



**The Rhode Island Works  
Participant Guide to  
Opportunities and Resources**  
**March 2023**

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# The Rhode Island Works

## Participant Guide to Opportunities and Resources

### Version 23.1

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# Rhode Island Works Program

## Introduction

This guide from the RI Department of Human Services (DHS) is intended for the general public to use when assisting RI Works participants with selecting appropriate work preparation opportunities as part of their Employment Plans. Participants in the RI Works program are required to meet minimum hours per week in approved activities, and those hours vary based on the household membership and age of the youngest child. Through the providers described in this guide, approvable activities are offered that range from 10-40 hours per week.

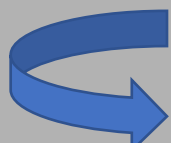
DHS' Employment and Career Advisors (ECAs) will work with RI Works participants to identify Employment Plan opportunities that both fulfill the participants' minimum required weekly hours and match them to an agreed upon RI Works vendor. Since the time limits on RI Works cash assistance are short and the goal for RI Works is employment and/or self-sufficiency, agreement about which resources to use and participation in approvable activities is extremely important.

These providers and their programs have been approved by DHS as meeting the requirements of the RI Works education and employment programs. Providers have agreed to, and are required to, communicate with RI Works ECAs using the web-based reporting system called the Employment Activity Referral and Response system (EARR). EARR is used to report attendance and participation as well as to communicate the progress of each participant. ECAs are responsible for acting upon, in accord with policy, the reports of participant attendance and progress.

**PLEASE NOTE: THIS GUIDE DOES NOT CONTAIN ALL PROGRAMS FOR WHICH A RI WORKS PARTICIPANT MAY BE APPROVED. IT CONTAINS THE PROGRAMS THAT DHS FUNDS DIRECTLY.**

*Non-DHS funded program providers may be utilized if the provider agrees to report the participant's attendance and progress to a prime vendor.*

## **COMPONENT 1**



**PRIME VENDOR**

## **SUPPORTIVE SERVICES**

**CCAP**

**Comprehensive Community Action Program**

As part of the eligibility process when applying for RI Works, the participant will meet with an Employment & Career Advisor (ECA). The ECA will do an assessment of the participant's educational and employment history as well as ask questions about any barriers that could hinder or prevent the participant from getting and/or keeping a job. It is important to be candid with the ECA about any problems or hurdles the participant and/or their families are facing. How participants answer these questions will influence what activities DHS and the participant agrees on for the Employment Plan. Depending on a participant's answers, they may be referred to Comprehensive Community Action Program (CCAP) to participate in a Supportive Services activity. Once the participant and the ECA decide that Supportive Services are the best activity, a referral will be made to CCAP at a location that is convenient.

The participant will receive a call from the CCAP case manager within a few days. If CCAP is unable to reach the participant by phone, they will attempt to outreach by email, text, or mail. It is important that every participant responds to the outreach attempts because CCAP is required to notify DHS of hourly participation or non-participation in the Supportive Services activity. Once enrolled with the case manager, the participant and the CCAP case manager create a plan to meet the participant's individual goals. Contact between the case manager and the participant will be at least weekly or even more frequently to report on progress for that week. Contact with the case manager may be in person, by phone, through email or text, through video-calls, distance learning or web-activities.

CCAP offers many on-site services that may be part of your Supportive Services activity. CCAP case managers can refer and monitor RI Works participants for a variety of resources and activities including those listed below:

- Assessment to identify barriers to self-sufficiency
- Assistance finding suitable Child Care
- Assistance accessing Transportation Options
- Assistance working with DCYF Services

- Domestic Violence Intervention. if needed
- Housing Search Assistance
- Learning Disability Evaluation/Treatment
- Assistance accessing Educational Programs such as GED, or ESL
- Mental Health Treatment (Referral and/or Monitoring)
- Physical Health Treatment (Referral and/or Monitoring)
- Assistance accessing ORS/Vocational Rehabilitation Resources
- Substance Abuse Treatment (Referral and/or Monitoring)

CCAP, along with its RI Works Statewide Community Partners, is also a valuable resource for Basic and Emergency needs such as:

- Emergency Food from local Food Pantries
- Heating Assistance (LIHEAP)
- WIC
- Shelter Programs
- Clothing Referrals for interview/work clothing

CCAP and its RI Works Statewide Partners, have seven (7) locations throughout the State to provide services to the RI Works participants. The DHS ECA will be able to guide participants in location selection.

	<b>Address</b>	<b>Location</b>
<b>CCAP</b>	311 Doric Avenue	Cranston, RI 02920
<b>BVCAP</b>	32 Goff Avenue	Pawtucket, RI 02860
<b>CAPP</b>	518 Hartford Avenue 807 Broad Street	Providence, RI 02909 Providence, RI 02907
<b>Community Care Alliance</b>	One Social Street	Woonsocket, RI 02895
<b>EBCAP</b>	100 Bullocks Avenue 19 Broadway	Riverside, RI 02915 Newport, RI 02840
<b>Tri-County Community Action Agency</b>	1126 Hartford Avenue 33 Maple Street	Johnston, RI 02919 North Providence, RI 02911
<b>WBCAP</b>	218 Buttonwoods Avenue	Warwick, RI 02886



Equus believes that providing Supportive Services has an especially important impact on a participant’s long-term employment success. In addition, they develop and tap into referral networks for mental health supports, addiction services, domestic violence programs, legal assistance (expunging minor records), emergency food, shelter programs, child-care assistance and more.

Equus offers Supportive Services statewide, working from six base locations throughout the state. RI Works participants may choose the location that best suits their needs by informing the ECA of their preference when building their Employment Plan. The ECA will note the preference on the referral (or by e-mail to the Equus referral coordinator). Equus may be able to meet with participants close to their home when transportation is not available.

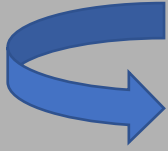
<b>Agency Name</b>	<b>Address</b>	<b>Location</b>
<b>EQUUS</b>	One Virginia Avenue, Suite 102	Providence, RI 02905
	1330 Main Street	West Warwick, RI 02983
	719 Front Street, Suite 107	Woonsocket, RI 02895
	CCRI: 1 John H Chaffee Boulevard, Room 206	Newport, RI 02840
	RIC Workforce Development Hub: 934 Dexter Street, Room 103	Central Falls, RI 02863
	8 North Road	Peacedale, RI 02879

RI Works participants who are experiencing short-term or long-term barriers to finding employment may be referred for Equus – Supportive Services. Equus provides the following services with case management.

