



Participant Name: _____ Date: _____


Level One Sanction Lift Instructions-Central Office

You are being provided this document to assist with lifting a sanction in the SNAP Program. If you are receiving these instructions, you have already served the time period for your sanction and need to complete a compliance activity.

Please read the instructions carefully in order to have your **Level 1 sanction lifted. You **MUST** complete all of the activities listed below before your sanction can be lifted.**

1. You will need to create a Metrix Learning account to complete 2 courses. (broward.skillupamerica.org). A passing score of 80% is required to receive credit.

IMPORTANT INFORMATION FOR METRIX LEARNING:

- a. Register for Metrix Learning using a personal email address (first name, last name, email, password, confirm password). You may use any of these free email accounts if you do not already have a personal email: yahoo.com, gmail.com, aol.com.
- b. At broward.skillupamerica.org Click on “**Job Seeker**” then click “**Register for free**”
- c. Once you have registered, you will be sent a confirmation email to your personal email containing your username and password.
- d. On Metrix, click “**Login**” at the top right corner using your username and password.
- e. From the Metrix home screen, click “**Catalog**” then click “**Search**”. Type in the course name then click “**Go**”. Example: Time Management
- f. To add the course to My Plan, click on the title of the course you want to view. Click “**Add to My Plan**”
- g. To launch the course, at the top of the screen on the Home tab, Click “**My Plan**” then click arrow up button to the right . This will allow you to begin your training.
- h. **REMEMBER** You **MUST** complete **ALL** modules of the courses **and** take/pass the quiz/test with a passing score of 80%.

2. Attend and complete 1 CareerSource Broward Workshop with any Broward Location. You will need to email proof of attendance. You can get this by asking your workshop facilitator to provide you with the **workshop summary sheet**. Email the summary sheet to:

SNAPCentralTeam@careersourcebroward.com. You must stay until the end of the workshop to get credit for attendance. Calendars are available online with the days and times of the workshops at CareerSourceBroward.com under “For Career Seekers / Professional Workshops”.



Level One Sanction Instructions Continued

Once you have completed the activities for your Level 1 sanction lift, you will need to email the information to:

SNAPCentralTeam@careersourcebroward.com

Please include your full name (first & last), your DCF case number (starts with the number 1) and what level sanction you have served. You must include the workshop summary sheet as well as the name of the courses you took in Metrix Learning in the email.

- ✓ You must complete all the activities listed in order to have your sanction lifted.
- ✓ After the information is reviewed and accepted, you will receive a confirmation email from the career center.
- ✓ You will need to wait 48 hours before contacting DCF.
- ✓ It is your responsibility to make sure all information is correct.
- ✓ You do not need to come into the center; we will contact you by the email or phone number you provided.



Participant Name: _____ Date: _____


Level Two Sanction Lift Instructions-Central Office

You are being provided this document to assist with lifting a sanction in the SNAP Program. If you are receiving these instructions, you have already served the time period for your sanction and need to complete a compliance activity.

Please read the instructions carefully in order to have your **Level 2 sanction lifted. You **MUST** complete all of the activities listed below before your sanction can be lifted.**

1. You will need to create a Metrix Learning account to complete 3 courses. (broward.skillupamerica.org). A passing score of 80% is required to receive credit.

IMPORTANT INFORMATION FOR METRIX LEARNING:

- i. Register for Metrix Learning using a personal email address (first name, last name, email, password, confirm password). You may use any of these free email accounts if you do not already have a personal email: yahoo.com, gmail.com, aol.com.
- j. At broward.skillupamerica.org Click on “**Job Seeker**” then click “**Register for free**”
- k. Once you have registered, you will be sent a confirmation email to your personal email containing your username and password.
- l. On Metrix, click “**Login**” at the top right corner using your username and password.
- m. From the Metrix home screen, click “**Catalog**” then click “**Search**”. Type in the course name then click “**Go**”. Example: Time Management
- n. To add the course to My Plan, click on the title of the course you want to view. Click “**Add to My Plan**”
- o. To launch the course, at the top of the screen on the Home tab, Click “**My Plan**” then click arrow up button to the right . This will allow you to begin your training.
- p. **REMEMBER** You **MUST** complete **ALL** modules of the courses **and** take/pass the quiz/test with a passing score of 80%.

