

NEW MEXICO WORKS

LAND OF EMPOWERMENT

Do you want to earn money and build a career? New Mexico Works is now hiring into our Wage Subsidy program!.
Speak to your CDS to find out more about how to get started with this exciting job opportunity.

Wage Subsidy (Clerical Support)

Wage Subsidy candidates are hired into full-time, 40 hour per week jobs within government agencies. These positions last up to 12 months and are considered clerical support positions in office settings.

Pros

TANF vs Employment: Wages are greater than TANF grant amount
12 months of employment as an SL Start employee in a government agency which increases your chance to get a job
Develop new, specialized work skills while earning a paycheck
Full-time work (40 hours a week, M-F, 8am-5pm)
Paid Holidays
Earn Paid Time Off at 4.62 hours per pay period

Not using TANF months that apply toward your 60 month lifetime limit
Earn a paycheck bi-weekly
One on One job development
Monthly coaching and assistance with job search and job placement
Possible earned income tax credit
Earn city or state minimum wage, whichever is higher
Clothing allowance available for eligible individuals

Requirements

- ☑ Minimum 8th grade education
- ☑ You must be in good standing with NMW and Child Support Enforcement Division
- ☑ Have office, clerical or customer service experience
- ☑ You must have at least two months remaining out of TANF lifetime limit
- ☑ Must have documents to verify eligibility to work (see reverse side for more information)

Important to Know

Wage subsidy employees will receive wages instead of a TANF grant
Wages may reduce your SNAP benefit
Second parent must meet TANF program requirements hours
Only one parent in a two parent household can be enrolled in Wage Subsidy at any time
You may only participate in one program (Career Link or Wage Subsidy) during your lifetime TANF limit
Clerical support employees do not receive monthly transportation support services

Wage Subsidy (Clerical Support)

What should I bring to my first appointment with Wage Subsidy?

_____	Resume
_____	Proof of education (8th grade or above)
_____	I-9 Documentation (see list below)

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).