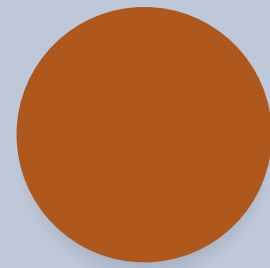




TANF Training Navigator (TN)

Steps to supporting a new client.

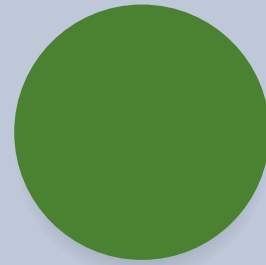
****TANF Training Navigators supporting a
consortium see page 2 as well.****



01

Staffing Alert

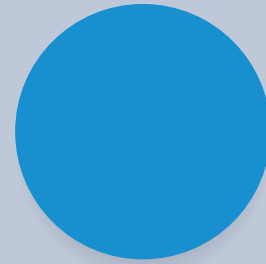
OKDHS will alert TANF Training Navigator via email of a staffing with a new prospective TANF client. (Normally, there is a weekly placeholder TEAMS meeting.)



02

Staffing 1st Meeting

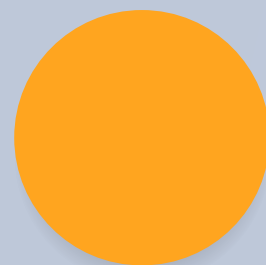
This meeting can be virtual or in person. It is the first visit with client. At this meeting, a decision is made about the best pathway for the client: CareerTech, Work Ready Oklahoma (WRO), GED/HISET, or Community College. **Important:** If CareerTech is the client's choice, TN must receive **ALL** forms from OKDHS before support is provided.



03

Placement Decision is CareerTech (Tech program or GED/HISET)

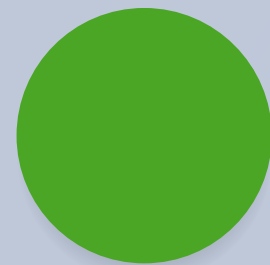
If placement is with CareerTech, OKDHS Family Coach will send the TN documents that include the TW3 and TW2. Set an initial in-person meeting with TANF client. If client has financial needs that need fulfilled to attend a program, those can be addressed at this time. TN will complete pgs. 2-3 and send the TW3 form back to OKDHS. OKDHS will then return TW2 to TN with CareerTech information included.



04

Client Timeline

Client will have 12 vocational months of TANF support. During this time, client must complete 30 hours of training each week. This training may include classroom training, internship, apprenticeship, or job shadowing. TN will support client with acquiring these requirements.



05

TN Support Expectations

TN will check in daily with client. TN, OKDHS Family Coach, and Client will communicate with shared emails and text messages so that everyone is informed.

Consortium TANF Training Navigator (CTN)

Consortium TANF Training Navigator (TN) is responsible for supporting clients at multiple Oklahoma Career Tech Locations



OKLAHOMA
CareerTech

Placement Decision is CareerTech

As a Consortium TN, CTN may need to have specific days of the week scheduled at each site for intake once client is transferred to a CareerTech school.

CTN Schedule

CTN schedule may not always be a traditional 8-5 schedule as some clients may only be able to meet on weekends or in the evenings. Make sure to document changes to schedule weekly.

CTN Support Expectations

In person daily check-ins may not be possible. However, CTN should prioritize one in-person check-in each week.

Communication Expectations

CTN, Family Coach, and Client will communicate with shared emails and text messages so that everyone is informed.