



FROM THE GROUND UP
ORIENTATION HANDBOOK
Workforce Development Program

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1.0 BACKGROUND SUMMARY

1.1 Program Creation

In 2017, Jen Patterson partnered with Chris Burger of Century Harvest Farms in Greenback, TN, to address two needs in East Tennessee: 1) the number of farmers providing locally-grown produce utilizing small-scale, sustainable farming practices was quickly declining, and 2) the need for a more holistic approach to job training for people experiencing hardships that serves as a hand up rather than another handout. After conducting a short pilot program, reflecting on the feedback of participants, and researching best practices of workforce development programs, Century Harvest Farms Foundation (CHFF) was founded and From the Ground Up was launched. Upon completion of two program seasons, CHFF narrowed its vision after realizing our Makers in recovery face systematic issues that make it challenging to be able to provide sustainable and healthy futures for themselves and for their families. CHFF further developed their programming and mission to meet our Makers presenting challenges.

1.2 Program Vision

We envision a region where individuals who are coming out of incarceration and recovery (hereafter referred to as “Makers”) hold the power to create an opportunity for themselves and for their families.

1.3 Program Goals

Century Harvest Farm Foundation’s From the Ground Up Program (hereafter referred to as “Program”) has the following goals:

1. To have our Makers in our program gain a full-time, living wage, sustainable job in the career field of their choosing upon graduation of our 40 day From the Ground Up Program.
2. To have our Makers hold the same full-time position for more than 1 year.
3. To have 90% of our Makers reporting no relapse 12 months post-program.
4. To empower our Makers to advocate for themselves, and work through their current criminal charges to gain their driving privileges to ensure that they can get to and from work, legally.
5. To increase our Makers’ access to fresh produce and protein through both our FGU Program and sustainable employment, and to help improve both our Maker and Maker’s family’s physical health and wellness.

6. To help our Makers navigate the mental health system to get connected to consistent and affordable mental health treatment.

1.4 Program Staff

1.4.1 Program Staff

CHFF Program Manager

- Manages day to day operations of the program and will be the primary point of contact for Makers and partner agencies
- Coordinates with pathway managers
- Able to answer questions that pertain to CHFF Programming
- Assures compliance with program standards

Program Assistant

- Responsible for daily attendance and records
- Works directly with Makers to understand daily activities
- Provides peer mentoring through the recovery process
- Facilitates NA/AA meetings
- Actively able to answer all questions pertaining to From the Ground Up

Agricultural Manager

- Agricultural class instruction
- Farm education and safety
- Actively able to answer all questions pertaining to farming, agriculture, animal husbandry, etc.

Culinary Manager:

- Cooking Instruction
- Kitchen Safety and Management
- Actively able to answer all questions pertaining to cooking, nutrition, food preparation, etc.

Maintenance Manager:

- Maintenance Instruction
- Maintains all vehicle and farm equipment
- Develops schedule of equipment and vehicle repair/maintenance
- Maintain grounds and buildings

2.0 PROGRAM OVERVIEW

2.1 Maker Eligibility and Application Process

2.1.1. Eligibility

Potential Makers must meet the following qualifications to be considered for enrollment in the From the Ground Up Program:

- A. 16 years of age or older
- B. Willingness to participate in pre and post program work readiness, health and wellness assessments
- C. Ability to provide own transportation or may utilize transportation accommodations provided by Primary Agencies or CHFF can help Makers sign up for transportation assistance available to qualifying individuals who are returning to work. CHFF will provide transportation assistance as a payer of last resort.
- D. Makers with a non-violent criminal history are eligible to participate. Due to liability and CHFF's desire to foster a safe environment, CHFF does not accept individuals convicted of sexual assault, sexual misconduct or violent/abusive crimes
- E. Must fall below the federal poverty guidelines
- F. Must have fine motor skills , the ability to process directions and the ability to work in hot conditions. If a Maker utilizes a supportive mobility device, such as a wheelchair or motorized chair, it must be able to move across grassy/rough terrain.
- G. Must be able to commit to a minimum of 40 days of programming during a single program year.
- H. Commitment to fostering a safe, inclusive environment while at Century Harvest Farms Foundation
- I. Ability to commit to the drug and alcohol free environment of Century Harvest Farms Foundation

2.1.2 Application Process

- A. Submit application
- B. Interview with Program Manager/Assistant
- C. Receive official notification of selection or denial

2.2 Maker Requirements

Once accepted to the Program, participants are required to meet the expectations outlined in this section. Reasonable accommodations can be made

when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship.

