



Department of  
**Labor & Workforce  
Development**

# RESEA Orientation

# Overview of RESEA

The initial RESEA session consists of viewing the orientation video, and then having a meeting with the RESEA Career Specialist in the American Job Center that you were assigned to in your notice of requirement to report.

- There is some documentation that will be completed by RESEA staff during each meeting
- Information from your initial assessment and your interview with the RESEA Career Specialist will determine what specific services that the Career Specialist may refer you to
  - The RESEA Career Specialist will create an employability development plan with you that will focus on what you need to get back into the workforce

- A second RESEA meeting, approximately two weeks from the initial meeting, will be conducted to update your employment plan and determine any additional individual needs
  - This meeting will be a one-on-one meeting with the RESEA Career Specialist
  - The second meeting will be scheduled upon your completion of the orientation meeting

- Once selected, it is a federal requirement that you participate in both of these meetings, unless you have a valid exemption reason or go back to work during the duration of the program
  - If you go back to work, it is critical that you contact your RESEA Career Specialist to provide information about the employment. This will avoid any issues with future claims.
  - You may report this employment to UI in your weekly certification, however RESEA Career Specialists do not have access to that information.
  - If you believe that you have a valid exemption reason, please contact the American Job Center where you are required to participate or contact [resa.info@tn.gov](mailto:resa.info@tn.gov)

# Partner Programs

- The information that follows is included to provide an overview of partner programs and the services that they provide through the American Job Centers
- RESEA Career Specialists can provide more information regarding any of these programs during your one-on-one meeting

# Title I

- Title I – Dislocated worker, Adult, and Youth Services
  - Authorizes job training and related services to unemployed or underemployed individuals
- Adult: 18 years and older with barriers to employment (including priority populations)
- Youth: 14 – 24 years old In-school and Out-of-School youth with specific barrier to employment
- Dislocated Worker: An individual dislocated from work who fits specific categories

# TAA/TRA/RTAA

**Trade Adjustment Assistance Program (TAA)** - TAA is a federal program that offers benefits and a variety of services to support trade impacted workers in their search for re-employment. Workers must be covered by a certified petition.

- Benefits: Income Support
  - **Trade Readjustment Allowances (TRA)** - Available to provide income support to workers while participating in full time training.
  - **Re-employment Trade Adjustment Assistance (RTAA)** - A wage subsidy provided to eligible workers age 50 or older who obtain new employment at a lower wage.
  - **Job Search Allowance** - Covers necessary expenses incurred while seeking employment outside the worker's normal commuting area.
  - **Relocation allowance** - Covers reasonable and necessary expenses involved in relocating to a job outside the worker's normal commuting area.
- Services:
  - Re-employment Services
  - Occupational Training
  - Employment & Case Management Services
  - On The Job Training (OJT)



# SNAP E&T

- SNAP E&T
  - The Supplemental Nutrition Assistance Program (SNAP) Employment and Training helps eligible participants achieve their vocational goals and increase self-sufficiency through:
    - Funded education
    - Skills training
    - Supportive services
  - SNAP E&T services are a combined effort between the Department of Human Services (TDHS), Department of Labor (TDLWD), and community partnerships.
  - For more information regarding SNAP, visit <https://www.tn.gov/workforce/jobs-and-education/services-by-group/services-by-group-redirect/snaget.html>

# Adult Education

- Adult Education (<https://www.tn.gov/workforce/jobs-and-education/ae.html>)
  - **Basic Education for Adults (ABE)**
    - Improve your math, writing, and reading skills.
  - **Preparation for the High School Equivalency Diploma**
    - Prepare for the HiSET test and earn your high school equivalency diploma.
  - **Integrated English Literacy and Civic Education (IELCE)**
    - Learn to read and communicate in English, improve your math and employability skills, and prepare for US citizenship.
  - **Digital literacy**
    - Learn to use the Internet and improve computer skills, including word processing, typewriting, and other personal digital literacy goals.
  - **Useful skills for work**
    - Develop professional, interpersonal, and 21st-century social skills.
  - **College and career**
    - Explore your college and career options and apply for financial aid.

# Vocational Rehabilitation

- Vocational Rehabilitation (<https://www.tn.gov/humanservices/disability-services.html>)
- The Vocational Rehabilitation Program (VR) provides a variety of individualized services to persons with disabilities in preparation for their employment in the competitive labor market. VR advocates employment outcomes for customers that are consistent with their individual strengths, resources, abilities, capabilities and informed choice.
- Services include:
  - Counseling and guidance
  - Training
  - Maintenance and transportation
  - Transition Services from School to Work
  - Personal Care assistance
  - Rehabilitation Technology Services
  - Job Placement
  - Post-Employment Services
  - Supported Employment
  - Independent Living Services
  - Much More!!

