



DHS



MARYLAND DEPARTMENT OF
HUMAN SERVICES



HIRING AGREEMENT PROGRAM (HAP)

Welfare Reform Program Report Cycle

April 2022 – March 2023

Recovering and growing from the
pandemic.



November 16, 2023

9 AM - 12 PM



Senior Procurement Advisory Group

Agenda

- Hiring Agreement background and purpose
- Criteria for participation in the program
- Process of adding the clause
- Results of your support of the program
- Q&A

Understanding Hiring Agreements

- What are Hiring Agreements?
- What is the Purpose of Hiring Agreements?
- What types of Contracts are Eligible?
- What is the Role of Procurement?
- What is the Contractor's Role?
- What are the Benefits?

What is a hiring agreement program?

Purpose:

To encourage the use of hiring agreements as a mechanism for providing current and former Family Investment Program recipients with employment opportunities on State procurement contracts.

A Hiring Agreement is an agreement entered into by the Department of Human Services (DHS) or a Local Department of Social Services (LDSS) and a Contractor doing business with the State under which DHS or LDSS and the Contractor agree to work cooperatively in an effort to identify and hire current and former Family Investment Program (FIP) recipients, their children, foster youth/alumni, and child support obligors, to fill job openings of the Contractor as a result of the procurement contract.

Statutory References for Hiring Agreements and Government Hiring Plans

- ❖ **§ 13-224 of the State Finance & Procurement Article -
Senate Bill 686 - Welfare Innovation Act of 1998 -
State Contractors - Procurement Contracts Only!**
- ❖ § 5-304B of the Human Services Article – House Bill 1059 - Welfare
Innovation Act of 1999 - State Agencies
- ❖ § 5-304C of the Human Services Article - House Bill 1160 - Welfare
Innovation Act of 2000 - Local Government
- ❖ Chapter 385 - House Bill 268 - Welfare to Work – Job Skills
Enhancement Program – Green Jobs (*Effective July 1, 2009*)

Purpose of Hiring Agreements

BPW Advisory 2011-1 Hiring Agreement

MARYLAND Board of Public Works

BPW Meetings
Publications
About BPW

BPW Advisory 2011-1 Hiring Agreement

Procurement - Family Investment Programs:
Hiring Agreements: Family Investment Programs:
Issued April 20, 2011

Purpose: To encourage the use of hiring agreements as a mechanism for providing current and former Family Investment Program recipients with employment opportunities on State procurement contracts.

Authority: State Finance & Procurement Article, § 13-224, Annotated Code of Maryland; Board of Public Works Secretary's Agenda Items 18 (01/3/99); 9 (04/6/00); and 4 (4/20/11).

Background: A hiring agreement - basically a sidebar to a State procurement contract - is an agreement between a contractor and the Department of Human Services (DHS) through which they agree to cooperatively identify and hire former and current Family Investment Program recipients to fill job openings on the contractor's State procurement project.

The hiring agreement statute, enacted into the State Procurement Law in 1998, required the Board of Public Works to "designate the types of procurement contracts that are eligible contracts" (eligible for hiring agreements). The Board approved an Action Agenda Item directing the Departments of Budget & Management, General Services, and Transportation and the University System of Maryland to select eligible contracts for hiring agreements. The Board also required DHS to submit an annual report.

