

# INTAKE TIMELINE PLAN

01

Intake begins when participant submits completed digital intake form into SEEL's digital platform.

02

When a Resume is submitted, participants become active in our system and partake in a 7-14 Assessment period where potential wraparound services and suggestions are assigned and/or communicated amongst the team 1st, then gently suggested and referred to participants. If no Wraparound referral is needed, participants will then move into the job placement period.

03

The 14–30-day job placement period begins once a job has been identified for the job seeker and agreed upon to be applied for.

04

We then help navigate the job seeker through the application and interview process and conduct follow-ups while using our partner resources and networks to help assist and/or encourage the hire of our marginalized job seeking individual and will remain advocates, while continuing to conduct referrals throughout the process.

05

If we are not able to get an individual placed into an Energy Efficiency job within the 30 days, the job seeker then becomes non-active in our system, unless a new job has been identified that has been committed on to apply for and the communication lines remain intact with job seeker.

06

If an active job seeker becomes un-reachable for more than 10 days during the job placement process when attempting to contact them, and we have made 3 or more contact attempts via phone call or email, the job seeker then becomes inactive.

07

If communication lines between job seeker and program worker become inoperable for more than 14 days during any point in the program intake process, program participants become inactive.

08

If hired, participants remain in the system as “placed” and are reached out to for monthly and quarterly check-ins by their assigned program worker to see how the job is going, collect data and gain feedback, and see if there are any other trainings that are potentially desired to further the individual in their field and expand into another EE field.

09

If terminated, individuals can “Re-enroll” up to 3 times, but upon 2nd and 3rd terminations, they are required to enlist in Wraparound services for additional supports to address any potential barriers or issues and lend services for periods of self-growth and job readiness prep. that may be necessary before re-applying for other EE jobs.

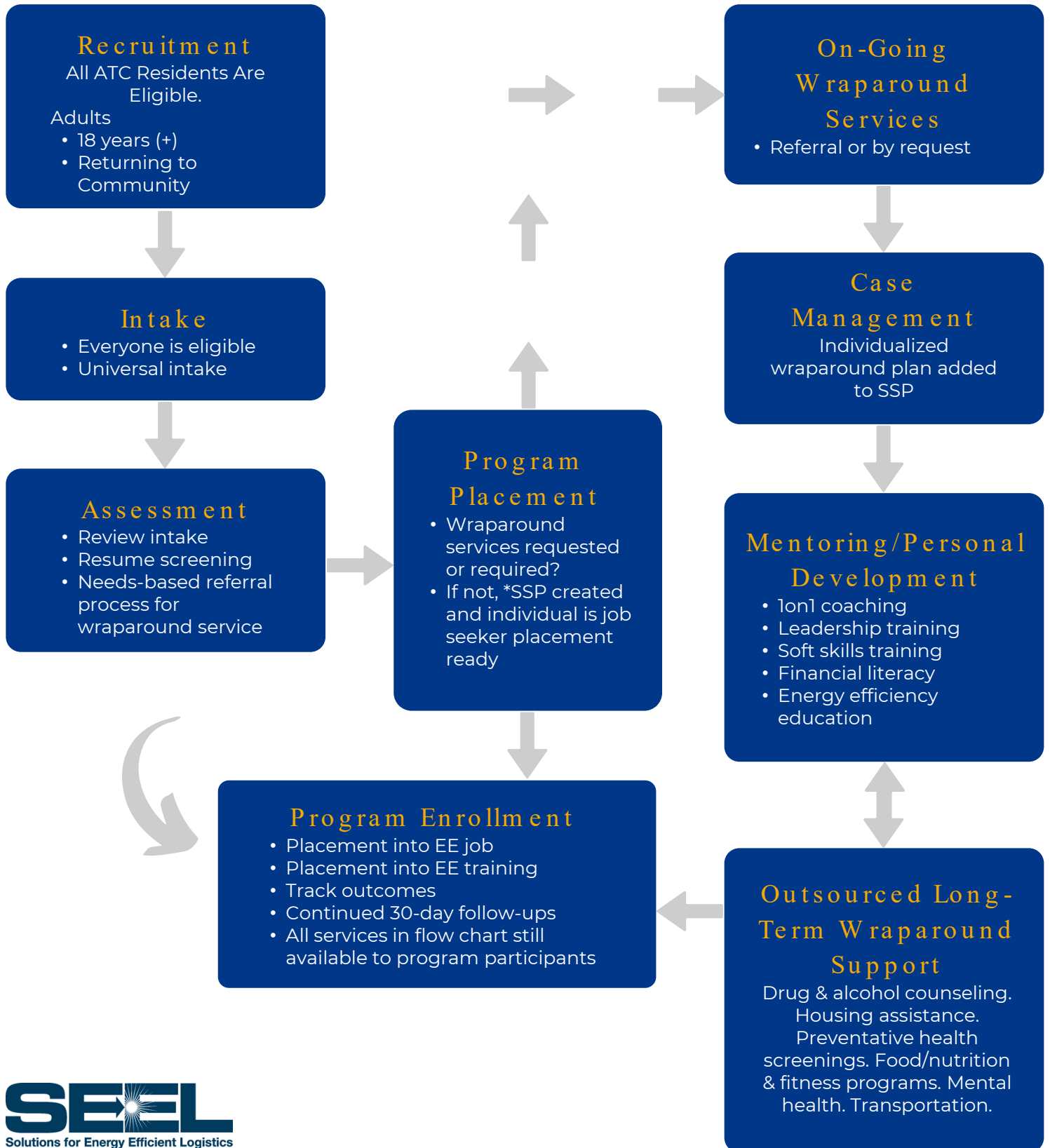
10

If terminated 3 times from an EE position or Training program SEEL placed you in, individuals must wait 90 days before reapplying with us and all intakes must include enlisting of wraparound services.

