



Division of Public Assistance's welfare to work program and in partnership with various agencies, organizations and service providers' assist in the placement of Temporary Assistance participants at work sites called Community Work Experience (CWE).

Community Work Experience is an activity in which clients perform assigned duties and provide useful public service without receiving pay from an employer. Clients engage in work at non-profits, government, and charitable organizations or as a member of their community.

Community Work Experience allows participants to develop job skills and recent work experience, network with potential employers, and contribute valuable services to their community. Clients acquire knowledge, skills and work ethics that employers find beneficial when seeking new employees. Whenever possible work assignments include work duties that match the participant's vocational interests, and enhance their skills and abilities to find paid employment.

Work Site Responsibilities:

Work sites must fulfill certain responsibilities to be eligible for Community Work Experience placements. These responsibilities include verification that the placement meets the Assignment Standards for worker non-displacement, and the completion of a Community Work Experience Site Agreement between the Division of Public Assistance or its service provider and the work site.

The work site must agree to:

- Observe reasonable health and safety standards
- Provide on-going supervision of Temporary Assistance participants
- Familiarize and train participants to perform assigned tasks
- Observe discrimination laws with regard to race, sex, national origin, religion, age, or handicapping condition
- Provide the tools and equipment needed to perform assigned tasks without charge to the participant or the Division of Public Assistance
- Notify the appropriate Division of Public Assistance or service provider staff within 24 hours when a participant:
 - ✓ Sustains an injury at the work site
 - ✓ Neglects their assigned tasks
 - ✓ Fails to appear at the work site on two consecutive days without reasonable explanation

COMMUNITY WORK EXPERIENCE PLACEMENTS

Community Work Experience placements are limited to **six specific** non-profit and government agencies by Federal and State law. Placements cannot be made in for-profit businesses. Local communities or other agencies that are interested in sponsoring a Community Work Experience placement should contact their Division of Public Assistance local office or the appropriate Regional Manager.

Allowable Non-profit Organizations

The Internal Revenue Service (IRS) reviews an organization's Articles of Incorporation to determine its non-profit status qualifications as either an IRS 501c.3 or an IRS 501c.6. For consideration as an appropriate work site, the non-profit organization must have an IRS 501c.3 status. In addition, the purpose of the 501c.3 non-profit organization, as recognized by the IRS, is limited to the following six specific non-profit types:

- **Religious**
- **Charitable**
- **Civic**
- **Cemetery**
- **Recreational**
- **Educational**

- ✓ Placements can also be made with federal, state, or local government agencies, including public school districts.

Please note that not all IRS 501c.3 non-profit organizations are acceptable work sites. Community Work Experience placements are limited as described above.

How Can Your Agency Take Part in this Program?

For more information on Community Work Experience, please contact one of our Employment Security Specialists:

Anchorage 907-269-6441

Mat-Su 907-352-4145

Fairbanks 907-451-3175

Ketchikan 907-228-3238

Juneau 907-465-1380



Other Programs that can help your agency:

- Work Opportunity and Welfare-to-Work Tax Credits
- Fidelity Bonding Program
- Job Start

Alaska Division of Public Assistance
P.O. Box 110640
Juneau, Alaska 99811-0640
Sarah Palin, Governor
Karleen Jackson, Commissioner
<http://hss.state.ak.us/dpa/>



Alaska Division of Public Assistance

Community Work Experience



Assisting Alaskan families increase their employment skills through volunteer work placement.