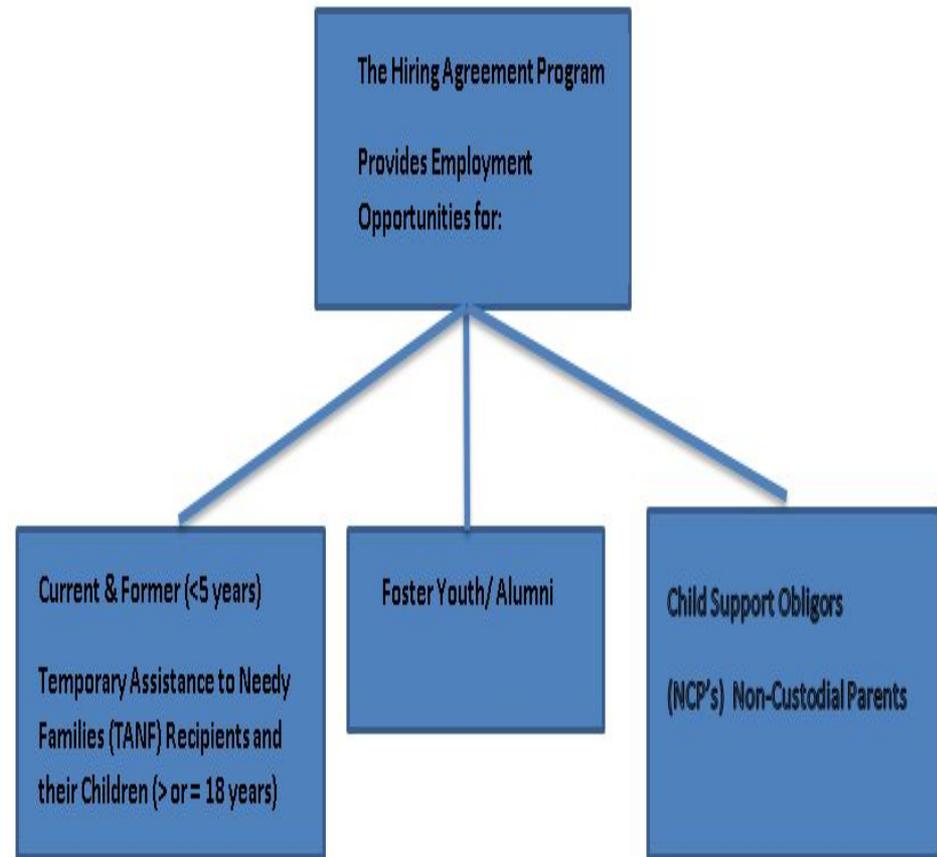
This Advisory restates the Board of Public Works commitment to this valuable program.

Procedure:

- The designated procurement units are the Department of General Services and the Department of Transportation. Note, the Board of Public Works encourages the University System of Maryland (which was exempted from State Procurement Law provisions after the hiring agreement statute was enacted) to voluntarily participate in the program as a designated procurement unit. In consultation with DHS, the designated procurement units shall select certain procurement contracts as contracts eligible for hiring agreement status. The Board emphasizes that all procurements should be reviewed for hiring agreement status, including construction, maintenance, and services procurements.
- When a procurement is selected as eligible, DHS shall be available to provide information to bidders and offers about the program and should attend pre-bidder proposal conferences. The contractor recommended for contract award will enter into a hiring agreement with DHS coincident with entering into the procurement contract with the procurement agency. The hiring agreement provides for DHS to assign an account representative to the contractor that account representative will process the contractor's job notices; refer screened and qualified current and former FIP participants for those jobs; and assist in developing job training and support services.
- DHS shall provide a report to the Board of Public Works no later than November 1 annually that summarizes the previous fiscal year's results, specifically reporting:
 - For each eligible contract that the designated procurement units referred to DHS that fiscal year:
 - Agency awarding contract.
 - Type of contract, e.g., construction, services, information technology, maintenance.
 - Scope of work of contract.
 - Dollar value of contract.
 - Which referrals of eligible contracts to DHS resulted in hiring agreements, which did not result in hiring agreements, and any explanation for the latter.
 - Number of persons offered employment through each hiring agreement.
- Each designated procurement unit shall provide a report to the Board of Public Works no later than November 1 annually that summarizes the review undertaken by the unit in designating contracts as eligible for hiring agreement status.

Questions concerning Hiring Agreements under DHS's Family Investment Program may be addressed to:

Kenneth L. Jessup, Program Manager
331 West Saratoga Street, Baltimore, MD 21201
Phone: 410-767-8188
Primary Email: HiringAgreements@maryland.gov
Secondary Email: kenneth.jessup@maryland.gov



The real point of the Hiring Agreement Program is to focus on families and their economic opportunities.



Targeted Populations

Current TCA recipients

&

Children of Current TCA recipients (14 and older)

Former TCA recipients (less than or equal to 5 years)

&

Children of Former TCA recipients (14 and older)

Foster Care Youth and Alumni (18-25 years old)

Child Support Obligors (Non-Custodial parents)

Eligible Contracts Criteria

Term

Base Term
of two (2)
years or
longer

Value

Contracts
valued at
\$200,00
or greater

Employment Opportunity

The contract
must
produce
employment
during the
term.