- Assessment to identify barriers to self-sufficiency
- Assistance finding suitable Child Care
- Assistance accessing Transportation Options
- Assistance working with DCYF Services
- Domestic Violence Intervention, if needed
- Housing Search Assistance
- Learning Disability Evaluation/Treatment
- Assistance accessing Educational Programs such as GED, or ESL
- Mental Health Treatment (Referral and/or Monitoring)
- Physical Health Treatment (Referral and/or Monitoring)
- Assistance accessing ORS/Vocational Rehabilitation Resources
- Substance Abuse Treatment (Referral and/or Monitoring)
- Clothing Assistance Referrals (and in-house interview clothing)

**COMPONENT 1**

**SUPPORTIVE SERVICES**



**PRIME VENDOR**

**SSTARBIRTH**

SSTARBIRTH is a residential substance abuse treatment program that is specifically designed for pregnant, post-partum and parenting women of children under the age of six (6). SSTARBIRTH provides services to participants who experience problems related to untreated substance use and mental health disorders in addition to little or no work history, limited educational success and inadequate money management skills. The structure of the residential setting also helps participants build daily living skills and routines, to include maintaining clean and safe living space; shopping on a budget; time management; scheduling and keeping appointments; and completing applications. Participants at SSTARBIRTH must have a desire for and commitment to recovery, parenting and learning the skills needed to be productive adults. The SSTARBIRTH program offers six months of treatment.

<b>Agency</b>	<b>Address</b>	<b>Town</b>
<b>SSTARBIRTH/SSTAR of RI</b>	80 East Street	Cranston. RI 02920





The Teen & Family Development (TFD) program services RI Works participants who are under the age of 20 and do not yet have a High School Diploma or GED. RI State Law mandates that the employment plan for teens under the age of 20 who are without their high school credentials *must be* working towards their High School Diploma or GED. CCAP assists in enrolling the teen in an appropriate educational program and monitors their progress, while providing home visits and other supportive services as needed.

CCAP Case Managers meet with parents face-to-face at least twice per month, including one meeting in the parents’ home. Main initiatives of TFD include obtaining a high school credential, learning parenting skills, developing a longer-term plan (for example: vocational training, or secondary education) to put the parent on a career pathway. CCAP provides wrap around services such as **FCCP** (Family Care Community Partnership, DCYF’s primary prevention resource) and **WIC** (Women Infant and Children nutritional program operated by the Rhode Island Department of Health) that may be necessary to support the young parents as they work on their education and parenting.

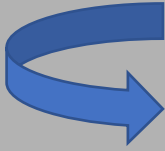
CCAP provides their Teen and Family Development activities at a variety of locations statewide, which are listed below.

Agency Name	Address	Location
<b>CCAP</b>	311 Doric Avenue	Cranston, RI 02920
<b>BVCAP</b>	32 Goff Avenue	Pawtucket, RI 02860
<b>CAPP</b>	518 Hartford Avenue 807 Broad Street	Providence, RI 02909 Providence, RI 02907
<b>Community Care Alliance</b>	One Social Street	Woonsocket, RI 02895

<b>EBCAP</b>	100 Bullocks Avenue 19 Broadway	Riverside, RI 02915 Newport, RI 02840
<b>Tri-County Community Action Agency</b>	1126 Hartford Avenue 33 Maple Avenue	Johnston, RI 02919 N. Providence, RI 02911
<b>WBCAP</b>	218 Buttonwoods Avenue	Warwick, RI 02886

COMPONENT 2

TEEN & FAMILY DEVELOPMENT (TFD)



EQUUS

PRIME VENDOR

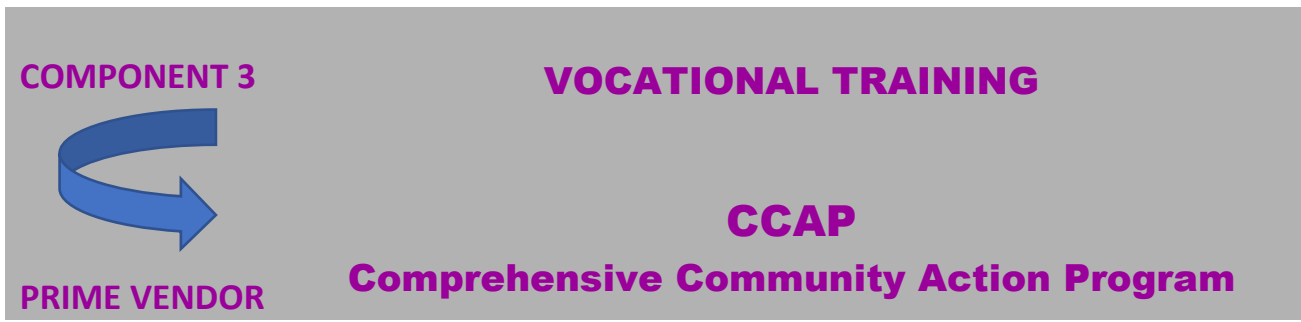
The Teen & Family Development (TFD) program services RI Works parents who are under the age of 20, and do not yet have a High School Diploma or GED. RI State Law mandates that the employment plan for teens under the age of 20 who are without their high school credentials, *must be* working towards their High School Diploma (HSD) or GED. Equus will assist in enrollment to the appropriate educational site as well as monitoring their progress, while providing necessary home visits and supportive services to the students.

Equus provides wrap around services such as **FCCP** (Family Care Community Partnership, DCYF's primary prevention resource) and **WIC** (Women Infant and Children nutritional program operated by the Department of Health). Equus also provides resources to develop parenting skills and provides many resources to develop a long-term career pathway and ongoing case management that may be necessary to support the young parents as they work on their education and parenting.

Equus is currently operating a TFD (Teen and Family Development) pilot program. Once the parent achieves their HSD or GED, Equus will continue to work with that parent to assist in the development of an educational, vocational or employment career pathway for self-sufficiency up to the age of 24. The RI Works participant will continue learning parenting skills and develop a longer-term plan (for example: vocational training, or secondary education) to put the parent on a career pathway. Under Equus's pilot program, young adults can continue to work with a Case Manager upon completion of their education credential. Case management will continue with a focus on career pathways, training opportunities, job placement, and self-sufficiency.

