

# COVID-19 Disaster Recovery Dislocated Worker Humanitarian Food Service Project – Webinar

June 16, 2020



# Today's webinar will be recorded.

- Please use the chat box to introduce yourself.
- You can listen through speakers or use the dial-in option listed with the webinar link.
- You can use the chat box or “raise hand” feature to ask a question.
- Please remember to mute your computers and phones to minimize background noise.

# Overview of Webinar Topics

- Project Overview
- Selected Worksites
- Worksite Agreements
- Single Point of Contact Designation
- Eligible Participant(s)
- Recruitment and referral process for MassHire Career Centers
- Worksite Agreement Addendum
- Worksite Monitoring
- Support Services
- Fiscal Agent Master Agreement
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# Project Overview

- MassHire Career Centers will recruit laid off food service workers to provide temporary employment to approximately 200 laid off food service workers through Snapchef, the designated employer of record, for deployment at worksites across the Commonwealth.

# Selected Worksites

- Food service organizations in need of temporary food service-related workers applied to be a worksite under the auspices of this grant
- Applications were accepted through close of business on June 10, 2020.
  - Applications were received from 53 Food Service Organizations
- Worksite applications were reviewed based on specific criteria
  - All 53 organizations will be approved as worksites; they will receive temporary employees on a 1<sup>st</sup> come 1<sup>st</sup> served basis as candidates are identified until funding is exhausted.
  - Worksite organizations were notified on Monday, June 15
- The list of the selected worksite can be found on the [COVID-19 Disaster Recovery DWG](#) web site

# Worksite Agreements

- Each approved worksite will enter into a worksite agreement with Snapchef, the designated Employer of Record for this project
- The MassHire Hampden County Workforce Board, as the Primary Operator for this project, will be the conduit to the Worksite Agreement process and will orchestrate electronic signatures

# SNAPCHEF Worksite Agreement

- The Employee Participant is temporarily hired for disaster recovery & clean-up efforts.
- The Employer of Record Entity is responsible for handling payroll/benefits & Workers' Compensation for temporary employees funded under the National Dislocated Worker Grant
- The Worksite Employer Entity is responsible for direction & supervision of the temporary employee funded under the NDWG at the worksite of the disaster recovery or clean-up.
- The Worksite location is the physical location where temporary disaster employee will be performing assigned work duties.

# Single Point of Contact Designation

- A request for MassHire Workforce Areas to assign a Single Point of Contact (SPoC) for the Humanitarian Food Service Employment project was issued on June 8<sup>th</sup> (MassHire Information Issuance 100 DCS 06.103)
- Each MassHire (local) area with eligible food service organizations will designate up to two single point(s) of contact (SPoC) responsible for all activities undertaken in conjunction with this grant for their area. SPoCs will cover all career centers in the local area.
- MCC SPOC talks with worksite to understand positions needed to be filled to assist with recruitment from current caseloads.
- MassHire SPoCs will oversee recruitment of job candidates, assessment for grant eligibility and referral of job candidates to Snapchef for job-specific vetting.



# Recruitment and referral process for MassHire Career Centers

- MassHire and SnapChef Single Point of Contacts will coordinate with Worksites to obtain a greater level of detail of Temporary Positions needed to enable recruitment from current caseloads or outreach to potential candidates to fill positions.

# Recruitment and referral process for MassHire Career Centers

- **Earnings Disregard as an incentive for recruitment.**
  - Customers receiving UI benefits may still qualify for unemployment benefits while working part time. The weekly benefit amount they receive may be adjusted based on their earnings from a part-time job.
  - Refer customers to their monetary determination which lists their weekly benefit amount and their earnings disregard. (next slide provides sample calculation)
  - Mass.gov provides information about earnings disregard as well as a **calculator for claimants to estimate their UI payments** based on their weekly benefit rate and their part time earnings.
  - <https://www.mass.gov/service-details/working-part-time-while-receiving-unemployment-benefits>

