefits. Included here are contacts for local Work Incentive Planning Assistance Groups (WIPAs), organizations that provide information and planning services regarding work and work incentives to Social Security and SSI disability beneficiaries, and Community Work Incentive Coordinators (CWICs).

www.ssa.gov/work/

Social Security Benefits Calculators

The Social Security benefits calculator can assist people in estimating potential benefit amounts using different retirement dates and levels of future earnings. The calculators will show retirement benefits as well as disability and survivor benefit amounts in the case of disability or death.

www.ssa.gov/planners/calculators.htm

State and Local Benefits Calculators

There are only a few state and local programs that have free, on-line benefits calculators. California and New Jersey are two of them. State and local benefits calculations are important to add to any federal calculations, as they will address any earning allowances in your area.

- California Benefits calculator: www.disabilitybenefits101.org
- New Jersey Benefits calculator: [Click here](#)

Individual Development Account Network

This site provides basic information on starting and operating an Individual Development Account (IDA) program, resources and support services available to IDA practitioners, federal policy that will take IDAs to scale, new research on IDAs and asset building, and events for the IDA field.

www.idanetwork.cfed.org

Earned Income Tax Credit

This Internal Revenue Service (IRS) website includes links to data, eligibility, forms, state resources, and tools to engage in EITC outreach efforts.

<http://www.irs-eitc.info/>

World Institute on Disability Access to Assets

The World Institute on Disability contains a section of their website dedicated to asset building called Access to Assets. This site contains a series of fact sheets, policy briefs, and newsletters that are good reference guides regarding the basics of several different asset building options, such as: the Earned Income Tax Credit; Family Self-Sufficiency Program Housing and Urban Development (HUD); Individual Development Accounts; PASS (Plan for Achieving Self-Support) Plans; and Special Needs or Supplemental Needs Trusts.

<http://www.wid.org/programs/access-to-assets>

FINDING JOBS AND ADVANCING CAREERS (WEB PAGE)

Enterprise's Workforce Development Tutorial

The Enterprise Foundation has created this online tool to help organizations start up or improve their existing employment services program. The tutorial includes resources on intake and outreach, job development, placement, and retention. Go to the "Information Resource/Tutorials" section of the Enterprise Foundation's website to find the full tool.

<http://www.enterprisecommunity.org/>

Aspen Institute Workforce Strategies Initiative

The Workforce Strategies Initiative (WSI) identifies and advances strategies that help low-income Americans gain ground in today's labor market. To that end, WSI engages in applied research, facilitates dialogue, disseminates findings, and shares new ideas.

<http://www.aspenwsi.org/>

The National Transitional Jobs Network

Transitional Jobs (TJ) is a workforce strategy designed to overcome employment obstacles by using time-limited, wage-paying jobs and combining real work, skill development, and supportive services to transition participants successfully into the labor market. TJ programs exist in over 30 states and are an effective stepping stone to successful labor market entry for individuals with employment barriers.

<http://www.transitionaljobs.net/>

Self-Employment Technical Assistance, Resources, & Training (START-UP / USA)

This national on-line resource provides technical assistance and resources to individuals with disabilities who are interested in pursuing self-employment. The site includes a live web cast series with successful entrepreneurs, who share their secrets for success, and a series of fact sheets on starting and owning a small business.

<http://www.start-up-usa.biz/>

Social Enterprise Alliance

Social Enterprise Alliance is the membership organization leading the creation of a dynamic social enterprise movement. They mobilize communities of nonprofit organizations and funders to advance strategies for increasing earned revenue.

<http://www.se-alliance.org/>

Episcopal Community Services Skills Center

San Francisco-based ECS is a good model of a supportive housing organization that offers a comprehensive set of employment-related services to its tenants. At the core of these offerings is its Skills Center, with classes in basic literacy and computers, job placement programs and a culinary training program. Go to the "Programs" page on the website and select "Skills Center" to find out more.

<http://www.ecs-sf.org/>

Greyston Bakery

Located in Yonkers, New York, the Greyston Bakery is a social purpose business venture that employs chronically unemployed persons and provides on the job training. Its parent company is the Greyston Foundation, an integrated system of nonprofit and for-profit organizations that offers a wide array of programs and services to more than 1,200 men, women and children annually.