Participant Requirements:

- 1) Able and willing to work upon completion of the program
- 2) Attend orientation and complete all waivers, consents and releases
- 3) Advise staff of any changes in personal information
- 4) Report any changes to court or recovery program to staff
- 5) Attend the 40 programming days within 45 program days of your orientation. CHFF will host make up days on the first and third Saturday of the month.
- 6) Willingness to participate in pre- and post-program assessments
- 7) Maintain healthy standards as set forth in current recovery program

2.3 Program Structure

Each day of programming will provide participants with workforce development training, access to nutritious food, support of recovery and education around healthy lifestyle practices. Upon successful completion, each participant will receive recommendation(s) to permanent employment opportunities outlining their accomplishments, skills and interests.

2.3.1 A Day in the Program

8:00 am	Arrival to Century Harvest Farms Attendance, daily schedule, morning check in
8:30 - 11:45 am	Work of the Day, which may include - 1) Agriculture - Planting, cultivating and harvesting fresh produce; Animal Husbandry-moving cattle and chickens, feeding and watering, manure and compost; Hay making and cover cropping 2) Maintenance and Machinery - diesel engine repair; tractor and heavy machinery operation & maintenance; structural repairs and creation to include tool safety and structural design; car repair and maintenance 3) Culinary Training - ServSafe Certification; meal prep and creation; cooking in large and small quantities; artisan butchery training; offering creation - breakdown and processing , packaging and recipe creation
12:00 to 1 pm	Culinary, lunch and back of the kitchen (Nutrient rich food preparation utilizing those foods sourced at CHFF will be

the focus of lunches prepared and served)

1 pm to 2 pm	Career exploration, educational programming and soft skills
2:00 pm-3:30 pm	Continued work of the day
3:30 pm - 4:00 pm	Afternoon check in/check out

2.3.2 Rules/Safety

I am responsible for my words and actions.

I will speak to and about others with respect at all times.

I will attend all Program activities sober and alert.

CHFF and the Farm is committed to a drug- and alcohol-free environment for all employees, volunteers, and program Makers. Limited tobacco breaks may be allowed in designated areas during specified times.

Inappropriate relationships and physical contact.

Physical contact between Makers and CHFF staff, Farm staff, volunteers or other Makers should be infrequent and of a professional nature. High fives are encouraged!

Money

Money should not typically be exchanged between Makers and CHFF staff, Farm staff, volunteers or other Makers.

Safe Space – Confidentiality

The Farm is a place for building, learning, caring, and supporting. I will respect and maintain the confidentiality of fellow Makers and am committed to getting help for Makers that may be unsafe.

2.3.3 What to Wear and Physical Safety

Makers are participating in outdoor farm activities that will require proper attire for the participant's safety. Identified equipment will be provided by CHFF as needed. This will include:

Required

- Closed-toed shoes
- Safety Equipment as required by position including, but not limited to; safety glasses, gloves, ear plugs

- Sanitation required coverings to include, but not limited to; head covering, gloves, and aprons to meet sanitation standards.

Optional

- Headcover, long pants, long sleeves to protect from sun and vegetation
- Also recommended are sunscreen and bug spray.

Water, sunscreen and bug spray will always be available to Makers. CHFF encourages Makers to bring a reusable water bottle with them to the Farm.

2.3.4 Program Completion & Employment Opportunities

Upon completion of 40 days of programming, Makers who have demonstrated great work ethic and dependability will graduate from the program and be offered an opportunity to enter the Apprenticeship Program for another 90 days with a recommendation for future employment with Century Harvest Farms, a business partner with CHFF, or another employer of the Maker's choosing.

All Makers applying to positions at Century Harvest Farm will be required to submit a resume for review. All other Makers will be required to have a completed resume and will receive assistance with completion of job applications.

There will be absolutely no employment discrimination against individuals with a non-violent criminal history.

3.0 Program Evaluation

To measure successful outcomes and identify areas for improvement for the Program, Century Harvest Farms Foundation will use several tools to evaluate the Program:

- Makers must be willing to participate in focus groups
- Measure those Makers who gain full-time, living-wage sustainable jobs upon graduation
- Measure those Makers who hold the full-time position for more than 1 year
- Measure those Makers reporting no relapse 12 months post program
- Measure advocacy skills to include access to community supports, meeting court requirements, gaining driving privileges and ability to identify unmet sufficiency challenges

4.00 Required Forms

The following forms must be completed and signed before Programming:

- CHFF Pre-Enrollment Form
- CHFF Completed TN HIPAA
- COVID-19 Assurances

IF APPLICABLE

- SNAP eligibility application
- ETHRA application
- Child Care Payment Assistance
- SNAP E & T Eligibility referral

The following forms must be completed and signed during Orientation:

- Photo Release Form
- Liability Waiver
- Medical Form
- Medical History Form
- Confidentiality Form
- Self Sufficiency Matrix
- Orientation Acknowledgement
- Safety Guide Acknowledgement
- Skills and Interest Inventory
- Individual Employment Plan

IF APPLICABLE

- SNAP E & T Orientation
- SNAP E & T Initial Assessment
- SNAP E & T Voluntary Participation Agreement