With Equus, services include hands-on instruction and lifetime access to their virtual tools for building a resume, writing a cover letter, preparing for interviews, and more. Equus also offers Life Skills workshops which are designed to increase success in areas such as Budgeting, Personal Care, Pregnancy Prevention, Self-Awareness and Esteem, and Positive Parenting Strategies.

Agency Name	Address	Location
<b>EQUUS</b>	One Virginia Avenue, Suite 102	Providence, RI 02905
	1330 Main Street	West Warwick, RI 02983
	719 Front Street, Suite 107	Woonsocket, RI 02895
	CCRI: 1 John H Chaffee Boulevard, Room 206	Newport, RI 02840
	RIC Workforce Development Hub: 934 Dexter Street, Room 103	Central Falls, RI 02863
	8 North Road	Peacedale, RI 02879



The DHS ECA may refer a RI Works participant to CCAP for Vocational Training as all or part of the RI Works Employment Plan. Once referred to the CCAP Partnership they will assess the participant on their interests, skills, and abilities before agreeing on a placement. RI Works participants must be ready to enter a training program, readiness may include appropriate education or skills levels, transportation availability, and available opening to identified trainings. Vocational Training focuses on providing vocational training opportunities to participants who have addressed their barriers and are ready to learn an identified skill to move on to long-term, stable employment.

CCAP provides their Vocational Training activities at a variety of locations statewide, which are listed below, as well as other Training Providers statewide.

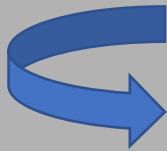
<b>Agency Name</b>	<b>Address</b>	<b>Location</b>
<b>CCAP</b>	311 Doric Avenue	Cranston, RI 02920
<b>BVCAP</b>	32 Goff Avenue	Pawtucket, RI 02860
<b>CAPP</b>	518 Hartford Avenue 807 Broad Street	Providence, RI 02909 Providence, RI 02907
<b>CCA</b>	One Social Street	Woonsocket, RI 02895
<b>EBCAP</b>	100 Bullocks Avenue 19 Broadway	Riverside, RI 02915 Newport, RI 02840
<b>Tri-County Community Action Agency</b>	1126 Hartford Avenue 33 Maple Avenue	Johnston, RI 02919 N. Providence, RI 02911
<b>WBCAP</b>	218 Buttonwoods Avenue	Warwick, RI 02886

Once the participant has met the prerequisites of the training program, CCAP will arrange

for the participant's placement in a class that meets their needs. In most cases there is no cost associated with the Vocational Training Program for RI Works participants. Exceptions to this are Post-Secondary Education (in which case the participant may be eligible for financial aid through the college or university), or if attending a for-profit institution such as Lincoln Tech or MTTI where RI Works participants may have to incur student debt.

The CCAP Partnership has established relationships with a variety of Vocational partners who are available to provide trainings to RI Works participants, including: **Culinary, C.N.A., Legal Assistant, Phlebotomy, Medical Assistant, EMT, Medical Billing & Coding, and other programs.** Once the vocational training is complete, CCAP in collaboration with the training program, can assist with **Work Experience, Job Search and Job Placement.** Many trainings are set up to go right from training to an internship followed by permanent employment placement.

COMPONENT 3



PRIME VENDOR

VOCATIONAL TRAINING

EQUUS

The DHS ECA may refer a RI Works participant to Equus for Vocational Training as all or part of the RI Works Employment Plan. Once referred to Equus, an assessment of the participants interests, skills and abilities will be completed before agreeing on a training program. During this assessment period, participants will engage in dynamic workshops offering instruction on job readiness, financial literacy and wholistic life skills. Equus's online toolbox is available for participants and includes GED Academy with a personalized online learning plan to prepare for GED. Once the participant has met the prerequisites of the selected training program, Equus will arrange for the participant's placement in a class that meets their needs and interests. Below are the activities participants may be referred to in Vocational Training:

- Vocational Assessment
- Vocational Education
- Vocational Education – Post Secondary
- Community Work Experience
- Work Experience
- Job Search (following Vocational Education)
- Employment

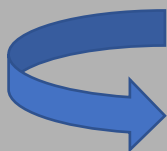
In most cases there is no cost associated with the Vocational Training Program for RI Works participants. Exceptions to this are Post-Secondary Education (in which case the participant may be eligible for financial aid though the college or university), or if attending a for-profit institution such as Lincoln Tech or MTTI where RI Works participants may have to incur student debt.

Equus offers a variety of training collaborations with many vendors throughout the state including: **Culinary, C.N.A., Legal Assistant, Phlebotomy, Medical Assistant, EMT, Medical Billing & Coding, Call Center, Hospitality Training, and more based on interests and career options.**

Once the vocational training is complete, Equus in collaboration with the training program, can assist with **Work Experience, Job Search and Job Placement.**

Agency Name	Address	Location
EQUUS	One Virginia Avenue, Suite 102	Providence, RI 02905
	1330 Main Street	West Warwick, RI 02983
	719 Front Street, Suite 107	Woonsocket, RI 02895
	CCRI: 1 John H Chaffee Boulevard, Room 206	Newport, RI 02840
	RIC Workforce Development Hub: 934 Dexter Street, Room 103	Central Falls, RI 02863
	8 North Road	Peacedale, RI 02879



**COMPONENT 4****PRIME VENDOR****WORK READINESS****CCAP****Comprehensive Community Action Program**

RI Works participants who have reduced their barriers to employment may be referred to CCAP's Work Readiness component. Work Readiness focuses on obtaining employment for participants who have addressed their barriers and are ready to work in long-term, stable employment. Work Readiness may include paid or unpaid internships to provide work experience. CCAP and their statewide RI Works partners have established relationships with employers who can be paired with participants when a match is appropriate. Case managers actively work with participants until they are no longer receiving RI Works cash assistance. Participants who obtain employment are monitored for 15 months to ensure they are stable and that no additional barriers arise which could result in loss of employment and a need to go back on RI Works cash assistance.

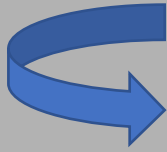
CCAP provides their Work Readiness activities at a variety of locations statewide, which are listed below.

