

1 Department of Human Services

2

3 Adopted Permanent Rules Relating to Work Readiness Program

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5 Rules as Adopted

6 9500.1302 DEFINITIONS.

7 Subpart 1. [Unchanged.]

8 Subp. 1a. **Bona fide offer of employment.** "Bona fide offer
9 of employment" means an offer of employment, made in good faith
10 by an employer.

11 Subp. 2. to 9. [Unchanged.]

12 9500.1306 APPLICATION PROCESS AND ELIGIBILITY CRITERIA.

13 Subpart 1. and 2. [Unchanged.]

14 Subp. 3. **Eligibility criteria.** If the local agency
15 determines that the applicant is ineligible for general
16 assistance, it must determine the applicant's eligibility for
17 the work readiness program. An applicant or registrant is
18 eligible for the work readiness program if the applicant or
19 registrant meets the conditions in items A to E:

20 A. to D. [Unchanged.]

21 E. The applicant has not refused, without good cause,
22 a bona fide offer of suitable employment within 60 days prior to
23 the date he or she is determined to be ineligible for general
24 assistance.

25 9500.1308 REQUIREMENT TO INFORM APPLICANTS.

26 Subpart 1. [Unchanged.]

27 Subp. 2. **Duty to inform eligible applicants of work**
28 **readiness requirements.** At the time the local agency determines
29 that an applicant is eligible for the work readiness program,
30 the local agency must provide the applicant with a notice of the
31 determination on a form prescribed by the commissioner, a copy
32 of the program description prescribed under part 9500.1304,
33 subpart 2, and a written notice meeting the standards in part
34 9500.1252, which informs the applicant of:

1 A. and B. [Unchanged.]

2 C. the disqualification that will be imposed if a
3 registrant voluntarily quits suitable employment without good
4 cause, refuses without good cause to accept a bona fide offer of
5 suitable employment, or fails, without good cause, to comply
6 with other work readiness program requirements; and

7 D. [Unchanged.]

8 9500.1310 WORK READINESS SERVICES AND PAYMENTS.

9 Subpart 1. [Unchanged.]

10 Subp. 2. **Work readiness services.** The following services
11 must be provided to a work readiness registrant:

12 A. [Unchanged.]

13 B. The vocational adviser shall develop a written
14 employability development plan for each registrant within the
15 registrant's first program month. The plan must be based on the
16 assessment provided under item A and the vocational adviser's
17 knowledge of the level of competition for employment that is or
18 may become available, and must be designed to address the
19 registrant's barriers to employment and prepare the registrant
20 for suitable employment. The registrant must be given a copy of
21 his or her plan and the plan must:

22 (1) [Unchanged.]

23 (2) require the registrant to accept any bona
24 fide offer of suitable employment;

25 (3) to (7) [Unchanged.]

26 C. to F. [Unchanged.]

27 Subp. 3. [Unchanged.]

28 9500.1314 REGISTRANT DUTIES.

29 A registrant shall comply with all requirements of the
30 local agency work readiness program, including the requirements
31 explained under part 9500.1308, subpart 2, and the requirements
32 specified in the employability development plan provided under
33 part 9500.1310, subpart 2, item B. Registrants must inform the
34 local agency of terminations of employment and bona fide offers
35 of suitable employment. Registrants must cooperate with local

1 agency efforts to verify whether good cause for refusing or
2 terminating suitable employment exists. Refusal to participate
3 in a grant diversion program under Minnesota Statutes, section
4 256D.09, subdivision 3, is not considered a refusal of a bona
5 fide offer of employment. Except for registrants participating
6 in work readiness under part 9500.1262, a registrant who fails,
7 without good cause, to comply with the local agency work
8 readiness requirements shall be disqualified from the receipt of
9 work readiness services and payments under part 9500.1316.

10 9500.1316 FAILURE TO COMPLY WITH WORK READINESS REQUIREMENTS AND
11 DISQUALIFICATION.

12 Subpart 1. Determination and notice of failure to comply.

13 If a local agency determines that a registrant has failed,
14 without good cause, to comply with the requirements of the work
15 readiness program, the local agency must notify the registrant
16 of its determination. The notice must meet the standards
17 established in part 9500.1252, and must contain the information
18 in items A to E.

19 A. [Unchanged.]

20 B. The notice must specify the particular action the
21 registrant must take to meet the requirements. If the
22 registrant has voluntarily quit suitable employment without good
23 cause or refused without good cause to accept a bona fide offer
24 of suitable employment, then the notice must specify that the
25 particular action the registrant must take to meet the
26 requirements is to accept suitable employment before the
27 effective date of the disqualification.

28 C. to E. [Unchanged.]

29 Subp. 2. to 4. [Unchanged.]