

# Contractor Partnership Program

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## What is the Contractor Partnership Program?

- The Contractor Partnership Program (CPP) was created by Pennsylvania's Department of Human Services (DHS) to create additional employment opportunities within the Commonwealth.
- CPP is designed to leverage the economic resources of DHS to create jobs for individuals currently receiving TANF cash assistance by maximizing the recruitment, hiring and retention of those individuals by Commonwealth contractors, subcontractors and grantees.

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## Who's required to participate in the program?

All contractors, vendors, organizations, fiscal agents, county governments etc. that receive funding (\$25,000 or more annually ) from the Department of Human Services (DHS) or a DHS-funded initiative in the form of a contract, grant, memorandum of understanding or other contracting vehicle

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## What are the Pre-Selection responsibilities of the Contractors?

- Fully answer all questions outlined in the Contractor Partnership Submittal section of the RFP.
  - For RFP 06-15 see pages 33-34
- While developing hiring numbers and plans, look both company and subcontractor-wide for the full duration of the contract while establishing potential openings to be filled.
  - ❖ *Percentages and ranges are not acceptable as hiring number*

**NOTE:** While Small/Diverse Businesses can volunteer to assist contractors in meeting CPP requirements, Contractors can not require these businesses to hire qualified TANF recipients as a stipulation to partnership on any contract that derives from this RFP.

## How can we identify TANF recipients?

- Contractors can post job orders that match “CPP Eligible” TANF recipients via the Commonwealth Workforce Development System (CWDS) Job Gateway.
- Contact local Workforce Investment Board to be connected with local EARN and Work Ready Programs
- Contact the community college’s KEYs coordinator

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## What are the benefits for hiring via CPP?

- Contractor can utilize PA's vast Employment & Training Network to assist in training, hiring and retention at no cost
- Contractors may be eligible for tax credits for hiring individuals receiving cash assistance

Information on tax credits can be found at:

<http://www.dli.state.pa.us> (Search for Work Opportunity Tax Credit) or call 1-800-345-2555

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What type of positions are typically filled by CPP applicants?

- Outpatient Case Manager
- Customer/Member Service Representative
- Data Entry Clerk
- Help Desk Operator
- Administrative Assistant
- Certified Nursing Assistants

- Receptionist
- Janitorial
- Call Center Operator
- Food Service Worker
- Security
- Outreach Coordinator
- Home Health Aides

## Contact Information

Contractor Partnership Program

**Phone:** 1-866-840-7214

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## For General Questions and Information regarding this RFP

Please contact  
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