<b>Agency Name</b>	<b>Address</b>	<b>Location</b>
<b>CCAP</b>	311 Doric Avenue	Cranston, RI 02920
<b>BVCAP</b>	32 Goff Avenue	Pawtucket, RI 02860
<b>CAPP</b>	518 Hartford Avenue 807 Broad Street	Providence, RI 02909 Providence, RI 02907
<b>Community Care Alliance</b>	One Social Street	Woonsocket, RI 02895
<b>EBCAP</b>	100 Bullocks Avenue 19 Broadway	Riverside, RI 02915 Newport, RI 02840
<b>Tri-County Community Action Agency</b>	1126 Hartford Avenue 33 Maple Avenue	Johnston, RI 02919 N. Providence, RI 02911

<b>WBCAP</b>	218 Buttonwoods Avenue	Warwick, RI 02886
<b>SER-JOBS</b>	100 East Street	Pawtucket, RI 02860

Work Readiness participants may engage in Work Readiness Assessment, Community Work Experience, Employment, Job Search, Job Skills for Employment, On the Job Training (OJT), Subsidized Private-Sector Employment, Subsidized Public-Sector Employment or Work Experience. These activities are all done with the focus of gaining work skills to secure and maintain long-term, stable employment.

**COMPONENT 4**



**PRIME VENDOR**

**WORK READINESS**

**EQUUS**

The DHS ECA may refer a RI Works participant to Equus for Work Readiness as all or part of the RI Works Employment Plan. Once referred to Equus, a structured and detailed assessment of employment related needs, career interests and aptitude will be completed.

Equus develops participants confidence with: One on One Case Management, Job Readiness workshops that include resume building, interview skills, financial literacy, career pathways explorations and more. Equus provides cutting edge technology including:

**Equus Academy** - which is a tool available 24/7 to help make job seekers more attractive to employers with over 8,400 courses in job readiness and vocational skills.

**Traitify** - an interactive career matching personality assessment.

**GED Academy** - online personalized education

**Computer Essentials** – online computer courses

**Money Essentials** – Financial Literacy

**Work Essentials** – Online Work readiness skills

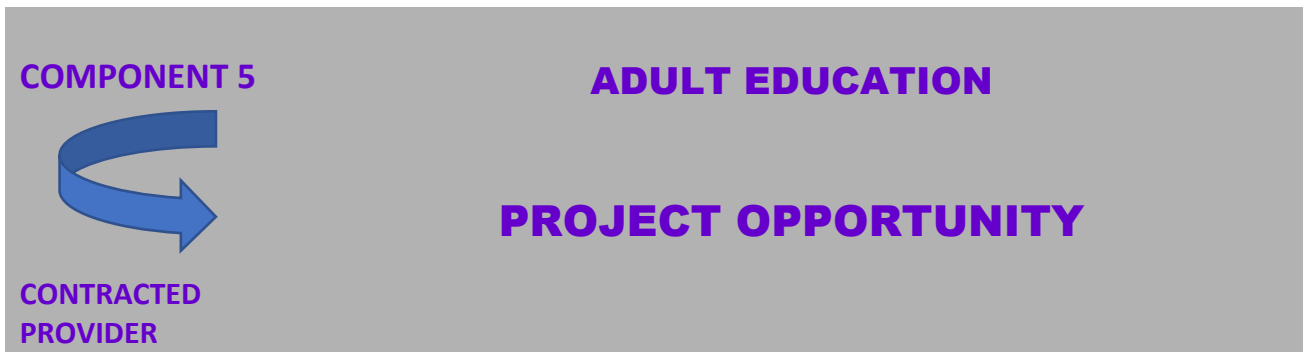
Equus has a full-time job developer on site who has established direct links with a variety of employers throughout the State allowing Equus to offer many career options. Equus also provides opportunities for participants to take part in employer and career job fairs either in-person or virtually. All activities are available at a variety of locations statewide.

Below is a chart of locations available.

Agency Name	Address	Location
<b>EQUUS</b>	One Virginia Avenue, Suite 102	Providence, RI 02905
	1330 Main Street	West Warwick, RI 02983
	719 Front Street, Suite 107	Woonsocket, RI 02895
	CCRI: 1 John H Chaffee Boulevard, Room 206	Newport, RI 02840
	RIC Workforce Development Hub: 934 Dexter Street, Room 103	Central Falls, RI 02863
	8 North Road	Peacedale, RI 02879

See below for a list of the available activities within Equus’s Work Readiness component.

- Assessment
- Community Work Experience
- Employment
- Job Search
- Job Skills for Employment
- On the Job Training (OJT)
- Subsidized Private-Sector Employment
- Subsidized Public-Sector Employment
- Work Experience



DHS currently has 9 adult education providers throughout the State (some with multiple locations to choose from), that make up our Project Opportunity program. Project Opportunity is designed to service RI Works participants who need ABE (Adult Basic Education), GED (General Equivalency Diploma), or ESL (English as a Second Language) classes.

When you meet with your DHS Employment and Career Advisor, they will work with you to determine which of the Project Opportunity providers is the best fit for your needs. Once you and the ECA decide on a provider, a referral is sent to the Project Opportunity site chosen. You can expect the provider to reach out to you regarding enrollment in classes, or you can choose to reach out to the assigned provider yourself. Part of the enrollment process may include a CASAS assessment to determine which class and level best suit your needs.

All our Project Opportunity providers offer a variety of class options and provide instruction in-person, distance learning or a combination of both (blended). It should be noted however, that some providers may only offer certain classes or levels either in-person or virtually.

On the following page is a quick-reference guide of the agencies, their locations, and course offerings. The pages following this chart offer a more detailed description of each of the programs as well as contact information.

