



Boulder County
Colorado



Boulder County Child Care Assistance Job Search Program Letter

The Job Search Program offers **thirteen (13) weeks of childcare per 12 month period** while you seek employment. The child care can be used while you are doing Job Search activities only.

Examples of acceptable activities include, but are not limited to:

- Researching job listings
- Searching and/or applying online
- Completing/sending applications
- registering with temp agencies
- Completing resume/cover letters
- Sending resumes
- Job interviews
- Attending Classes at Work Force

Other activities that relate to job searching are valid. Covered care is based on schedule you have provided CCAP for you to spend job search activities for each day of care used. (Less than 5 hours equals part time care, 5 hours or more equals full-time care. One job search day used in a week will count as one week toward my 13 week maximum for the 12 month period).

Care will be authorized per week regardless if one (1) day or (7) days are used in a given week. Care will be authorized and ending when the full thirteen (13) weeks of Job Search is exhausted.

When you receive a job, have your new employer complete and send a Verification of Employment form to CCAP. Once received, your childcare coverage may change to adjust to your new work schedule. Please notify your caseworker in writing to authorize care per new eligible activity.

Forms included with this packet:

1. Job Search Program letter - please keep this page for future reference.
2. Job Search Client Responsibilities Letter
3. Job Search Resource Packet
4. Verification of Employment form, please have your new employer complete this form and return to the CCAP office.

As always please remember to:

Print full name and CCAP caseworker's name on all pages you send in for your case.

Boulder County Child Care Assistance Program

CCAP Phone: (303)678-6014 ccap@bouldercounty.org



Boulder County Child Care Assistance Program (CCAP)

**3460 N. Broadway, Boulder, CO 80304 OR
515 Coffman Street, Longmont, CO 80501**

**Phone: (303)678-6014
Fax: (303)441-1523**

Job Search Client Responsibilities

As a CCAP client you agree to the following conditions while receiving assistance you're your childcare costs for Job Search activities.

1. You will receive a maximum of thirteen (13) weeks of subsidized childcare for job searching in a 12-month period. The 12-month period of time begins with the first day of care used for job search activity.
2. You will provide CCAP with a written schedule of your job search time (Days of the week and hours of the day)
3. You understand that you must complete job search activities for each day of care and each hour of care used. Approved care is based on **time spent on job search activities** each day; less than 5 hours equals' part time care, 5 hours or more equals full-time care. Each day, no matter the type of care approved, counts toward my thirteen (13) week maximum for your anniversary year.
4. You agree to notify CCAP and supply written employment verification within four (4) weeks of becoming employed. Job Search time will be counted until you notify us of your eligible activity change.
5. You understand that once the (13) thirteen weeks are exhausted your case will **close** unless you provide Boulder County CCAP with verification of an eligible activity.
6. You understand that your childcare assistance will end if you are not in compliance with this agreement. You understand that you are solely responsible for any childcare costs if you use care for any other purpose other than seeking employment while on Job Search.

Boulder County CCAP Job Search Resources



For Job Seekers:

Workforce Boulder County (WfBC), a Colorado Workforce Center, offers a wide variety of services to Job Seekers and Businesses.

- **Events**
 - for Job Seekers
- Find the **most recent job listings**
 - by registering with the Workforce Center and searching for jobs on www.connectingcolorado.com
- **Government Jobs**
 - Boulder County, Colorado State, and Federal Jobs
- **Resource Center**

WfBC offers user friendly job search resources:

 - Computers with updated software
 - Internet access to job listing sites
 - Access to America's Job Network
 - Resume software
 - Assessment and career information software programs
 - Newspapers, books, periodicals, and magazines
- **Work Registration**
 - Employment registration is open to anyone looking for work
 - Applicants are interviewed to determine skills, experience and job target
 - Computerized job system matches job seeker with employer
 - State wide job search available
 - Referrals to employers

- **Assessments**

- Limited career counseling and self-directed vocational assessments to assist in determine occupations that match aptitude and abilities
- Basic skills assessments to determine reading and math skills levels
- **Computer Lab**
 - Individual computer assisted basic skills training
 - Skill training levels target the non-reader through GED
 - Assistance to learn demand software packages
- **Job Search Workshops**
(covering a variety of job seeking skills)
 - WfBC offers workshops in a variety of areas to assist job seekers in obtaining the employment they need and want. A complete list of workshops with course descriptions is located here.
- **Job Training**
 - Limited scholarships and tuition assistance are available
 - Scholarships may be used for training in high demand occupations
- **Internships / On-the-job Training**
 - Some clients may qualify for the following:
 - Paid / unpaid internships at a variety of non-profit, private for profit or public entities work sites
 - The intern will be trained in specified job skills and / or workplace success skills

Workshops available once you register with **Workforce**: you can do that online or in person or you can also contact an Employment Advisor. They are available in both offices Monday – Friday, from 8:00 until 3:00. This is a walk-in service; no appointments are necessary. You can also call either of our main numbers to be connected to an Employment Advisor at 303-413-7555 or 720-864-6684.

All workshops are **free**. Pre-registration is required to hold your place in class due to limited space. At registration, you will be asked to leave a telephone number where you can be reached. **PARTICIPANT CANCELLATIONS MUST BE MADE WITHIN 24 HOURS PRIOR TO THE START OF CLASS.**

- **Step 1: Job Search and Self-Discovery**
Career Exploration (1/2 day class)
If you are unsure about your next career move this workshop is for you. The career assessment tools we offer will give you insights into new jobs and careers that would be your best fit.
- Job Search Basics** (1/2 day class)

Plan the best way to navigate your online job search.