2. Attend and complete 1 CareerSource Broward Workshop with any Broward Location. You will need to email proof of attendance. You can get this by asking your workshop facilitator to provide you with the **workshop summary sheet**. Email the summary sheet to: SNAPCentralTeam@careersourcebroward.com. You must stay until the end of the workshop to get credit for attendance. Calendars are available online with the days and times of the workshops at CareerSourceBroward.com under “For Career Seekers / Professional Workshops”.



Level Two Sanction Instructions Continued

3. Complete 20 job searches using Employ Florida or by filling in the CSBD SNAP 20 job search form.

Once you have completed the activities for your Level 2 sanction lift, you will need to email the information to:

SNAPCentralTeam@careersourcebroward.com

Please include your full name (first & last), your DCF case number (starts with the number 1) and what level sanction you have served. You must include the workshop summary sheet as well as the name of the courses you took in Metrix Learning in the email.

- ✓ You must complete all the activities listed in order to have your sanction lifted.
- ✓ After the information is reviewed and accepted, you will receive a confirmation email from the career center.
- ✓ You will need to wait 48 hours before contacting DCF.
- ✓ It is your responsibility to make sure all information is correct.

You do not need to come into the center; we will contact you by the email or phone number you provided



Participant Name: _____ Date: _____


Level Three Sanction Lift Instructions-Central Office

You are being provided this document to assist with lifting a sanction in the SNAP Program. If you are receiving these instructions, you have already served the time period for your sanction and need to complete a compliance activity.

Please read the instructions carefully in order to have your **Level 3 sanction lifted. You **MUST** complete all of the activities listed below before your sanction can be lifted.**

1. You will need to create a Metrix Learning account to complete 3 courses. (broward.skillupamerica.org). A passing score of 80% is required to receive credit.

IMPORTANT INFORMATION FOR METRIX LEARNING:

- q. Register for Metrix Learning using a personal email address (first name, last name, email, password, confirm password). You may use any of these free email accounts if you do not already have a personal email: yahoo.com, gmail.com, aol.com.
- r. At broward.skillupamerica.org Click on “**Job Seeker**” then click “**Register for free**”
- s. Once you have registered, you will be sent a confirmation email to your personal email containing your username and password.
- t. On Metrix, click “**Login**” at the top right corner using your username and password.
- u. From the Metrix home screen, click “**Catalog**” then click “**Search**”. Type in the course name then click “**Go**”. Example: Time Management
- v. To add the course to My Plan, click on the title of the course you want to view. Click “**Add to My Plan**”
- w. To launch the course, at the top of the screen on the Home tab, Click “**My Plan**” then click arrow up button to the right . This will allow you to begin your training.
- x. **REMEMBER** You **MUST** complete **ALL** modules of the courses **and** take/pass the quiz/test with a passing score of 80%.

2. Attend and complete 1 CareerSource Broward Workshop with any Broward Location. You will need to email proof of attendance. You can get this by asking your workshop facilitator to provide you with the **workshop summary sheet**. Email the summary sheet to: SNAPCentralTeam@careersourcebroward.com. You must stay until the end of the workshop to get credit for attendance. Calendars are available online with the days and times of the workshops at CareerSourceBroward.com under “For Career Seekers / Professional Workshops”.



Level Three Sanction Instructions Continued

3. Complete 39 job searches using Employ Florida or by filling in the CSBD SNAP 39 job search form.

Once you have completed the activities for your Level 2 sanction lift, you will need to email the information to:

SNAPCentralTeam@careersourcebroward.com

Please include your full name (first & last), your DCF case number (starts with the number 1) and what level sanction you have served. You must include the workshop summary sheet as well as the name of the courses you took in Metrix Learning in the email.

- ✓ You must complete all the activities listed in order to have your sanction lifted.
- ✓ After the information is reviewed and accepted, you will receive a confirmation email from the career center.
- ✓ You will need to wait 48 hours before contacting DCF.
- ✓ It is your responsibility to make sure all information is correct.

You do not need to come into the center; we will contact you by the email or phone number you provided