**PROJECT OPPORTUNITY PROVIDERS STATEWIDE 2022-2023**

<b>Agency Name</b>	<b>Class Locations</b>	<b>Contact Info</b>	<b>ABE Adult Basic Ed</b>	<b>GED Adult Secondary Ed</b>	<b>ESL English as a Second Language</b>	<b>Instruction Options</b>
<b>Community Care Alliance</b>	Woonsocket	Melissa Rouleau <a href="mailto:mrouleau@communitycareri.org">mrouleau@communitycareri.org</a> 401- 919-1071	10 hour 20 hour Varied hour Programs	10 hour 20 hour Varied hour Programs	10 hour 20 hour Varied hour Programs	In-Person Distance Blended
<b>Comprehensive Community Action Program</b>	Providence Cranston Pawtucket West Warwick	Elizabeth Zacarias <a href="mailto:ezacarias@comcap.org">ezacarias@comcap.org</a> 401-562-2276	10 hour 20 hour 30 hour Varied hour Programs	10 hour 20 hour 30 hour Varied hour Programs		In-Person Blended
<b>Dorcas International Institute of RI</b>	Providence	<a href="mailto:admission@diiri.org">admission@diiri.org</a> 401-784-8602	10 hour 20 hour 30 hour Varied hour Programs	10 hour 20 hour 30 hour Varied hour Programs	10 hour 20 hour 30 hour Varied hour Programs	In-Person Distance Blended
<b>Project Opportunity EBCAP</b>	East Providence Newport	Marisa Henry <a href="mailto:mhenry@EBCAP.org">mhenry@EBCAP.org</a> 401-712-3192	10 hour 20 hour Programs	10 hour 20 hour Programs		Blended
<b>Genesis Center</b>	Providence	Cherilyn Dyer <a href="mailto:cdyer@gcenter.org">cdyer@gcenter.org</a> 401-781-6110	10 hour 20 hour 30 hour Varied hour Programs	10 hour 20 hour 30 hour Varied hour Programs	10 hour 20 hour 30 hour Varied hour Programs	In-Person Distance Blended
<b>Progreso Latino</b>	Central Falls	Zuhanna Medina <a href="mailto:zmedina@progresolatino.org">zmedina@progresolatino.org</a> 401-728-5920	10 hour 20 hour 30 hour Varied hour Programs	10 hour 20 hour 30 hour Varied hour Programs	10 hour 20 hour , 30 hour Varied hour Programs	In- Person Distance Blended
<b>RIRAL</b>	Woonsocket	Amanda Huling-Hanley <a href="mailto:ahanley@riral.org">ahanley@riral.org</a> 401-735-1831	10 hour 20 hour 30 hour Programs	10 hour 20 hour 30 hour Programs	10 hour 20 hour 30 hour Programs	In-Person Distance Blended

<b>Tri-County Community Action Agency</b>	North Kingstown North Providence Westerly	Dina Heroux <a href="mailto:dheroux@tricountyri.org">dheroux@tricountyri.org</a> 401-519-1957	10 hour 20 hour 30 hour Varied hour Programs	10 hour 20 hour 30 hour Varied hour Programs		In-Person Distance Blended
<b>Project Opportunity West Bay Adult Ed Academy</b>	Warwick	Melanie LaMountain <a href="mailto:mlamountain@westbaycap.org">mlamountain@westbaycap.org</a> 401-468-4064	10 hour 20 hour Varied hour Programs	10 hour 20 hour Varied hour Programs		In-Person Distance Blended

## Community Care Alliance (CCA)

Community Care Alliance offers a variety of adult education classes to serve participants in the Woonsocket area. Class offerings include: ABE (Adult Basic Ed), GED (General Equivalency Diploma), and ESL (English as a Second Language). CCA offers in-person or virtual classes for your convenience. Classes take place at the following locations: 1 Social Street, Woonsocket and Harris Public Library, Woonsocket

In-Person registration for classes takes place at 1 Social St., Woonsocket on Fridays from 1:00 p.m. to 3:30 p.m. or at Harris Public Library, Woonsocket on Wednesdays from 2:00 p.m. to 5:00 p.m.

For more information please contact: Melissa Rouleau  
[mrouleau@communitycareri.org](mailto:mrouleau@communitycareri.org)  
(401)919-1071

## Comprehensive Community Action Program (CCAP)

Comprehensive Community Action Program (CCAP) offers PRE-GED and GED classes at all four of CCAP's Youth Centers at the following locations:

Cranston YouthWORKS411 Youth Center: 656 Park Ave. Cranston, RI 02910

Pawtucket YouthWORKS411 Youth Center: 120 High St. Pawtucket, RI 02860

Providence YouthWORKS411 Youth Center: 790 Broad St. Providence RI 02907

Kent County YouthWORKS411 Youth Center: 222 Washington St. W. Warwick, RI 02893

### **Schedule and Program Design:**

CCAP has varied programming to include a mixture of distance learning, paper packet distribution and face to face instruction. Distance learning utilizes an electronic site where Pre-GED and GED preparation for all subjects is available. Instructors use Google Meet to offer individual learning. Each youth center has office hours in which instructors can offer direct appointments and/or distribute materials in person. CCAP has open enrollment, daily intake/assessment appointments and flexible class times offered two different times a day for student's convenience: Monday-Thursday (9:00 am -12:00 pm and 12:30 pm - 3:30 pm) and Fridays (9:00 am -3:30 pm) for Math classes. Independent study in the computer lab using online GED program is an option for all learners who join GED classes but prefer a computer-based program. All learners participate in computer skill building



as part of their mandatory 12-hour work readiness workshops; students use Microsoft Word to develop their resume. GED Ready testing is given when teachers believe that a student is likely to pass.

**Supportive Services:**

CCAP's GED program includes strong case management to assist students in managing social service, health, and other needs. Case managers facilitate a needs assessment for all students enrolled in our adult ed programs. CCAP programs/resources currently include health, dental, and behavioral health centers; WIC assistance; home visiting; Early Head Start, Head Start, pre-kindergarten and childcare; job training/workforce development to RI Works families; residential and support services for young parents; trauma services; low-income heating and weatherization, food pantry, financial literacy, and emergency assistance to low income individuals.

For more information contact: Elizabeth Zacarias

[ezacarias@comcap.org](mailto:ezacarias@comcap.org)

(401)562-2276

**Dorcas International Institute of Rhode Island**

Dorcas International Institute of Rhode Island (DIIRI) offers multiple levels of English instruction from pre-literacy up to advanced English classes, as well as Adult Basic Education (ABE) and General Equivalency Diploma (GED) instruction.

DIIRI offers classes Monday through Thursday from 9:00 a.m. to 11:30 a.m., from noon to 3:00 p.m., and from 6:00 p.m. to 8:30 p.m. Dorcas also provides classes on Fridays from 9:00 a.m. to 3:00 p.m. and on Saturdays from 9:00 a.m. to 1:00 p.m.

Flexibility of the classroom hours provides the opportunity for students to attend 10 hours per week, 20 hours per week, 30 hours per week, or 35 hours per week to accommodate RI Works required hours of their Employment Plan.

DIIRI has several periods throughout the year that education classes are on break. During these times RI Works students are provided with independent work which is then reviewed and approved by instructors to count for RI Works attendance hours.

DIIRI offers rolling admissions that allow RI Works students to begin classes at any time during the calendar year. For information: [admission@diiri.org](mailto:admission@diiri.org) or call 401-784-8602.