***Subcontractors**
included as well.*

Types of Eligible Contracts

Contracts deemed likely to yield jobs for “targeted populations” include, but are not limited to:

Small Business Reserve

Service Contracts
(food service, security)

Construction
(build, maintenance, repair)

Healthcare
(entry level, certified/licensed)

Information Technology
(entry level, skilled)

Attachment O page 1 & 2

Solicitation Attachments and Appendices

ATTACHMENT O – DHS HIRING AGREEMENT

Agency Contract/Solicitation Number: _____

**MARYLAND DEPARTMENT OF HUMAN SERVICES
HIRING AGREEMENT**

This Hiring Agreement ("Agreement") is effective this _____ day of _____ and is entered into by and between the Maryland Department of Human Services ("Department") and _____ (the "Contractor") pursuant to State Finance Procurement Article, § 13-224, Annotated Code of Maryland, arising out of a Contract for services between Contractor and _____ ("Entity"), contract number _____ ("Procurement Contract").

WITNESSETH:

WHEREAS, the Department has identified the Procurement Contract as eligible for execution of this Agreement; and,

WHEREAS, the Contractor and the Entity, have discussed and reviewed an inventory of job openings that exists or the Contractor is likely to fill during the term of the Procurement Contract in the State of Maryland; and

WHEREAS, the Contractor, Department and the Entity have discussed and reviewed the job descriptions, locations, and skill requirements for those positions; and

WHEREAS, the Department and the Entity have identified and discussed with the Contractor the workforce related benefits and support services available to the Contractor as a result of the Agreement including:

- Medicaid coverage for the employee and the employee's dependents for up to one year after placement in the job;
- Maryland Children's Health Program (MCHP) medical coverage for the employee's dependents after one year of employment for as long as eligibility is met;
- Food Supplement Program for the employee and the employee's dependents for as long as eligibility requirements are met;
- Child Care subsidies for the employee's dependents for up to one year after employment as long as eligibility requirements are met;
- Transportation subsidies for the employee for a period of time after employment;
- Other Retention services including counseling on an as needed basis; and
- Assistance with claiming tax credits for hiring the Department's current and former Family Investment Program ("FIP") recipients, their children, foster care youth, and child support obligors ("Candidates").

WHEREAS, the Contractor and Department agree to work cooperatively to develop responses to the workforce development requirements faced by the Contractor and to promote the hiring of the Candidates by the Contractor.

NOW THEREFORE, upon valuable consideration received, the Contractor and the Department specifically agree as follows:

A. The CONTRACTOR shall:

1. Notify the Department of all job openings that exist or result from the Procurement Contract.
2. Declare the Department the "first source" in identifying and hiring Candidates for those openings.
3. Work with the Department to develop training programs that will enable Candidates to qualify for and secure employment with the Contractor.
4. Give first preference and first consideration, to the extent permitted by law and any existing labor agreements, to Candidates the Department refers for job openings that exist or result from the Procurement Contract.
5. Agree to give Candidates referred to the Contractor by the Department priority in the filling of a job opening so long as the Candidate meets the qualifications of the position and the Department refers qualified Candidates within five (5) Business Days.
6. Submit biannual reports (for the duration of the Contract) listing the number of all job openings and the total number of individuals interviewed and hired under the Procurement Contract. The report shall also include information regarding the disposition of referrals made, to include an explanation of why any such Candidate was not hired or considered qualified.
7. Designate the following individual to be the point of contact:

Point of Contact Name: _____		
Point of Contact Address: _____ _____		
Point of Contact E-Mail	Point of Contact Telephone #	Point of Contact Fax #

The point of contact will:

- a. Provide additional information regarding "first source" jobs and clarify their requirements.
 - b. Receive Department referrals.
 - c. Provide feedback to a Department account representative upon request regarding the dispositions of those referrals as well as the progress/employment status of those Candidates hired by the Contractor.
8. Submit the Contractor's Federal Employment Identification Number ("FEIN") in an effort to increase efficiency in the employment monitoring process for annual legislative reporting.

Attachment O page 3 & 4

B. The Department will designate an account representative who will:

1. Process all the Contractor's job notices in accordance with this "Agreement."
2. Refer screened and qualified Candidates to the Contractor's designated contact person.
3. Make referrals in a timely manner, that is, within five (5) Business Days after receiving the Contractor's job opening notices.
4. Assist in the development of any mutually agreed upon training, internship or apprenticeship programs that will better prepare Candidates for employment with the Contractor.
5. Provide follow-up and post hire transitional/supportive services, (e.g. Medicaid, MCHP, Food Supplement Program, child care, transportation, retention counseling, and access to tax credits) as necessary and appropriate.
6. Ensure that the Contractor is advised of available subsidies and provide any assistance to the Contractor to obtain those subsidies.
7. Report the Contractor to the procurement Entity if the Contractor does not fulfill its responsibilities in accordance with this Agreement.
8. Review and evaluate the effectiveness of this undertaking with the Contractor and make modifications as necessary and appropriate.