# INTAKE TIMELINE PLAN



# ATC INTAKE FLOW CHART



# PROGRAM ADVANTAGES

One thing we often do 1st, is provide our partner deck, which is a PowerPoint that illustrates and highlights a lot of the ways we combine providing wraparound services with community outreach and partnership collaboration, along with community action agencies who already perform that work in wraparound services, to form what we call a formidable Energy Efficiency network.

This gives front and back-end stability, not only for the job seekers who are supported fully with the variety of services depending on which ones they request/may need, but the employers also can feel supported as well knowing this person is not walking this journey alone, but with a team of support around them, even post-hire...

Our wraparound services include but are not limited to... 1 on 1 coaching, resume and job interview tutorials, soft skills building & enhancement, support in finding transportation, financial support, daycare, outsourced referrals to licensed agencies for trauma counseling, substance abuse classes, and much, much more!

Once a job seeker is placed into wraparound services an assessment is done through our partner agencies and a case manager is assigned and ISSP or an \*Individualized Structured Success Plan is then created for the job seeker, to help them navigate this journey successfully and set milestones and goals to meet along the way, before returning to work. This gives the Job Seeker the best foot going forward and gives the employer the safety and security of knowing this individual has a village of support around them.

This gives employers the security and stability of knowing that this individual has extra-built in supports or "advantages" that we take very seriously in providing. Which is why I have also included here a copy of our ATC flow chart, which serves as a base example for the services we provide individuals throughout the program process, where at any point weather in any of our four "program phases" if at any time a job seeker thinks they may need more counseling, childcare, transportation assistance, or any type of referral, they can "re-enroll" themselves back into our wraparound services.

However, regarding backgrounds, no one can ensure anyone who is a formerly incarcerated individual can pass background checks. They're automatically going to be flagged due to their status as formerly incarcerated. Weather they pass is ultimately up to the company who is hiring them and can sometimes be based solely on the company's policy regarding felonies, alone. Many Major Cooperation's and Businesses use 3rd party companies to conduct the background checks for them and leave the decision-making process completely up to that 3rd party affiliate. We are simply here to ensure the employer that the necessary support is provided around the individual in question, so they don't have to be discriminated against, and can feel valued, worth-while and equally as important as any other employee. However, what we do for our job seekers with a criminal record, is expose them to expunge summits and classes, one such class that a instructor in expungements comes and teaches monthly expungement classes for Prairie State, who comes personally to House of Hope once a month on the south side of Peoria, House of Hope being one of our key program partners.

Ultimately, if it is a requirement for a position that the individual not have felonies, or not have a criminal background, then we will refer someone to that agency or company that does not have a background, to ensure they pass their background checks and meet their requirements for hire. But we strongly prefer attempting to advocate for all the individuals who are qualified 1st, whether they have a background or not.

Some Jobs we completely understand and know that we will not be able to refer felons into, i.e. Jobs that require going into people's homes to install smart thermostats or dealing with heating & cooling maintenance issues. Homeowners or clients may not feel comfortable, and companies tend to lean more towards the client's needs most heavily in these situations, understandably.

So what we do is refer individuals who meet that criteria currently for the position, will also structure formats and building models of criteria on why to reconsider allowing the hire of felons for this position. With this, we encourage the employers to reevaluate their status of against hiring by adding structure and support. An example of this can be easily illustrated from our previous example... instead of an employer exempting all felons from the position because it requires entrance into customer's home, to only exempting individuals with thefts, violence, murders, and sex crimes. That way there is a guideline and a due process for screening individuals, and success rates statistically show these lower category offenders are individuals who are much less likely to offend or commit a crime while on the job, than other individuals with much higher category of offenses or violent crimes.

Outside of that we focus on engaging with employers, to see where their comfortability level is with hiring felons, gauging what concerns they may have, and ultimately sharing with them the benefits that can come from hiring a formally incarcerated individual.

Lived experiences, and an eagerness to work are a few minor examples of those benefits. However, here is a more exhaustive list of those benefits:



#### Cuts Recidivism

Cuts Recidivism by giving the Returning Citizens a chance to reacclimate themselves back into society.



#### Eligible Tax Break

Companies are able to receive tax breaks or tax credits (work opportunity tax credit) {work opportunity tax credit}. Employers who hire individuals with criminal backgrounds receive a tax credit of up to 40% of the employee's yearly wages. The tax credit is only for employers who hire individuals who have left prison within the last year.



#### Supports 2nd chance opportunities for the returning citizen

It gives the returning citizen an opportunity at a "2nd" chance to get their life back on track post-prison.



#### Enables the returning citizen to begin to rebuild their lives as a productive citizen

Enables them to rebuild their lives and support their family and children and helps with becoming a productive citizen again.



#### Helps with lowering the crime rate

Helps with lower the crime rate by employing them and prevents them from going back to the behavior or activities that landed them in prison in the first place.



#### It opens a different kind of employment pool

It opens new employment opportunities, not only for the employee, but for the employers also. Normally individuals who come from incarceration tend to have a strong work ethic and are willing to follow directions because of the fear of reoffending. Building trust with employers that these individuals are dependable is critical and can build pipelines.



#### Fidelity bonding

Fidelity bonding is an insurance policy that protects employers from employee dishonesty or theft. The state offers 6 months of free fidelity bonding insurance for employees with past convictions. The bond covers up to \$25,000 in damages if the employee steals from the company.