## East Bay Community Action Program (EBCAP)

East Bay Community Action Program (EBCAP) offers instruction in Adult Basic Education (ABE) and General Equivalency Diploma (GED-Prep) with workforce development activities and Northstar digital literacy training. Twenty hour and ten hour programs are available. Program participants will choose the classes and workforce development activities that best meet their goals. This includes work-based learning opportunities at EBCAP and in the local community; internships and other work-based activities; and weekly topical workshops, e.g., Financial Literacy, Building a Post-Secondary School Plan, Time Management, and Professional Communications.

EBCAP provides case management and wrap-around support services to mitigate barriers to attendance. These services include Food Pantries, Head Start childcare, LIHEAP, VOCA, medical and behavioral health referrals and many more.

**Eligibility:** Residents of East Providence or the counties of Bristol and Newport are eligible to participate. Each learner must attend an orientation session and test for educational level (CASAS Test). Assessments are available in East Providence, Newport and online. Program participants must test into GED/ASE classes with a minimum CASAS reading score of 235. Orientation and assessments are available bi-weekly for new applicants.

**Classes:** Are a minimum of 2 hours a day, 5 days a week with 10 hours of asynchronous instruction for homework. Classes are a learner-driven hybrid of direct instruction by qualified instructors and coaching during independent study. Learners will use a variety of software and online tools for learning, job preparation, and digital literacy. Software may include *GED Fast Forward*, *NROC/EdReady*, *O\*Net*, *Northstar*, *“The Change Agent”*, *Khan Academy* and *GED.com*.

Classes are available from in-person from 9:00 a.m. to 10:30 a.m. for those with a CASAS reading score of 235 or above, from 11:00 a.m. to 1:00 p.m. online and from 1:00 p.m. to 2:30 p.m. for those with a CASAS reading score of under 235.

Marisa Henry is available at 401-712-3192 or [mHenry@EBCAP.org](mailto:mHenry@EBCAP.org) for questions regarding class schedule and orientation.

## Genesis Center

Project Opportunity clients needing to improve their English skills for employment have many options at Genesis Center. We offer ESOL classes 5 mornings a week, 4 afternoons a week, and 3 nights a week. Students can enroll in one or a combination of ESOL classes to meet their scheduling needs and hourly requirements. Levels from absolute beginners to advanced are offered day and evening. Students can enroll to meet 10 hour, 20 hour, or 30 hour requirements. All our courses have online learning platforms as part of the curriculum and Project Opportunity clients will have support of a learning facilitator to complete work on these platforms in any case of agency closure for a week or more.

Morning classes and evening classes cover the core components of English language learning; reading, writing, speaking, and listening, while integrating workplace readiness, soft skills, financial literacy, civic literacy, and digital literacy. Afternoon classes focus more specifically on workforce development through soft skills, career exploration, interview/job readiness skills, exploration of professional development opportunities and postsecondary education opportunities, as well as specific skill building opportunities in industry areas such as healthcare careers and culinary arts.

Project Opportunity clients in need of a GED or HSE (High School Equivalency) are welcome to enroll in our evening course for 10, 20, or 30 hours. This class meets 4 nights a week and includes required work hours on various online platforms. We provide individualized coaching, information on all HSE programs available in RI, and free GEDReady tests to students participating in that program. We invite local colleges to provide workshops on FAFSA, grants, and how to enroll. This program is for students scoring in the high ABE range and above (231 minimum CASAS GOALS Reading score and 226 minimum CASAS GOALS math score).

Through our integrated program platform and collaborative teaching structures, students in any of our classes have a highly supported pathway into our job training programs; consisting of: Culinary Arts, CNA, Medical Assistant, Dental Assistant, and Pharmacy Technician I trainings.

All students have access to our FOC; an employment coach, and a financial coach that conduct workshops in all classes and make individual, confidential appointments with any student/community member seeking additional support. Employment coaches can help

with applications, job search, interview prep, and career planning in a more focused/individualized context than the classrooms. The financial coach can help fix individual credit reports, assist in creating personal budgeting plans, and aid clients in taking advantage of financial programs in their community. There is also a case manager that meets with all Project Opportunity students individually on a regular basis to address any barriers to attendance/progress toward their goals

For orientation or class information please contact:

Cherilyn Dyer

[cdyer@gcenter.org](mailto:cdyer@gcenter.org)

401-781-6110

## Progreso Latino

Progreso Latino, Inc.

626 Broad Street,

Central Falls, RI 02863

401-728-5920 x 305 (Zuhanna Medina, Student Support Specialist)

### **Progreso Latino classes include:**

- ESOL,
- Literacy,
- Bilingual, Pre-GED & GED

### **Progreso Latino Class Schedule**

9am-12pm Tuesday, Wednesday, Thursday (10-hour participants)

9am-2pm Monday through Friday (20-hour and 30-hour participants)

6pm-9pm (Monday or Wednesday, Tuesday or Thursday) Evening classes

## RIRAL

Rhode Island Regional Adult Learning (RIRAL)

191 Social Street, 3rd Floor, Suite 11

Woonsocket, RI

[www.riral.org](http://www.riral.org)

401.762.3841(phone)

401.762.4396 (fax)

Contact Person for Program Information:

Amanda Huling-Hanley: 401-735-1831 (phone); 401-762-4396 (fax); [ahanley@riral.org](mailto:ahanley@riral.org)

### Services Offered

Delivery Model	Schedule	Types of Classes (Face -to-Face, Online and Hybrid)	Skills Taught	Support Services Offered
30 Hour intensive	Monday - Friday 9:00 am - 3:00 pm	<input type="checkbox"/> ESL <input type="checkbox"/> Adult Basic Education <input type="checkbox"/> GED Preparation <input type="checkbox"/> Digital Literacy	<input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Listening <input type="checkbox"/> Speaking <input type="checkbox"/> Math <input type="checkbox"/> GED Prep <input type="checkbox"/> Work readiness <input type="checkbox"/> Digital Literacy <input type="checkbox"/> Financial Literacy	<input type="checkbox"/> Basic case management <input type="checkbox"/> Learning disability screening <input type="checkbox"/> Troubleshooting daycare issues <input type="checkbox"/> Referrals to skills training <input type="checkbox"/> Referrals for basic needs <input type="checkbox"/> Work Readiness and Career Exploration
20 Hour	Monday-Friday 9:00 am – 1:00 pm			
10 Hour RI Works	Monday – Friday 9:00 am- 11:00 pm			

## Tri-County Community Action Agency

Contact Person for Program Information:

Dina Heroux

[dheroux@tricountyri.org](mailto:dheroux@tricountyri.org)

Phone: 401-519-1957

Tri-County Community Action Agency offers Project Opportunity services out of our three full time Career Center locations: [North Kingstown – 415 Tower Hill Road](#); [North Providence – 33 Maple Ave](#); and [Westerly – 23 Friendship St](#). As one of the premier social service providers in Rhode Island, Tri-County is committed to meeting individual clients at their specific level of need and building upon their existing strengths to achieve their personalized education & employment goals. Service plans will be comprehensive in nature, emphasizing specific short, mid, and long-range goals, created in concert with our program participants. Workforce Development & Adult Education classes will be offered concurrently, in a small group setting, with 1:1 services available on an as needed basis, focusing on identifying career pathways in high wage, high growth careers that are realistic and connected to client’s skills and interests.