Creative Job Search – Tapping into the Hidden Job Market (1/2 day class)

Discover the importance of networking in your job search. Over 50% of jobs are never posted. Employers prefer to hire job seekers who are referred by their colleagues or coworkers. Learn innovative ways to find the hidden jobs and get referred.

- **Step 2: Resume**

Resume Basics (2 half days)

Learn the basics of resume writing. This workshop covers why resumes are important in today's job search process and how to put a basic resume together.

ReZoom Your Resume (1/2 day class)

It is recommended that you have a clear career direction before taking this class. Learn what the current trends are in resume writing and how to tailor your resume to the position to get your resume noticed.

Walk-in Resume Critique (first come, first served)

This "quick" service is for clients who need a minimal critique and are comfortable reworking their resume.

- **Step 3: Networking**

Using Facebook & Twitter to Leverage Your Job Search (1 ½ hour class)

Find out how Facebook, Twitter and a few other social media sites can radically enhance your chances for finding the perfect job. More of a "Why" you should use social media for job searching, not a "How-to" workshop.

LinkedIn Basics (2.5 hour class)

Get started! LinkedIn Basics covers how to create a professional profile, set privacy settings, and make connections with others on LinkedIn. Note: Go to LinkedIn.com and set up an account prior to attending the workshop. Bring your e-mail address and your LinkedIn password to class

LinkedIn for Job Search (2.5 hour class)

Once your profile is complete see how the power of LinkedIn can connect you with professionals in your fields who can refer you to those hidden jobs.

Networking Presentation (2 hours)

A monthly meeting for WfBC registered 50+ clients. The networking presentations showcase speakers from area employers and organizations who offer information on interesting job search topics. Time will be available for networking with other attendees.

- **Step 4: Interview**

- **Interview Basics** (2 half days)

- *Preparing for your first interview or need to review the basics? Learn how to prepare for an interview, research a company and practice interview questions.*

- **What's Your Interview IQ?** (4 consecutive half days) — *You must be able to attend all four half days.*

- *Interview successfully by using a simple formula to showcase your skills that sets you apart from the competition. Increase your confidence by knowing how to answer behavioral and tough interview questions. Note: There will be 1-2 hours of homework after each of the first two days of the workshop.*

- **Interview IQ Snap (2 hours)** *This workshop is an alternative choice for those who cannot attend the four-day interactive workshop. Interview IQ Snap covers the same information as "What's Your Interview IQ?" but is a condensed information session with no interviewing practice.*

- **Practice Interviews** (1 ½ hour class) *required – Exclusively for those who have previously taken the "Interview Basics", "What's Your Interview IQ?" or "Interview IQ Snap" workshop. Practice your interviewing skills with other job seekers who have taken one of our Interview workshops. Bring questions you want to be asked and be prepared with your skill/STAR stories.*

- **Enrichment**

- **Communicating across Generations** (2 hours) every generation has its own personality and style. Understanding what makes each generation tick can bridge communication and working relationships. We'll look at the four generations currently in the workforce and explore ways to work well with people of all ages.
 - **Transition, Transcend, Transform for 50+ Clients** (3 hours) the world of work is changing: social media and technology are here to stay. Get a new perspective on your career options and move forward with clarity and confidence.
 - **Self-Directed Labs** available. If you need to increase or update your computer skills, or learn Microsoft Office, you can train in the Self-Directed Labs in

Longmont or Boulder. SDLs are typically scheduled multiple times per week, and offer flexible, self-paced training using computer-delivered tutorials in Windows, Word, Excel, Access, and PowerPoint. [Contact our offices](#) to learn of specific times.

Please register with an Employment Advisor in either the Boulder or Longmont office is required prior to attending a workshop. Employment Advisors are available Monday-Friday from 8:00 to 3:00 on a walk-in basis. You can also call either of our main numbers to be connected to an Employment Advisor at 303-413-7555 or 720-864-6684.

All workshops are **free**. Pre-registration is required to hold your place in class due to limited space. At registration, you will be asked to leave a telephone number where you can be reached. **PARTICIPANT CANCELLATIONS MUST BE MADE WITHIN 24 HOURS PRIOR TO THE START OF CLASS.**

If you need special assistance, contact your local Workforce Center

WfBC Longmont
515 Coffman Street
Longmont, CO 80501
Tel: 720.864.6600

WfBC Boulder
5755 Central Ave, Suite B
Boulder, CO 80301
Tel: 303.413.7555
Fax: 303.413.7794

Boulder County CCAP EMPLOYMENT/INCOME VERIFICATION

Form must be completed by employer

CCAP Client Name: _____ Social Security #: _____

Name of Business: _____

Business Address: _____

City/State/Zip

First Day of Employment: _____ First Check Date: _____

Job Title: _____

Rate of Pay: _____ Monthly Gross Wages: _____ Taxes Withheld Yes No

How often paid? Weekly Biweekly Semimonthly Monthly/Other _____

*If tips, what percentage is reported: _____

Is this seasonal employment? Yes/No. If yes, give dates _____

Is employee expected to return to job? Yes/No. If yes, give date _____

Is this temporary employment? Yes/No. If yes, give end date _____

WEEKLY WORK SCHEDULE if fixed schedule

Please list typical work schedule i.e. 9a-5p -within the grid below for each day of work client is expected to work:

SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL HRS PER WEEK

OR

If client works a **FLEXIBLE SCHEDULE**, please tell us when they are available to work:

Earliest time in _____ am/pm AND Latest time out _____ am/pm

Average Hours Per Week _____

Days of week expected to be available: all that apply: **M T W TH F ST SN**

The above person has indicated that s/he is employed with your business. Please complete the following information and return to employee or directly to CCAP at the address or number at the bottom of page.

I confirm that the above information is complete and accurate:

Printed Name

Title

Phone Number

Date

Signature

Date



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