

Florida Ready to Work for SNAP E&T Participants

WHY?

Local workforce development boards may utilize Florida Ready to Work with SNAP E&T participants, as appropriate. This program helps participants learn important skills that are needed in today's job market, such as digital literacy, communication, and problem-solving. These skills are essential for getting and keeping a job, which can really boost the participants' chances of success.

Florida Ready to Work is convenient, available on-line and can be completed at the participant's pace. The program is flexible, user-friendly and offers the opportunity for participants to earn state-sponsored nationally endorsed credentials.

Can Florida Ready to Work count towards requirements for SNAP E&T Participants?

YES! Participants' time spent in the Florida Ready to Work training may count toward monthly participation hours. Please use chart below for estimations on time and correlation to SNAP E&T guidelines.

Florida Ready to Work Training Module	Job Search Training Activity or Education Activity	Approximate Number of Hours*
Digital Skills – Computer Operations	Job Search Training Activity	0.5 hour
Digital Skills – Internet Browsing	Job Search Training Activity	0.5 hour
Digital Skills – Digital Communication	Job Search Training Activity	0.5 hour
Digital Skills – Digital Documents 1 & 2	Job Search Training Activity	1 hour
Digital Skills – Internet Browsing	Job Search Training Activity	0.5 hour
Digital Skills – Assessment	Job Search Training Activity	1 hour
Soft Skills – Communicating Effectively	Job Search Training Activity	3.5 hours
Soft Skills – Conveying Professionalism	Job Search Training Activity	4.5 hours
Soft Skills – Promoting Teamwork & Collaboration	Job Search Training Activity	2.5 hours
Soft Skills – Thinking Critically & Solving Problems	Job Search Training Activity	3.5 hours
Soft Skills – Assessment	Job Search Training Activity	1 hour
Work Ready Math – Levels 1-5	Education Activity	35.5 hours
Work Ready Math – Assessment	Education Activity	1 hour
Work Ready Reading – Levels 1-5	Education Activity	27.5 hours
Work Ready Reading – Assessment	Education Activity	1 hour
Work Ready Data – Levels 1-5	Education Activity	27 hours
Work Ready Data – Assessment	Education Activity	1 hour

*This is the current median time it takes to complete each of the lessons within a Florida Ready to Work module. Some participants may need more time or they may complete the training in less than the median time.

Best Practices

- As a part of the initial meeting (in-person or virtual), staff may enroll SNAP E&T participant into the Florida Ready to Work system and them with Florida Ready to Work username and password. Start with one Florida Ready to Work training to get the participant started:

Assign Digital Skills Training when a participant has:

- never used a computer before;
- returned to the community after spending time incarcerated;
- never created a digital profile or has only used mobile device; and/or
- expressed concern with digital literacy.

Assign Soft Skills Training when a participant has:

- had trouble keeping a job;
- struggled with communicating verbally and/or written;
- returned to the community after spending time incarcerated;
- asked to explore work-based learning opportunities; and/or
- expressed interested in making a career pivot.

Assign Academic Employability Skills Training when a participant has:

- not earned a high school diploma;
- basic skills deficiencies;
- returned to the community after spending time incarcerated;
- begun the process for applying for technical training programs; and/or
- expressed interested in making a career pivot.

- Monitor SNAP E&T participants' training progress in the Florida Ready to Work reports. Set milestones for participants and check-in with them regularly. Use the following chart for pacing suggestions for your participants.

*Note – If a participant has never used a computer before, consider logging in with them together the first time.

- If a participant is still receiving benefits after completing one of the Florida Ready to Work solutions, then staff should assess whether the participant should be assigned to another solution or a new activity.

Florida Ready to Work Solution	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Digital Skills Solution	Introduction to Florida Ready to Work; Computer Operations	Internet Browsing & Digital Communications	Digital Documents	Digital Security & Review Posttests	Schedule Assessment	Assign Soft Skills and start working through this training.
Soft Skills Solution	Introduction to Florida Ready to Work; Communicating Effectively	Conveying Professionalism	Promoting Teamwork & Collaboration	Thinking Critically & Solving Problems	Finish any modules that haven't been completed & Review Posttests	Schedule Assessment
Academic Employability Skills	Introduction to Florida Ready to Work; Placement Tests for all 3 modules	Work Ready Math	Work Ready Reading	Work Ready Data	Review post tests and schedule 1 of 3 assessments	Schedule remaining 2 assessments