Tri-County will provide Support Services to Project Opportunity clients, focusing on improving the long-term self-sufficiency of DHS customers who are receiving TANF cash support, providing them with the skills and supports they need to attain long-term, unsubsidized employment. Services provided to Project Opportunity clients will support the following goals: 1) enhance the well-being of children in TANF families; 2) provide education and support to TANF parents; 3) improve family economic security through education and training to help them obtain and retain long term employment with family sustaining wages. Throughout their tenure with Tri-County, clients will receive the support they need from their Case Manager, who will help guide them through their journey, maintaining ongoing contact with them and helping to eliminate any potential barriers which may infringe upon their progress and ultimate success. Case Managers are a primary, consistent contact to ensure individual service plans are established and implemented. These plans serve as the map which is needed to ensure that our clients stay on the right path towards identifying a career which will provide a living wage, allowing them to ultimately achieve complete self-sufficiency.

Tri-County offers a diverse cross section of Career Exploration & Work Preparation services, both in person and virtually, during the morning, afternoon, and evening hours. Services include digital literacy, financial literacy, making career decisions, exploring labor market information, job search techniques, post-secondary transition services, resume & cover letter building, interview skills and a variety of other essential skills that are necessary in the workplace. Workforce Development Services are at the heart of what we do in the Employment & Training Department. Clients are introduced to our program by completing a comprehensive 20-hour Career Exploration and Work Preparation Program. This program serves as an introduction to our services and is followed up with ongoing weekly workshops that are offered throughout the week using a variety of modalities to better accommodate parenting clients.

Commencing in the summer of 2022 concurrent Integrated Education and Training (IET) programs will be offered 4 semesters a year for all program participants in computer science and hospitality. Each completed semester will conclude with an authorized introductory credential in each field. Ultimately, Tri-County Community Action Agency is committed to bundling services with multiple components, to provide a seamless network of resources to our clients with the goal of ensuring viable self-sufficiency and career fulfillment for themselves and their families now and in the future.

Services are offered during normal business hours, which are identified as; Monday - Friday from 8:00 am until 5:00 pm. Supplemental services are available in the evening as well, using a variety of modalities, based on client access, availability, and program intensity. Weekly program options include: 30 Hour; 20 Hour; 10 Hour & Varied based on individual client needs

## **West Bay Community Action/West Bay Adult Ed Academy**

Contact Person for Program Information:

Melanie LaMountain

[mlamountain@westbaycap.org](mailto:mlamountain@westbaycap.org)

Phone: 401-468-4064

Westbay Community Action/Westbay Adult Education Academy, a high performing program, has been serving adult learners for over two decades. We prepare learners for the high school equivalency, for the world of work as well as for their post-secondary pursuits. As part of Westbay Community Action, our adult education program can provide many support services to students to assist with meeting their education and employment goals. We have a DHS subsidized childcare center and WIC office to assist women, infants, and children with nutritional needs. We also have case management available for at risk families. Case managers are also available for wraparound services to assist with SNAP, emergency food, lead screening and heating assistance. Working Wardrobe provides free attire for job interviews and/or employment. We also offer tree tax preparation at our Warwick/West Warwick office.

The service delivery models for Project Opportunity participants in our adult education program is either 10 or 20 hours per week. The program will operate year-round from July 1 thru June 30; classes meet Monday thru Thursdays for 3 hours per day; however, 20-hour referrals attend from 9am to 2pm or supplement with homework. We offer classes Tuesday and Wednesday evenings from 6-8:30pm. We are closed for one week in the winter, one week in the summer, and for Federal Holidays or inclement weather.

We pre-and post-test potential students using the CASAS Goals series according to NRS guidance. To gain entry to the program, students must meet the following threshold levels: Math GE 3.0 and Reading GE 5.0. Our program is designed to meet academic outcomes for a variety of students, all with their individual needs and goals in mind, ultimately to meet gainful employment either directly, through internships, apprenticeships, or higher education. Instruction is delivered directly in whole group, small group and individually. We offer ABE and GED classes: which are multi-level, although we group by level whenever possible.

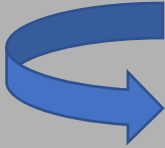


Students also participate in blended learning through Google Classroom, GED Fast Forward and AZTEC Software. They may work on any computer device with internet at school, home, or local library. The hours documented in GED Fast Forward and AZTEC Software Program (outside of physical attendance) are counted as online attendance hours in LACES. Attendance is recorded in Excel documents daily, and billing reports are issued monthly and quarterly. In addition, all students in the program are expected to complete the RIDE required NorthStar Digital Literacy Certificates which are all integral skills required in the workforce today.

Workforce training is embedded into our program design to support academic goals necessary to enter the 21 Century workforce. Potential students are required to undergo a rigorous intake procedure to preview the process they might encounter in a post-secondary or career setting. We model and promote essential skills like punctuality, flexibility, teamwork, problem-solving and critical skills building. We model a reflective practice to improve individual performance and goal attainment.

We stress the real-world application and connection to all instruction. We plan weekly workshops to introduce students in employment/job opportunities as well as training programs and the college application process, including financial aid. O'NET is utilized as a self-assessment tool to identify interests and occupations that might be of interest and in demand. Instructors help all students create professional resumes prior to exiting the program.

CONTRACTED  
PROVIDER



PROGRAM

**RHODE ISLAND COALITION  
AGAINST DOMESTIC VIOLENCE**

**FAMILY VIOLENCE OPTION  
ADVOCACY PROGRAM (FVOAP)**

The Family Violence Option Advocacy Program (FVOAP) – administered by the Rhode Island Coalition Against Domestic Violence and the Women’s Resource Center of Newport & Bristol Counties – assists DHS participants who are victims/survivors of domestic violence. Through the FVOAP program, participants may be able to obtain a waiver from certain requirements of the RI Works program or Child Care Assistance program. The FVOAP also assists victims/survivors with safety planning and provides referrals to various programs and services throughout the state.

