



Learning and Employment Access Program

LEAP

Start Date: _____

Schedule:

Monday:	9-1 Job Skills 1-4 Job Search
Tuesday:	9-1 Job Skills 1-4 Job Search
Wednesday:	9-1 Job Skills 1-4 Job Search
Thursday:	9-1 Job Skills 1-4 Job Search
Friday:	9-1 Job Skills 1-4 Job Search

Location:

Adult Education Building
201 E. Nine Mile Road
Highland Springs, VA 23075

Contacts:

Ms. Taylor 804/737-5580
Ms. Cook 804/737-3861
Fax: 804/737-8435

Transportation Provider:

Name of Vendor

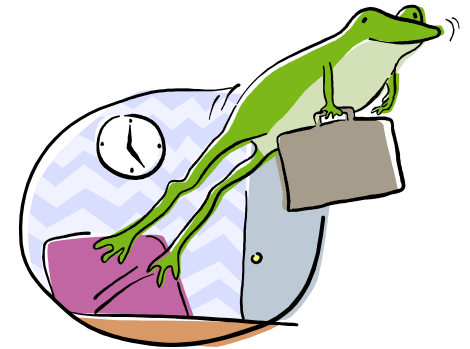
Contact Information

****You are responsible for contacting the van service listed above 5-7 days prior to your scheduled start date to set up your transportation.**

****You are responsible for contacting the van provider on a weekly basis to confirm your schedule for the following week.**

LEAP

Learning and Employment Access Program



**Henrico County
Department of Social
Service**

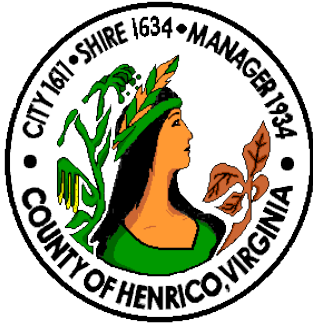
VIEW REQUIREMENTS:

- ✓ You will be scheduled to participate in the program 35 hours per week.
- ✓ Have a backup plan, failure to attend the program due to a lack of transportation and/or childcare is not considered good cause and your TANF may be sanctioned.
- ✓ Any scheduled appointments must be arranged outside the hours you are attending the LEAP program.
- ✓ Contact your VIEW worker should you not be able to attend the program for any reason.

VIEW Worker:

Contact#:

LEAP



Program Overview

The LEAP program provides Educational and Employment related services to the residents of Henrico County who participate in the Virginia's Initiative for Employment not Welfare Program known as VIEW.

LEAP is a grant funded program that works in collaboration between the Henrico County Department of Adult Education, Community College Workforce Alliance, Career Directions, RSVP (Rehabilitative Services and Vocational Placement), Goodwill Services, and The Henrico Department of Social Services.



Services

- ✓ Job Skills Training
- ✓ Intensive Job Readiness
- ✓ GED Preparation
- ✓ Computer Literacy
- ✓ Supportive Services
- ✓ Psychological & Career Assessment

Job Skills Training

Participants are given the opportunity to prepare for the Career Readiness Certification (CRC); which is a nationally recognized certificate verifying to employers that an individual has essential core employability skills in reading, math, and locating information.

Intensive Job Readiness

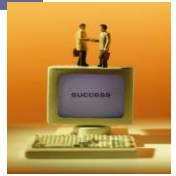
The program offers 4 weeks of job readiness workshops which focus on the fundamentals of job search, resume writing, interview preparation, and dressing for success. The curriculum also addresses labor market demands, and daily life skills in the area of financial literacy and healthy life styles.

GED Preparation

The project provides individualized as well as group instruction for GED preparation.

Computer Literacy

Participants are provided with customized computer training through an online interactive tool that allows them to work independently based on their skill level. The training ranges from computer basics to the various software products offered by Microsoft.



Supportive Services

The program provides supportive services such as educational work books and supplies, testing fees, licensing costs, and graduation fees. Participants are also eligible for transportation and child care assistance offered from VIEW/TANF funds.

Psychological & Career Assessment

Participants work closely with case managers to complete a thorough career assessment inventory. The assessment addresses barriers to employment, learning needs, employment history, and various medical and psychological matters. Psychological testing is conducted on an individual basis to determine if the individual can benefit from accommodations in education or the workplace.