C. DISCLAIMERS

Nothing in this Agreement shall cause the Contractor, except as explicitly provided in Section A above, to alter existing hiring practices or to hire an individual into a position for which he/she is not qualified.

D. NON-DISCRIMINATION

The Contractor agrees that there shall be no discrimination against any employee or Candidate for employment because of race, color, sex, religion, national origin, age, sexual preference, disability or any other factor specified in Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1983 and subsequent amendments and that they will comply with all other pertinent federal and State laws regarding discrimination.

E. MARYLAND LAW PREVAILS

The place of performance of this Agreement shall be the State of Maryland. This Agreement shall be construed, interpreted, and enforced according to the laws and regulations of the State of Maryland, including approval of the Board of Public Works where appropriate.

F. EFFECTIVE DATE

This Agreement shall take effect on the date of the aforementioned Procurement Contract, which is for the period _____ through _____, and it shall remain in effect for the duration of the Procurement Contract, including any option periods or extensions. In addition, it is required that any executed extensions and additional funds added to an existing Hiring Agreement Contract be emailed to the Office of Hiring Agreements, Hiring_Agreements@Maryland.gov listing the new end date, updated contract amount and Agency Control/Solicitation Number.

IN WITNESS, WHEREOF, the Contractor and the Department have affixed their signatures below:

FOR THE CONTRACTOR:	FOR THE DEPARTMENT:
COMPANY NAME	
FEIN:	
SIGNATURE	SIGNATURE
TITLE	Hiring Agreements Program Manager
DATE	DATE

Opportunities for Economic Stability

Administrative positions



Food Service positions



Security positions



Entry-level medical positions



Entry-level IT positions



Construction positions



Landscaping positions



Annual Legislative Report Categories

- I. State Contractors
- II. Local Government:
[Maryland Association of Counties \(MACo\)](#)
- III. State Agencies:
DBM, DGS, DHS, Do IT, MDOT
(per Statute, other Agencies are encouraged to participate.)

Thank you
to the
Agency Partners!



Senior Procurement Advisory Group



New Partners!



Table 1 – State Contractor Job Placements by Target Group (#7667)

Group	Placements In Current Quarter	Retention In First Post Quarter	Percentage 1st Quarter Retention
Current TCA recipients	287	164	57%
Children of Current TCA recipients	18	2	11%
Former TCA recipients	858	498	58%
Children of former TCA recipients	151	73	48%
Child Support Obligor	3	0	0%
Foster Care Youth 18-25	38	16	42%
Total	1355	753	56%

Table 4 - 1st Quarter Retention of Target Group Placements (#7667)

Group	Placements In Current Quarter	Retention In First Post Quarter	Percentage 1st Quarter Retention
State Contractors	1355	753	56%
Local Government	3312	1322	40%
State Agencies	626	375	60%
Total	5293	2450	46%

Table 5 Prior Year Comparison Outcomes Report Cycle 2022 vs. 2023

Group	2022	2023	Percentage % Increase/Decrease
State Contractors	1,861	1355	-37%
Local Government	2,277	3312	31%
State Agencies	344	626	45%
Total	4482	5293	15%

Benefits to Participants

Medicaid coverage

for the employee and the employee's dependents for up to one year after placement in the job

Maryland Children's Health Program (MCHP) medical coverage

for the employee's dependents after one year of employment for as long as eligibility is met

SNAP

for the employee and the employee's dependents for as long as eligibility requirements are met

SNAP E&T

Child Care Scholarship

(daycare) for the employee's dependents for up to one year after employment, as long as eligibility requirements are met

Transportation subsidies

for the employee for a period of time after employment

Transportation Assistance Program

low-income individuals may be eligible to receive a reliable vehicle that could increase their mobility, shorten their commute, make higher-paying jobs or shifts more accessible

Retention services are at the discretion of the local department of social services. Usually six months to a year after benefit exit.

The screenshot shows the Maryland Department of Human Services website. At the top, there is a navigation bar with the DHS logo, the text 'DEPARTMENT OF Human Services', a search bar, and social media icons for Facebook, Twitter, YouTube, and an 'ALL' button. Below this is a menu with links for HOME, ABOUT DHS, SERVICES, FINANCIAL ASSISTANCE, DHS OVERSIGHT, CONSENT DECREE, LOCAL OFFICES, BUSINESS CENTER, and a red 'SAFE HAVEN' button.