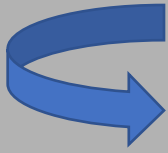
If the participant decides not to pursue a work or child support waiver, the FVOAP advocates can still provide other assistance such as immediate crisis counseling and safety planning that can include home security measures and job safety. The advocates can also connect a participant with the local domestic violence agency and provide referrals to help obtain orders for protection, legal services, housing assistance, basic needs assistance, counseling, and support group referrals.

The FVOAP is staffed with bi-lingual advocates to better serve both English and Spanish speaking participants.

If domestic violence assistance or counseling is needed, please discuss with an ECA. The ECA will refer participants to a family violence advocate that will evaluate and assist wherever possible. If immediate assistance is needed, please call the 24-hour hotline below.

**1-800-494-8100**

***Women’s Resource Center***  
**24 HOUR HOTLINE**



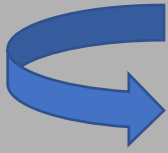
## **SUPPORTIVE SERVICE**

## **Child Care Assistance**

When participants are eligible for RI Works, they are eligible for childcare assistance. When meeting with an ECA to build the participant's employment plan, one of the questions asked is "Do you need childcare for your child/children while you are participating in your Employment Activity?" DHS will provide participants with a childcare certificate number that participants must provide to the childcare provider. DHS will pay for childcare while engaging with RI Works, and the copay for active RI Works participants should be zero dollars per week.

There are many childcare time options available, including full-time, halftime, before and after school programs as well as licensed home-based care facilities and licensed childcare centers.

If participants have difficulty finding a facility, contact BrightStars, DHS's partner for providing childcare. BrightStars assists families in finding quality early childcare, education, and afterschool programs. Families looking for care may visit online at <https://dhs.ri.gov/programs-and-services/child-care/child-care-assistance-program-ccap-head-start/choosing-child-care> or at [www.brightstars.org](http://www.brightstars.org) or call 1-855-398-7605. BrightStars also evaluates the quality of early care, education and afterschool programs and rates them from one (1) to five (5) stars and then helps the childcare providers improve and expand their quality.



## **SUPPORTIVE SERVICE**

## **Head Start Programs**

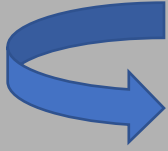
When participants are eligible for RI Works, they are eligible for Head Start. DHS will provide RI Works participants with a childcare certificate number that participants must provide to the childcare provider. DHS will pay for childcare while engaging with RI Works, and the copay for active RI Works participants should be zero dollars per week. There are many childcare time options available in Head Start programs, including full-time, halftime, before and after school programs as well as Head Start programs that are free to families and accept DHS childcare certificates.

Rhode Island Head Start programs are considered high quality. Head Start programs support children's growth from birth to age five through services that support early learning and development, health, and family well-being. Head Start staff actively engage parents, recognizing family participation throughout the program as key to strong child outcomes. Head Start programs serve pregnant women and children through age five. Families must apply for services in the community in which they reside. For more information about how to locate a Head Start program in your community visit <https://dhs.ri.gov/programs-and-services/child-care/head-start/head-start-eligibility-how-apply> or call BrightStars today at 1-855-398-7605. An informational overview of all statewide Head Start programs is available on the following page.

## Statewide Head Start Locations

Communities Served:	Programs:
Coventry, East Greenwich, Warwick, West Greenwich, West Warwick	<b>C.H.I.L.D. Inc.</b> Head Start & Early Head Start 160 Draper Avenue, Ave. Warwick, RI 02889 (main office) 401-732-5200; <a href="http://www.childinc.org">www.childinc.org</a>
Central Falls, Cumberland, Lincoln, Pawtucket, Providence *EHS-CCP available statewide	<b>Children's Friend</b> Head Start, Early Head Start & Early Head Start Child Care Partnerships (EHS-CCP)* 99 Berkshire Street Providence, RI 02908 (main office) 401-752-7500; <a href="http://www.cfsri.org">www.cfsri.org</a>
Cranston	<b>Comprehensive Community Action Program (CCAP)</b> Head Start & Early Head Start 311 Doric Avenue Cranston, RI 02910 (main office) 401-467-9610; <a href="http://www.comcap.org">www.comcap.org</a>
Barrington, Bristol, East Providence, Jamestown, Little Compton, Middletown, Newport, Portsmouth, Tiverton, Warren	<b>East Bay Community Action Program (EBCAP)</b> Head Start & Early Head Start 8 John H. Chafee Boulevard Newport, RI 02840 (main office) 401-367-2001; <a href="http://www.ebcap.org">www.ebcap.org</a>
Providence	<b>Meeting Street</b> Early Head Start (home-based) 1000 Eddy Street Providence, RI 02905 401-533-9100; <a href="http://www.meetingstreet.org">www.meetingstreet.org</a>
Block Island, Burrillville, Charlestown, Exeter, Foster, Glocester, Hopkinton, Johnston, Narragansett, North Kingstown, North Providence, North Smithfield, Richmond, Scituate, Smithfield, South Kingstown, Westerly	<b>Tri-County Community Action Agency</b> Head Start & Early Head Start 1126 Hartford Avenue Johnson, RI 02919 (main office) 401-351-2750; <a href="http://www.tricountyri.org">www.tricountyri.org</a>
Woonsocket	<b>Woonsocket Head Start Child Development Association</b> Head Start & Early Head Start Child Care Partnerships 204 Warwick Street Woonsocket, RI 02895 (main office) 401-769-1850; <a href="http://www.whscca.org">www.whscca.org</a>

## **SUPPORTIVE SERVICE**



### **Transportation**

If transportation is an issue, DHS will provide participants and each eligible family member with a monthly RIPTA bus pass. Having a bus pass may make attending Employment Activities easier. Depending on the office and availability, an ECA may provide participants with an initial bus pass upon completing an Employment Plan. After that, participants will be responsible for calling each month to receive new bus passes. Below is the contact information for accessing bus passes:

**MTM**

**1-855-330-9131**

If participants have a car or a ride to get to Employment Activities, DHS will also assist with a \$3.00 a day travel reimbursement. The travel reimbursement is mailed to participants in a check for each day that the participant attends their Employment Activities. All Employment Activities **except Work** are eligible for the travel reimbursement.