

Exciting career opportunities are just around the corner!
Find out more with Wage Subsidy!

Wage Subsidy candidates are hired into full-time, 40 hours per week jobs within government agencies. These positions last up to 12 months.

- Wages are greater than TANF grant amount
- 12 months of employment as a State of New Mexico 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
- Doesn't use 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
- Must be in good standing with NMW and Child Support Enforcement Division
- Must have at least two months of TANF remaining out of TANF lifetime limit
- Must have document to verify eligibility to work

Important to know

- Only one parent in a two-parent household can be enrolled in Career Link at any time
- You may only participate in one New Mexico Works program (Career Link **OR** Wage Subsidy) during your TANF lifetime limit

Your first Wage Subsidy appointment

Have the following documents ready before your first appointment:

- Updated resume
- Proof of education (8th grade or above)
- I-9 documentation (see next page)

***For more information,
contact New Mexico Works***

Phone: 505-841-8435

Email: NMDWS-NMW@state.nm.us

List of Acceptable Documents for Employment Eligibility Verification

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 | OR | LIST B | AND | LIST A |
|--|----|---|-----|--|
| Documents that establish BOTH identity and employment authorization | | Documents that establish identity | | 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 | | |
| 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 | | |
| 4. Employment Authorization Document that contains a photograph (Form I-766) | | 4. Voter registration card | | |
| 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 | | |
| | | 6. Military dependent's ID card | | |
| | | 7. U.S. Coast Guard Merchant Mariner card | | |
| | | 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 | | |
| 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 | | 12. Day-care or nursery school record | | |
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Visit <https://www.uscis.gov/i-9> for more information on Employment Eligibility Verification.