**Food Supplement Program Job Search Procedures**

This information is how to serve and document job search activities for Food Supplemental Program recipients.

1. ***Definitions***

Food Supplemental Program (FSP) – a program that enables low-income families to buy a variety of food that is the basis for better nutrition. Benefits are issued electronically to the family’s Delaware Food First card each month. This is an Electronic Benefits Transfer (EBT) card. The Food Supplement recipient uses this card at local grocery stores to access his/her supplement benefit.

Food Supplement Job Search – This is a Wagner-Peyser core service which includes any type of job search activity (self-service or staff-assisted) conducted by a Food Supplement Program participant.

1. ***Process/Procedures***

Some FSP recipients are required to register with the Division of Employment and training (DET), conduct monthly job search and report their job search to their Division of Social Services (DSS) case manager.

* Make sure they sign in the Resource Room.
* The FSP recipient should identify themselves by giving the Resource Room Specialist the DSS Employment and Training One-Stop Career Center Attendance Verification Form (See attachment).
* Ensure that the FSP recipient is registered and has an open Job Service enrollment in Delaware JobLink (DJL). If they don’t, ask them to go to the Front Counter and begin registration.
* Once the FSP recipient has conducted approximately a one hour, self-service or staff-assisted job search, write the Day and Year (beside the correct month) and DOL Staff Initials on the DSS Employment and Training One-Stop Career Center Attendance form.
* The FS recipient will fax the form to his/her DSS case manager from the Resource Room. The number is on the form.
* Enter the core service, Food Supplement Job Search, in the Job Service’s Service and Training (S & T) Plan. Enter Notes as appropriate, such as did they do resume and/or a cover letter, job search, or other resource room usages.