<http://www.greystonbakery.com/>

Thresholds Employment Services

Thresholds is one of the nation's largest non-profit providers of mental health services. It provides a comprehensive program of therapeutic support, case management, education, job training and placement, and housing. It also runs two social purpose ventures. To find out more about their employment services and vocational programs go to the "Programs" section on the homepage and select "Employment Services" from the drop down menu.

<http://www.thresholds.org/>

Project Renewal's Next Step Employment Programs

Project Renewal's model employment programs work with homeless and formerly homeless people in New York City. Their comprehensive employment approach includes education, training, job placement, retention services, and a culinary arts program. The program is known for its placement and retention success, due in part to its rigorous efforts to reach out to and engage the employer community.

<http://www.projectrenewal.org/employment.html>

Stepping Up

Stepping Up is a CSH-sponsored career advancement initiative targeting three career pathways for tenants of supportive housing in Chicago. The pathways are for the property management, social services, and medical office industries. This website contains numerous tools and resources related to the project, including information on the pathways, sample memorandum of agreements, newsletters, and lessons learned.

<http://www.csh.org/index.cfm?fuseaction=Page.viewPage&pageId=3942&nodeID=81>

Vocational Foundation Inc. Moving Up

VFI's nationally acclaimed Moving Up program is a comprehensive model of support and retention that follows participants through training, internship, and the first two years of job placement. To learn more, go to the "How VFI Works" section on the website and find the link to the "Moving Up" program description.

<http://www.vfinyc.org/>

Center for Employment Opportunities

The New York-based Center for Employment Opportunities (CEO) is a model employment program for ex-offenders. Their comprehensive model includes seven components: job readiness training and pre-employment workshops, paid transitional employment, in-depth vocational assessment, job matching and placement, post-placement services, and ongoing support services.

<http://www.ceoworks.org/>

National H.I.R.E. Network

The National Helping Individuals with criminal records Re-enter through Employment Network (National H.I.R.E. Network) is both a national clearinghouse for information and an advocate for policy change. The goal of the National H.I.R.E. Network is to increase the number and quality of job opportunities available to people with criminal records by changing public policies, employment practices, and public opinion.

<http://www.hirenetwork.org/>

U.S. Department of Labor – Senior Community Service Employment Program

This web page includes links to the U.S. Department of Labor bulletins on its Title V Senior Community Service Employment Program (SCSEP) program, memos on effective practices in those programs, mentoring older workers, supervising older workers, and using Workforce Investment Act resources to serve older workers.

http://www.doleta.gov/seniors/eta_default.cfm

National Collaborative on Workforce and Disability for Youth

The website of the National Collaborative on Workforce and Disability for Youth (NCWD/Youth) offers resources to state and local workforce development systems to better serve youth with disabilities. The website lists manuals, white papers, how-to documents, and professional development tools.

<http://www.ncwd-youth.info/>

U.S. Department of Labor Youth Services

The site is the portal to the U.S. Department of Labor's youth-related programs and services, from its Youth Build initiative to alternative education to state-by-state formula funded initiatives.

http://www.doleta.gov/youth_services/

U.S. Department of Labor – Office of Disability Employment Policy (ODEP)

The Office of Disability Employment Policy (ODEP) provides national leadership on disability employment policy by developing and influencing the use of evidence-based disability employment policies and practices, building collaborative partnerships, and delivering authoritative and credible data on employment of people with disabilities.

<http://www.dol.gov/odep/>

Hire Heroes USA Program

The Hire Heroes USA Program in Alpharetta, Ga., serves as a link to employment opportunities nationwide for veterans returning home. The program provides placement services to wounded veterans returning from Operation Enduring Freedom and/or Operation Iraqi Freedom with any level of disability as determined by the United States Department of Veterans Affairs.

<http://www.hireheroesusa.org/>

VetJobs.us

Created by the American Legion in partnership with Avue Technologies, this site is designed to help veterans find employment with the federal government. Through this site, you will be able to search for federal jobs by geographic location, have exclusive access to Avue's Career Choice Advisor, get useful information on special hiring authorities for veterans, learn how veterans' preference is used in the federal hiring process, get tips on marketing your military experience, and a host of other information designed to address the special information needs of our country's veterans.

<http://www.vetjobs.us/>

VetSuccess.gov

This web site provides information on the services that the Vocational Rehabilitation and Employment (VR&E) program provides to veterans with service-connected disabilities.

<http://www.vetsuccess.gov/>

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