

CFM CAREER AND FINANCIAL MANAGEMENT: EMPLOYMENT TRANSITIONS

Preparing for Employment Transitions and Income Gaps

Detailed practice, calculation, decision-making, and assessment

GRADES 9-12	TIME 2 x 42 min	GROUPING I / pairs / whole	PRODUCT Respond
YOUR CHALLENGE Prepare financially and professionally for reduced hours, job changes, layoffs, and voluntary transitions.			

New York CFM Connections: Variable Income, Workplace Benefits, and Income-Gap Planning

Employment can change because of graduation, seasonal schedules, reduced hours, workplace changes, relocation, or a planned career move. A transition plan protects income, benefits, records, references, and next steps without assuming that every worker qualifies for the same programs.

Term	Student-friendly meaning
Transition	A change from one employment situation to another.
Runway	How long available resources can cover planned expenses.
Portable benefit	A benefit or account that may continue or move under stated rules.
Separation record	A document describing employment ending or related terms.
Reference	A person who can describe a worker's performance when authorized.
Contingency plan	A backup response prepared before a problem occurs.
CLASSROOM USE All people, employers, figures, brackets, and documents in this packet are fictional. Never place a real Social Security number, employer ID, bank number, or tax document in classroom work.	

Part 1 - Assess a Fictional Income Gap

Jordan has \$2,400 in accessible savings. Minimum monthly expenses are \$1,600. Final paycheck is \$900; a \$600 car repair is due now.

Resource/cost	Amount	Timing	Use/priority
Savings			
Final pay			
Repair			
One month expenses			
Two month expenses			
Shortfall			

Calculate runway with and without the repair.

Part 2 - Create an Employment-Transition Records Checklist

Organize pay records, benefits notices, tax forms, performance evidence, contacts, and separation documents.

Record	Why needed	Secure location	Follow-up
Pay statements			
Benefits notice			
Tax form			
Work samples			
Performance records			
Contact/reference			
Separation notice			

Do not copy confidential employer information into a portfolio.

Part 3 - Map Benefit and Account Questions

Review health coverage, retirement account, unused leave, final pay, reimbursement, and employee accounts.

Item	Question	Official source	Deadline/risk
Health			
Retirement			
Leave			
Final pay			
Expenses			
Employee login			

Students verify current law, plan terms, and employer procedures.

Part 4 - Build a 30-Day Career Continuity Plan

Include job search, networking, skill evidence, applications, interview preparation, and temporary income.

Week	Career action	Financial action	Evidence/measure
Week 1			
Week 2			
Week 3			
Week 4			

Temporary work choices must still be safe, legal, and compatible with goals.

Part 5 - Write a Transition Decision and Recovery Plan

Create a 200–250 word plan for the scenario.

Plan element	Action/evidence
Immediate priority	
Budget revision	
Benefit action	
Career action	
Fraud protection	
Backup	
Review trigger	

Separate verified facts from questions and assumptions.