

Introducing Florida Ready to Work to SNAP E&T Participants Sample Communications

First communication – initial introduction:

Subject: Get Started with Florida Ready to Work!

Hello [Insert name],

Florida Ready to Work is a free job readiness program. This training helps you build skills and counts toward your monthly participation hours so that you can continue to receive SNAP benefits.

This training helps you **learn important skills** to **get a good job** and **keep it**. With the right skills, you can find work that pays well and helps you support yourself and your family.

It's time to start **Florida Ready to Work!** In the next **two days**, go to **www.myfloridareadytowork.com** and begin your training.

Your Username: [Insert Username]

Your Password: [Insert Password]

Attached is a **Quick Start Guide** to help you get started. It shows you **step-by-step** how to do your training and check your progress.

You must complete [Insert solution] training in the Florida Ready to Work system by [Insert amount of time to complete the training]. When you finish the Florida Ready to Work [Insert solution] training, you will be scheduled to take your Florida Ready to Work assessment. By taking the assessment, you will have an opportunity to earn a state-sponsored, national endorsed credential to show employers you have mastered the [Insert solution] skills.

We are here to help! If you have **any questions**, please reach out.

Kind regards,

[Your name or organization]

Follow-up – 2nd communication:

Subject: Reminder – Get Started with Florida Ready to Work!

Hello [Insert name],

Just a quick reminder to start your **Florida Ready to Work** training! This free program helps you build skills, find better job opportunities, and counts toward your monthly participation hours so that you can continue to receive SNAP benefits.

What to do next:

Go to **www.myfloridareadytowork.com**

Log in:

- **Username:** [Insert Username]
- **Password:** [Insert Password]
- Follow the **Quick Start Guide** (attached) for step-by-step instructions.

You must complete [Insert solution] training in the Florida Ready to Work system by [Insert amount of time to complete the training]. When you finish the Florida Ready to Work [Insert solution] training, you will be scheduled to take your Florida Ready to Work assessment. By taking the assessment, you will have an opportunity to earn a state-sponsored, national endorsed credential to show employers you have mastered the [Insert solution] skills.

We're here to help! If you have any questions, please reach out.

Start today and take a step towards your future!

Kind regards,
[Your name or organization]

Communication for when you are allowing participant to schedule assessment:

Subject: Time to Take Your Florida Ready to Work Assessment!

Hello [Insert name],

Great job finishing your training! Now, it's time to take your Florida Ready to Work assessment, so that you can **earn your Florida Ready to Work Credential**. This will help you show employers your skills!

What to do next:

- **Schedule your assessment:** Contact your case manager to set up a time. [Insert instructions for scheduling]
- **Review your posttests:** Log in at www.myfloridareadytowork.com, click on [Insert solution name] training, and retake posttests to study.

Earning Florida Ready to Work Credential helps you **stand out to employers** and move forward in your career.

We're here to help! If you have **any questions**, reach out anytime.

Kind regards,
[Your name or organization]

Communication for when a participant hasn't started training:

Subject: Reminder – Start Your Florida Ready to Work Training!

Hello [Insert name],

I noticed you haven't logged into **Florida Ready to Work** yet. Is everything okay? We want to make sure you have all the help you need to get started.

How to begin:

Go to www.myfloridareadytowork.com

Log in:

- **Username:** [Insert Username]

- **Password:** [Insert Password]
- Follow the **Quick Start Guide** (attached) for step-by-step instructions.

This free training will help you **learn important skills** to help get and keep a job. This training counts toward your monthly participation hours so that you can continue to receive SNAP benefits.

We're here to help! If you have **any questions**, reach out anytime.

Start today and take a step towards your future!

Kind regards,
[Your name or organization]

Communication for when you have 1 week* until scheduled assessment:

**Can be edited for any amount of time until the scheduled assessment*

Subject: One Week Left – Complete Your Florida Ready to Work Training!

Hello [Insert name],

You have **one week left** to finish your **Florida Ready to Work** training! This free program helps you learn skills to help **get and keep a job**. This training counts toward your monthly participation hours so that you can continue to receive SNAP benefits.

How to complete your training:

Go to www.myfloridareadytowork.com

Log in:

- **Username:** [Insert Username]
- **Password:** [Insert Password]
- Follow the **Quick Start Guide** (attached) for step-by-step instructions.
- **Review your posttests:** Log in at www.myfloridareadytowork.com, click on [Insert solution name] training, and retake posttests to study.

Finishing this training will help you **prepare for better job opportunities**.

Remember, you are scheduled to take your Florida Ready to Work assessment on [Insert day and time] at [Insert location].

Need help? Have questions? **Reach out anytime!**

Complete your training today and take the next step!

Kind regards,
[Your name or organization]