

# FACT SHEET



TRANSITIONAL  
EMPLOYMENT  
ASSISTANCE  
(TEA)

Temporary Assistance for Needy Families  
Arkansas Department of Workforce Services

## WORK EXPERIENCE PROGRAM

Work experience is defined as supervised, unpaid work in the public or private sector in exchange for assistance. It provides a Transitional Employment Assistance (TEA) Program participant with the opportunity to gain the general skills, knowledge, and work habits necessary to obtain a job. The purpose of the work experience program is to improve the employability of those participants who cannot secure unsubsidized full-time employment. The maximum allowable period is three months.

Single parent households assigned to a work experience activity are required to participate a minimum of 30 hours per week, but no more than 40 hours per week.

Two-parent families assigned to a work experience are treated exactly the same as described for single parents, except for changes in the minimum number of hours.

Employment/job skills to be taught include, but are not limited to:

1. Learning how to follow instructions and take orders
2. The importance of getting to work on time
3. Learning how to dress for the job
4. Learning how to work with others
5. Learning to work independently
6. Improving work habits
7. Improving one's self-image

Work experience may also include:

1. Vocational training in a specified area
2. Unpaid work-study
3. Training-related practicums
4. Unpaid internships
5. Work experience activities that are part of substance abuse, mental health, or rehabilitation services

The site supervisor must agree to provide supervision through general employment and job-specific instruction and supervision. Both the site supervisor and participant will sign the TEA-1407, Participant Time Card/Progress Report. The document will be submitted bi-weekly to the DWS Workforce Specialist. The time card/progress report will document the participant's actual hours, performance, progress, and intensity of the supervision and instruction provided. Site supervisors are also requested to provide an overall evaluation of the participant's performance in this report.



Prior to assignment of a participant to a work experience site, the site supervisor will be made aware of the following assurances that must be provided to regular employees:

1. No currently employed worker or position will be displaced, partially displaced, or have normal work shift hours, wages, or employment benefits reduced as a result of activities by TEA program participants.
2. The placement of TEA participants will not impair existing contracts for services or collective bargaining agreements.
3. Supervisors will not fill any established, unfilled position, or vacancy with a TEA participant when regular workers are laid-off from the same or similar positions at the site. Currently employed workers will not be terminated in order to fill vacancies with TEA participants.
4. The placement of TEA participants will not infringe upon the promotional opportunities of any currently employed individual at the work site.

The site supervisor must agree to provide to the participant the same benefits (breaks, lunches, days off, etc.) and the same working conditions provided to employees performing comparable tasks.

If a participant is injured at a work-experience work site, DWS provides medical insurance coverage. If an injury occurs, the following steps should be taken to access medical benefits:

1. The participant will notify the local office.
2. The local office will notify the TANF Policy Unit via email as soon as they become aware of the injury and provide the name and address of the participant.
3. The TANF Policy Unit will send a claim form to the participant for completion.
4. The participant will be requested to return the claim form to the TANF Policy Unit.



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