# Earnings Disregard - Calculating your weekly benefit amount while working part time

Step 1: Calculate Earnings Disregard (Example: WBA = \$270, PT Earnings = \$120)		Step 2: Calculate adjusted weekly UI benefit amount	
Weekly benefit amount:	\$ 270.00	Weekly benefit amount	\$ 270.00
Earnings disregard: (1/3 of WBA)	\$ 90.00	Wages over Earnings disregard	\$ 30.00
Weekly wages from PT employment	\$ 120.00	Adjusted UI benefit	\$ 240.00
Wages greater than earnings disregard	\$ 30.00		

# Eligible Participant(s)

- ❖ Worker eligibility:
  - An individual eligible to receive services through a Disaster Recovery DWG must be one of the following, per 20 CFR 687.170(b):
    - temporarily or permanently laid off as a consequence of the disaster;
    - a dislocated worker as defined at 29 U.S.C. 3102(3)(15);
    - a long-term unemployed worker; or
    - a self-employed individual who became unemployed or significantly underemployed as a result of the disaster or emergency
- ❖ Eligible participant are to be further processed by means of the COVID-19 NDWG Temporary Employment Eligibility Form.
- ❖ Participants are then directed to SnapChef for onboarding and matching to a position and worksite.
- ❖ Guidance for determining grant eligible participants is included in the Policy and Attachments 100 DCS.06.105.

# Worksite Agreement Addendum

- A worksite agreement addendum will be completed for each eligible individual matched with a worksite and hired by SnapChef for this project.
- The MassHire SPoC will be the conduit to the addendum process and will orchestrate signatures and confirm eligibility.
- The Primary Operator will verify eligibility, ensure that Worksite Agreement and Addendum(s) are fully executed and track MassHire customers that have been hired.

# Worksite Monitoring

- MassHire staff will monitor each worksite and temporary worker (grant participant) at least once in person or virtually. A monitoring form is included in the policy.
- Monitoring will consist of:
  - Supervisor interview
  - Trainee/Employee interview
  - Reviewer report and observations

# Support Services

- Support Services provided by Snapchef include Personal Protective Equipment (PPE) and certain required uniform items
- Snapchef will provide transportation to/from worksites on a limited, pre-approved case-by-case basis
- Additional support services necessary to performance on the job may be provided by Snapchef (with prior approval); by the local MassHire Career Center upon authorization by MassHire Hampden County Workforce Board and/or MassHire Department of Career Services
- In any case of additional support services provided by a local area, local support services policies prevail

# Fiscal Agent Master Agreement

- The Primary Operator for the project is the MassHire Hampden County Workforce Board (MHCWB)
- The fiscal agent for each participating MassHire local area will enter into a Master Agreement (based on the Commonwealth's vouchering model) with MHCWB for to receive financial support for career services and monitoring related to the MA COVID-19 Disaster Recovery DWG Humanitarian Food Service project



# Temp Worker Referral Process

- Once a MassHire Career Center has identified a candidate for the temp job, determined that they are “grant-eligible” and suitable for the work, the candidate must then be referred to Snapchef
- Snapchef will determine work-appropriateness, discern whether additional training is needed and accept the successful candidates for employment
- Snapchef will inform the MassHire SPoC, who will enroll the worker into the COVID-19 Disaster DWG grant in MOSES and inform MHCWB that the candidate is ready to start

# SNAPCHEF Onboarding Process

## About the SNAPapp/Portal

The SNAPapp/Portal is a robust culinary staffing tool that gives employers immediate access to a pipeline of pre-screened culinary talent. With just a few clicks, employers can select and hire back-of-the-house or front-of-the-house food service talent for either temporary or permanent job placement.

## Directions On How To Sign Up For The SnapPortal

- You can use the same log in for both systems, just sign up once.
- We recommend using Chrome, Firefox or Mozilla.
- Enter <https://portal.snapchef.com/sign-in>

THANK YOU!