The main content area is titled 'Locations' and features a 'Local Offices' section. On the left, there is a map of Maryland with numerous colored pins indicating the locations of local offices across the state. On the right, there is a red header 'Local Offices' followed by a list of 23 counties: Allegany County, Anne Arundel County, Baltimore City, Baltimore County, Calvert County, Caroline County, Carroll County, Cecil County, Charles County, Dorchester County, Frederick County, Garrett County, Harford County, Howard County, Kent County, Montgomery County, Prince George's County, Queen Anne's County, Somerset County, St. Mary's County, Talbot County, Washington County, Wicomico County, and Worcester County.

Below the map, there is a 'View larger map' link and a paragraph of text: 'The Department of Human Services assists people in need by administering a wide range of public assistance programs. Primarily, we help low-income people as well as families and children in crises. We help low-income county residents access food stamps, medical assistance and temporary cash assistance. And, we help them pay their heating bills when they lack the income to pay it themselves. We also collect and distribute child support payments. In addition, we investigate allegations of child/adult abuse and neglect. Too often, the silent victims of family violence and volatile family dynamics are children. When necessary, we remove children from their families - either temporarily or for the long term - when the children are not being properly cared for by their families.'

Contractors' Role

Notify DHS by email Hiring.agreements@maryland.gov of all employment opportunities that exists as a result of the procurement Contract or positions they wish to share.

Declare DHS the **“first source”** for employment opportunities.

Allow DHS **Five (5) business days** to refer candidates for interview for the posted position(s).

Provide DHS and LDSS with **feedback** on the hiring decision of candidates.

Comply with the Hiring Agreement clause throughout the life of the contract to include: **renewals, extensions and modifications.**

Benefits to Contractors

Fact Sheet

EMPLOYMENT AND TRAINING ADMINISTRATION

Work Opportunity Tax Credit

About WOTC

The Work Opportunity Tax Credit (WOTC) is a Federal tax credit available to employers for hiring and employing individuals from certain targeted groups who have faced significant barriers to employment.

The WOTC may be claimed by any employer that hires and pays or incurs wages to certain individuals who are certified by a designated local agency (sometimes referred to as a state workforce agency) as being a member of one of 10 targeted groups.

The U.S. Department of Labor (DOL) and the U.S. Department of the Treasury, through the Internal Revenue Service (IRS), jointly administer the implementation of the WOTC program. DOL, through the Employment and Training Administration (ETA), provides grant funding and policy guidance to the State Workforce Development Agencies, also called State Workforce Agencies (SWA) to administer the WOTC certification process, while the IRS administers all tax-related provisions and requirements. WOTC is authorized until December 31, 2025 (Section 113 of Division EE of P.L. 116-260 - Consolidated Appropriations Act, 2021).

WOTC targeted groups include: 1) Qualified IV-A ("TANF") recipient; 2) Qualified Veteran; 3) Qualified Ex-Felon; 4) Designated Community Resident; 5) Vocational Rehabilitation Referral; 6) Summer Youth Employee; 7) Supplemental Nutrition Assistance Program (SNAP or "food stamps") recipient; 8) Supplemental Security Income (SSI) recipient; 9) Long-term Family Assistance (Long-term TANF) recipient; and 10) Qualified Long-term Unemployment recipient.

Federal Funding

For Fiscal Year (FY) 2022, SWAs received \$18,485,000 to support the administration of WOTC, which includes the certification process and reporting data on a quarterly basis to DOL/ETA.

Performance Outcomes

- In FY 2022, SWAs issued 2,569,056 certifications.
- In FY 2021, SWAs issued 2,081,474 certifications.
- In FY 2020, SWAs issued 1,620,806 certifications.
- In FY 2019, SWAs issued 2,068,417 certifications.
- In FY 2018, SWAs issued 2,204,142 certifications.

Note: Data may change due to performance reporting updates.

Information and Resources

For more information on WOTC, including how to apply for the tax credit, visit the DOL website at <https://www.dol.gov/agencies/eta/wotc>, or the IRS website at <https://www.irs.gov/businesses/small-businesses-self-employed/work-opportunity-tax-credit>. Email questions to Ask.WOTC@dol.gov.



