



Follow Up Retention Strategies

Florida Farmworker Jobs and Education Program



Common Measures

- 1) Entered Employment
- 2) Employment Rate
- 3) Average Earnings

Reference: TEGL 17-05

Performance

Entered Employment Rate

Of those who are not employed at the date of Participation:

- The number of adult participants who are employed in the first quarter after the exit quarter
- Calculated after first quarter of retention

Performance

Employment Retention

Of those who are employed in the first quarter after the exit quarter:

- Number of adult participants who are employed in both the second and third quarters after the exit quarter

Performance

Average Earnings

- The total amount of all job placement salaries divided by total amount of placed participants
- Calculated after second and third quarter of retention

Performance Policy

Participant Exit Date = The last day of a 90 consecutive day period where a participant has not received a qualifying service funded by program, and is not scheduled for future services.

This includes:

- Core services, including placement assistance, emergency assistance, or related assistance
- Intensive Services, including work experience, skills assessments, work aptitude, or group counseling
- Training services, including on the job training (OJT), classroom, and customized training.

Performance Policy Cont.

- In a 'No-Service for 90 days' scenario, the Customer Record Database (CRD) system automatically exits the participant on the 90th day, but applies the Date of Exit retroactively to the last date of service.
 - The CRD system, however, does not automatically enter the exit category. This needs to be done by project staff, or a data error will be generated when edit checks are done as part of Department of Labor (DOL) reporting.

Performance Policy Cont.

- If a participant gets a part or full-time job before they exit, there are two options for documenting this employment:
 - Enter employment in case notes and allow participant to continue in program, i.e., do not exit them at this time.
 - Enter job in the Placement Tab in CRD. This becomes the Last Service Date, and cease all CRT, OJT, and vouchers activity. In this case, close out the Individual Employment Plan (IEP) on the date employment was entered and last activity date is on CRT/OJT is updated and ended on Placement Date.

Retention Schedule

Participant Exit	Quarter End	Follow up
Quarter 1	September 30	October 1 st -5 th
Quarter 2	December 31	January 1 st -5 th
Quarter 3	March 31	April 1 st -5 th
Quarter 4	June 30	July 1 st -5 th

Retention Follow-up Strategies

- SunTax
- Telephone
- Email
- Mail
- Social media
- Family
- Personal visitation