# SCSEP and Re-Entry programs

- SCSEP - The Senior Community Service Employment Program (SCSEP) is an employment training program for low-income, unemployed individuals aged 55 years and older.
- Re-entry - The Workforce Innovation and Opportunity Act (WIOA) has provided Local Workforce Development Boards (LWDBs) an opportunity to grow the local economy through work-based services for justice involved individuals.
  - Ask your career specialist if this service is available in your area

# WOTC

- WOTC – The Work Opportunity Tax Credit (WOTC) is a Federal tax credit available to employers for hiring individuals from certain targeted groups who have consistently faced significant barriers to employment.
  - Job seekers that fall within any of the groups covered by WOTC should know about this program and be able to let an employer know that the employer may be eligible for tax credits when hiring them
- For more information, visit <https://www.irs.gov/businesses/small-businesses-self-employed/work-opportunity-tax-credit>

# Veteran's Services & UCX

- Disabled Veteran Outreach Program Specialist (DVOP) provides Intensive Services to meet the employment needs of veterans through Priority of Service. Local Veteran Employment Representatives (LVER) conduct outreach to employers to assist veterans in gaining employment. Additional services provided by veteran staff include:

## DVOP

- Comprehensive and Specialized Assessment of skill level and services needed
- Case management
- Interview Skills & Preparation
- Mock Interviews
- Resume Preparation & Critique
- Labor Market Information
- Financial Management Referrals
- Career Guidance & Planning
- Job Lead Referrals

## LVER

- Planning and Participating in Job Fairs
- Conducting Employer Outreach
- Promoting Opportunities for Veterans to Employers
- Provide Employer Labor Market Information
- Promoting Apprenticeship, WOTC, Federal Bonding, and Incumbent Worker Training Programs to Employers
- Facilitating employment, Training, and Placement Services for Veteran (Job Development)
- Train the American Job Center Staff

# MSFW and On the Job Training Programs

- MSFW - Many migrant farmworkers travel to Tennessee each year to help with the cultivating and harvesting of several crops in specific regions of the state. Through the Migrant and Seasonal Farm Worker Program, the state helps farmworkers and the employers who hire them.
- For more information, visit <https://www.tn.gov/workforce/employers/staffing-redirect/search-for-employees/migrant---seasonal-farm-workers.html>
- On-the-Job Training, Incumbent Worker Training, and Apprenticeship programs may be available in your area – ask your RESEAS Career Specialist about the availability of these programs.

# Dislocated Worker Grants

- There may be other dislocated worker grants available. Please ask your RESEA career specialist for grant opportunity availability and eligibility requirements.
- Your career specialist will help you determine what programs would benefit you and will make referrals to those programs on an individual basis in your orientation meeting.



# AJC Resources

- American Job Centers contain resource rooms for customers that include:
  - Computers with internet access
  - Copy machines for job search related use
  - Fax machines that can be used for job search related faxing
  - Staff to assist with the use of the computers and other equipment available in the resource rooms
- Your RESEA Career Specialist will be able to direct you to the nearest AJC and outline the process for gaining access to these facilities

# Workshops

- Workshops for job searching, interviewing, and resume writing may be available on different platforms
- Ask your RESEA Career Specialist about the availability of in person or virtual workshops on job search related topics

# Unemployment Claims

- In order to avoid any issues with your UI claim, you must:
  - Conduct at least three work searches weekly and report those searches in your weekly certification process
  - Some activities associated with participating in your RESEA meetings may count toward the work search requirement for that week
  - Check your communications center when there is an indication that you have messages
    - These messages may contain information that unemployment staff need from you to process your claim
    - These messages may indicate that UI needs specific documents from you that must be provided – follow the directions on how to submit these documents which are included in any attachments to the messages

# Unemployment Claims continued

- Read the Benefits Rights Document and follow all directions – this document can be found under the unemployment services menu on your dashboard in Jobs4TN
- In order to be eligible for unemployment benefits, you must be able, available, and looking for work
- You must report wages during the week that they are earned, not when they are paid

# Labor Market Information

- The LMI section of Jobs4tn contains a wealth of information on what industries are growing in your area, what the average pay is for specific jobs in your area, what types of training are generally needed for a particular career, and much more
- This information is critical if you are considering changing careers, or just want more information on jobs, employers, and occupational outlooks in your area
- Your RESEA Career Specialist will provide specific information for your area if needed, and may refer you to any available jobs that align with your career goals

# Virtual Recruiters

- Virtual recruiters can be set up in Jobs4TN to notify you by email when new jobs that meet your criteria are added to the system
- Multiple virtual recruiters can be added to your account if you have more than one skill set

# Job Searching

- One of the requirements for eligibility for unemployment benefits is that you conduct three job searches per week.
- Effective use of the job search function in jobs4tn will depend upon the information that you enter in your resume, completing the skills section, and completing the tools and technology section of your profile in Jobs4TN
- Work searches done outside of the Jobs4TN system can be reported in your weekly certification
- RESEA Career Specialists will inform you of any in-person job fairs or virtual job fairs that might be available in your area

# Vocational Guidance

- If you are considering a career change or need guidance on career paths, your Career Specialist will direct you to the area in Jobs4tn that can assist you with making informed decisions
- This information can be found under the Career services section of the menu
- The information includes, but is not limited to:
  - Assessments of your skills and abilities to indicate what career paths would be of interest to you
  - Information specific to an occupation and/or industry, such as wages, employers, future employment outlook, work activities and conditions, required skills and abilities, and listings for jobs in that occupation that are currently available in your area.
- Your RESEA Career Specialist may refer you to partner programs that can assist you in attaining your career goals in various ways, such as supportive services and training.



# RESEA Workbook

- In the RESEA booth on this virtual platform, there is a link to the RESEA workbook that is available for download – to download this workbook, click on RESEA Workbook on the far right hand side of the booth.
- Your RESEA Career Specialist may ask you to go through specific areas of this Workbook to assist with certain aspects of job searching
- The Workbook also contains links to websites for statewide supportive services

# Resumes

- Your RESEA Career Specialist will ask you to provide a copy of your resume and will give you feedback on it
- If you do not have a resume, the RESEA Career Specialist will give you information on how to create one in Jobs4TN
- Resumes may either be uploaded or manually entered into the Jobs4TN system