WDAL Services

- › Información en español
- › Find an American Job Center (AJC) Near You
- › Overview
- › Job Seeker Services
- › Dislocated Worker Information
- › Veterans Services
- › Eligible Training Provider List - WIOA
- › Information for Individuals with Disabilities
- › Agricultural Employers and Workers
- › Youth Workforce Programs and Services
- › Re-entry
- › Business Services
- › EARN Maryland
- › Tax Credits
- › Labor Market Information
- › Workforce Innovation and Opportunity Act (WIOA)
- › Senior Community Services

Work Opportunity Tax Credit - A Federal Tax Credit for Employers - Workforce Development & Adult Learning

The Maryland Department of Labor is proud to have incorporated its own Work Opportunity Tax Credit electronic system. Those accessing our system for the first time will need to request an account before applications are entered or uploaded.

The following WOTC program target groups have been authorized from January 1, 2015 to December 31, 2025.

1. Recipients of Temporary Assistance for Needy Families (TANF)
2. Veterans
3. Ex-Felons
4. Designated Community Residents (DCR) 18-39 years of age
5. Vocational Rehabilitation Referrals, Ticket to Work, Veteran Affairs
6. Summer Youth
7. Supplemental Security Income (SSI)
8. Supplemental Nutrition Assistance Program (SNAP)
9. Qualified Long-term Unemployed Recipient (LTUR)
10. Long-term family assistance recipient (LTFAR)

Employers and agents who require assistance to understand the definitions for these target groups can check the federal website.

Assisting to understand the required documents



WHAT IS AN APPRENTICESHIP?

Registered apprenticeships are paid jobs. While working on the job, apprentices receive training from a skilled craftsman and related classroom instruction. An apprentice is sponsored by an employer or association and is paid according to a progressive pay scale.

WHY HIRE AN APPRENTICE?

- Build your workforce.
- Reduce turnover costs.
- Increase productivity.
- Plan for employee succession.
- Take advantage of financial incentives.

WHAT ARE THE BENEFITS TO BUSINESSES?

- Step 1:** Call an apprenticeship navigator at (410) 767-2246.
- Step 2:** The apprenticeship navigator will connect you with an existing apprenticeship program or help you to develop a customized registered apprenticeship program.
- Step 3:** We will partner with you to present your plan for approval to the Maryland Apprenticeship and Training Council.
- Step 4:** Begin recruiting your apprentice! We can help you find talent through our statewide American Job Centers.

For program funding details in compliance with the Stevens Amendment, scan the QR code on your mobile device.

Maryland's American Job Center System Reasonable Accommodations Statement & Publications with Photo Numbers | Approved by OEP - April 18, 2016, May 21, 2018. Maryland's American Job Center system, a proud partner of the American Job Center network, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Please contact a local American Job Center to make arrangements for auxiliary aids, interpreter services, and reasonable accommodations.

For more information please scan the QR code on your mobile device.



What is a registered apprenticeship?

Registered apprenticeships are jobs where workers “earn and learn.” While working on the job, employees receive one-on-one full-time training from a skilled craftsman as well as related classroom instruction. An apprentice is “sponsored” by an employer or association and is paid according to a progressive pay scale.

Learn how to start your own registered apprenticeship program and how registered apprenticeship can benefit your company - watch this 12 minute video with expert Apprenticeship Navigator Andre Keyser!



Apprenticeship Navigators -

Maryland Apprenticeship and Training Program (MATP)

Harford and Cecil counties | [Faith Ramsburg](#)

Prince George's County | [Gina Best](#)

Anne Arundel, Calvert, St. Mary's and Charles counties | [Jane Sinclair](#)

Frederick, Garrett, Allegany and Washington counties | [Jennifer Runkles](#)

Eastern Shore | [Bob Zimberoff](#)

Baltimore County and Baltimore City | [Kelton Addison](#)

Howard and Carroll counties | [Sheila Jackson](#)

Montgomery County | [Roslyn Edson](#)



Who to contact?

Hiring.Agreements@maryland.gov

Kenneth.Jessup@maryland.gov

Sarina.Coatesgolden@maryland.gov

Kenneth L. Jessup, GCDF | OWDS | Toastmaster
LDI Alumni % 2022

(He | Him | His) [Learn more](#)

Program Manager, Hiring Agreement Program

Maryland Department of Human Services

311 W. Saratoga Street

Baltimore, MD 21201

410-767-8188



**"LIFE'S MOST PERSISTENT
AND URGENT QUESTION IS:
WHAT ARE YOU DOING FOR
OTHERS?"**

-Dr. Martin Luther King, Jr.

