

# WTP Mandatory Participant NOMA Activity Guide

You have been approved for Temporary Cash Assistance (TCA) by the Department of Children and Families (DCF) and have received a Notice of Mandatory Activity to participate in the Welfare Transition Program (WTP) with CareerSource Southwest Florida.

To start your engagement in the Welfare Transition Program and help us help you move towards a successful and satisfying career path, you need to tell us about your level of education, employment skills and work history. We gather this information by your completion of an online Initial Assessment.

## STEP 1: COMPLETE YOUR ONLINE INITIAL ASSESSMENT

Log into the One Stop Tracking System (OSST) at <https://osstclient.deo.myflorida.com>

- Log in using the same information you used in completing the program orientation.
- Complete the Initial Assessment before meeting with your Career Development Representative

## STEP 2: LOOK FOR YOUR INITIAL ENGAGEMENT APPOINTMENT LETTER

- CareerSource Southwest Florida will mail you an Initial Engagement Appointment Letter to meet your Career Development Representative.

## STEP 3: ATTEND YOUR INITIAL ENGAGEMENT APPOINTMENT

- Arrive 10 - 15 minutes early
- Plan about 1 to 1 ½ hour for the appointment
- Bring photo identification
- Review your Initial Assessment results
- Develop your Individualized Career Plan
- Receive Supportive Services based upon need and resource availability

**Note:** It is important for you to follow all of the steps listed on this guide, as failure to complete the Initial Assessment and attend the Initial Engagement Appointment may result in the reduction or loss of your Temporary Cash Assistance and Food Assistance benefits.

<https://careersourcesouthwestflorida.com/>

CareerSource Southwest Florida is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via TTY (877) 887-5627 or TDD (800) 955-8771.