

State of Hawaii
Department of Human Services
Benefit, Employment and Support Services Division

REQUEST FOR INFORMATION
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES
JOB READINESS TRAINING AND JOB DEVELOPMENT
No. RFI-903-25-05

The mission of the Department of Human Services (DHS) is to encourage self-sufficiency and support the well-being of individuals, families, and communities in Hawaii through an integrated and multi-generational approach. In pursuit of this mission, the DHS is issuing this Request for Information (RFI) to seek information and recommendations from the public, private sector, and community-based organizations, as well as religious organizations, in keeping with Section 104, Public Law 104-193, on new and existing job readiness training programs and employment services for families receiving Temporary Assistance for Needy Families (TANF) cash assistance benefits.

The First-To-Work (FTW) Program is the State's TANF work program that assists work eligible individuals of TANF recipient families to obtain the necessary education, vocational skills, job readiness training, job developing services and employment, allowing their families to move towards financial independence. To assist FTW participants while they work towards meeting their employment goals, the FTW Program provides supportive service payments such as child-care subsidies, transportation reimbursement, assistance with tuition and books for education, and work-related expenses. Other supportive services such as domestic violence advocacy and legal services, vocational rehabilitation case management, and subsidized employment services are provided through partnerships and contracts with public and private agencies.

The Department seeks information on the following, but are not limited to:

- 1) Job readiness training programs that integrate evidence-based comprehensive coaching and motivational techniques and methods to engage individuals, with emphasis on written and verbal communication skills, that will enable them to work towards employment and financial independence.
- 2) Innovative use of technology to provide comprehensive job readiness training and employment services, in-person and virtually. Job readiness and employment services may include, but are not limited to, job search assistance, job development and placement, and job coaching.
- 3) Job readiness training curricula that actively engage participants; promote and encourage family financial stability; provide group and individualized services; and applies the two-generational approach.
- 4) Resources, tools and training materials that assist participants to identify career goals, interest, skills and values.
- 5) Information on effective job search strategies and developing workforce development networks.
- 6) Best practices on developing effective resumes and completing on-line job applications.
- 7) Culturally sensitive services that may require utilizing translator services; and
- 8) Recommendations on pertinent short-term and longitudinal performance and outcome measurements such as, but not limited to, job training, employment readiness, job placements, and employment retention.

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The information and recommendations received through this RFI will assist the Department in preparing a Request for Proposals to procure the aforementioned services.

Responses to this RFI are to be submitted in writing no later than January 10, 2025 at 4:30 p.m. Hawaii Standard Time to:

Department of Human Services
Benefit, Employment and Support Services Division
Temporary Assistance for Needy Families Program Office
1010 Richard Street, Suite 512
Honolulu, HI 96813
Attention: Ermelinda Pascua and Allan Sagayaga, Program Specialists

A general meeting is not planned as part of this RFI. The Department may engage in further informal discussions to gather additional information and recommendations.

The Department reserves the right to incorporate in a solicitation, if issued, for such a contract, any information and recommendations presented and/or submitted in response to this RFI. Neither DHS nor any respondent to the request for information bears any obligation under this RFI.

Ryan I. Yamane
Director
Department of Human Services