



1:1 Assessment
Create intake plan
Commerce Case Manager

Request component change if needed
Commerce Case Manager

- Job Search Hours
- WC/CD Hours
- Empl. Start CJ/JC
- XS Hours
- JS Hours

Client begins unpaid program

Client begins stacked activities

Client begins paid program

Verify with supervisor client start
Commerce Case Manager

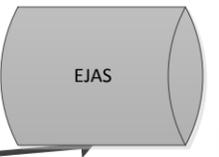
Enter actual start date to trigger hover dates
Site Supervisor

Supervisor verifies hours and sends to Commerce CM
Site Supervisor

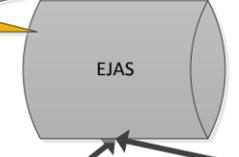
Contact supervisor + client to remind about timesheet submitted – call, email, or site visit
Commerce Case Manager

Review accuracy of time card and sign off
Commerce Case Manager

Enter actual hours into client monthly participation screen
Commerce Case Manager



Do not review accuracy of timecard

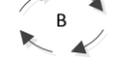


Client interviews at worksite + other job hunting, act as described in plan
Client

Put info into Job Search Log
Client

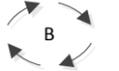
Client turns in Job Search Logs
Client

Pre-filled job log/assignment for the week



Contact client and encourage client to complete logs and submit documents
Commerce Case Manager

Review case notes and other records to compile job search records
Commerce Case Manager



Verify with client accuracy of Job Search Logs and sign off
Commerce Case Manager

Enter actual hours into client monthly participation screen in EJAS
Commerce Case Manager

Update and enter hours that come in late
Commerce Case Manager

Document verification 1% of caseload
Commerce Case Manager

EJAS corrections if needed
Commerce Case Manager



Have a computer system the clients can use to enter their own hours

Electronic method for worksite supervisor to use for entering hours

Do not drive to worksites for timesheets

Do not review accuracy of timecard

Do not verify with current accuracy of job search logs

CATS or similar system for all

Take away 1% verification

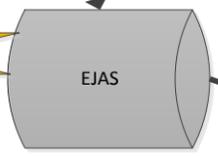
Verify with supervisor client start
Commerce Case Manager

Enter employment screen in EJAS + actual start date
Commerce Case Manager

Review accuracy of time card and sign off
Commerce Case Manager

Payroll process
Commerce Case Manager

Educate Commerce on importance of immediately creating employment screen w/subsidized empl.



DSHS Case Manager

- Checking accuracy of hours
 - Lunches
 - Over hours
 - Missed hours/absence
 - I.N. to DSHS
- Making corrections
Re-verify
Receive accurate TC

- Review job logs
 - Contact client for any corrections/clarifications
 - Calculate hours
 - Enter hours
 - Enter I.N. to DSHS
 - Suspend if necessary
- DONE WEEKLY