

CWE / BWE STEP BY STEP GUIDE

PLACEMENT SITES:

- **CWE placement sites can only be:** Non-profits, religious organizations, charitable organizations, cemetery, recreational, educational, federal, state or local government and public schools.
- **BWE placement sites can only be:** A private for profit business. Can only be 12 weeks in length, one placement per site/position; and it ends at any time employment starts.

TIPS:

- Clients participating in a CWE/BWE site are monitored and supervised as if they are an employee of the work site.
- If possible, the client's work duties should match their vocational interests and enhance employability.
- CWE: if unclear of the non-profit status, a copy of the IRS 501c.3 is required.
- CWE can include subsistence activities. When paid employment or other CWE placements are unavailable, subsistence is considered a work activity. There is no restriction on the number of subsistence hours.
- BWE: This is similar to a job shadow. BWE must not displace a current paid employee; fill a vacancy due to layoff or prevent a laid off worker from returning to work; or cause the imposition fines or penalties against the job seeker by a labor union.

SET-UP STEPS:

- CM calculates max allowable hours for placement. Use **actual TA benefit amount / state minimum wage (\$9.75)**. Example: TA \$690 / \$9.75 = 70.77 hrs a month. 70.77 / 4.33wks = 16.34 required hrs per week. If a 2P HH, the hours can be split if appropriate. We can only require this number of hours, but they can volunteer for more hours.
- Complete the Work Site Agreement form for CWE/BWE signed by CM and work site rep. Keep a copy of all agreements in a file or binder in a central location.
- Complete the Placement Agreement with the client indicating the scheduled hours & duties. Keep a copy in the case management file and in a file or binder in a central location.
- Give the client a timesheet and explain how to fill it out and when it is due.
- Update the FSSP and enter the CWE begins CLNO.

MONITORING STEPS for CM:

- Verify and enter work hours using the time sheet signed by the supervisor.
- Monitor client's performance to optimize their success. Contact site supervisor on a regular basis; monthly, bi-weekly, or more depending on job seeker or employer need.
- When CWE/BWE ends, enter CWE/BWE Ends CLNO.
- Update the site agreement when there is a change in supervision at the CWE site.