

**County of San Diego, Health and Human Services Agency (HHS)A)
General Relief Program Guide (GRPG)**

Introduction to the Employable Program

Number

90-700.1

Page

1 of 4

Revision Date:

December 1, 2021

A. Background:

This section introduces the General Relief (GR) Employable Program.

Purpose:

This section has been updated to remove references to CW 7/QR 7 periodic reports.

B. Policy:

In accordance with the Americans with Disabilities Act (ADA), the GR Program has three components, which are:

- Employable.
- Incapacitated.
- Interim Assistance.

Presume all applicants to be able-bodied unless verification to the contrary is presented. When verification to the contrary is presented determine if the individual is Unemployable or Incapacitated.

C. Sub-Components:

The table below shows the sub-components of the Employable Program.

Term	Definition
Able-Bodied (AB)	All individuals are presumed AB unless medical verification is provided to confirm otherwise. This sub-component includes individuals determined "Employable with Restrictions."
Unemployable (UE)	An Unemployable individual is a person who: <ul style="list-style-type: none">• Has a physical or mental impairment that substantially limits one or more major life activity.• Has a record of such an impairment.• Is regarding as having such an impairment. Individuals who are identified as "Unemployable" are subject to the UE requirements.

D. Purpose of the Program:

The purpose of the GR Employable Program is to provide emergency financial assistance to eligible Employable customers who are temporarily out of work. The goal of this program is to direct the customer toward available employment to end dependence on GR. To achieve this goal, supervised job search activities, work projects, and/or training programs are required during each month.

E. Certification Periods:

AB customers, who are determined eligible, will be certified for a maximum of three full months. UE applicants will be certified for a maximum of 12 months. The certification period will continue, without reapplication, so long as the recipient continues to cooperate each month and remains eligible.

**County of San Diego, Health and Human Services Agency (HHS)A)
General Relief Program Guide (GRPG)**

Introduction to the Employable Program

Number

Page

90-700.1

2 of 4

Both AB and UE recipients are required to report changes within 10 days. AB cases will be converted to UE status (without reapplication) for the balance of the certification period when verification of the period of UE is provided.

F. Standard Aid Payment Cycle – Intake:

The initial aid payment for eligible GR Employable applicants on the standard aid payment cycle will be issued via Electronic Benefit Transfer (EBT) after the applicant agrees to complete the Employable Program requirements.

The amount of this aid payment will be the prorated grant for the month if the beginning date of aid is not the first of the month.

Subsequent aid payments will continue to be issued via EBT.

G. Modified Aid Payment Cycle (MAPC) – Intake:

The initial aid payment for eligible GR Employable applicants on MAPC will be issued via EBT after the applicant completes the MAPC Work Test (first 24 hours of the work project assignment).

The amount of this aid payment will be the prorated grant for the month if the beginning date of aid is not the first of the month.

Subsequent aid payments will be issued via EBT.

H. Granted:

Aid for the month will be issued via EBT for all recipients. These payments will be issued so that they are received on the first through the third of each month depending on case number.

I. Definitions:

The table below shows the definitions of terms used throughout this chapter.

Term	Definition
Month	<p>In determining time-limited eligibility, a month is defined as any of the 12 divisions of a calendar year in which the recipient receives or is eligible to receive benefits for the entire month.</p> <p>A month in which the recipient would have been eligible to receive benefits but did not receive the benefits due to a sanction is considered a month for the purposes of time limits.</p> <p>If the beginning date of aid is other than the first of the month, it would not be considered a month for this purpose.</p> <p>For example:</p> <ul style="list-style-type: none"> • A person applies for GR on January 12. January is a partial month and February is the first full month of assistance.

**County of San Diego, Health and Human Services Agency (HHS)A)
General Relief Program Guide (GRPG)**

Introduction to the Employable Program	Number	Page
	90-700.1	3 of 4

	<ul style="list-style-type: none"> A person applies on February 1. To determine time limits, the first month of aid is February since it is the first full month of assistance.
Time Limits	<p>Time limits are made up of two components:</p> <ul style="list-style-type: none"> The three-month Period of Eligibility. The 12-month Period. <p>Both components apply only to AB GR assistance. Time limits do not apply to UE, Incapacitated, or Interim Assistance customers.</p> <p>Note: The Needs Exceeds Basic Need Rate review and follow-up does not apply to AB unless the case converts to UE, Incapacitated, or Interim Assistance.</p>
Period of Eligibility (POE)	<p>The POE under time limits is receipt of GR Employable assistance for no more than three months in any 12-month period. Job Skills Sessions or Job Training must be made available to the customer before the POE can begin.</p> <p>The POE does not have to be a consecutive month period. As defined above, the POE will always begin on the first calendar day of a month.</p>
12-Month Period (TMP)	<p>A TMP is defined as 12 consecutive calendar months. Once established, the TMP does not change for reasons such as case closing or transfer between AB and UE/Incapacitated/Interim Assistance.</p> <p>However, the TMP may be affected due to sanctions. The beginning of the TMP is the month in which the time-limits clock starts.</p> <p>For example:</p> <ul style="list-style-type: none"> AB aid is granted effective January 15, 2007, and an offer of Job Skills or Job Training was made at the same time. The TMP will be February 2007 through January 2008. AB aid is granted effective April 1, 2007, and an offer of Job Skills or Job Training was made at the same time. The TMP will be April 2007 through March 2008. Interim Assistance is granted on January 1, 2007. Supplemental Security Income (SSI) is denied on May 5, 2007, and the person is determined eligible to AB on May 18, 2007 and is offered Job Skills at the same time. The TMP will be June 2007 through May 2008.
Job Skills Session (JSS)	<p>JSS provides lessons on how to obtain employment. For example, sessions may include interviewing techniques, appropriate dress and hygiene, resume writing, employment contacts, how to get job leads, and where to look for jobs.</p>
Job Training (JT)	<p>JT is participation in a work activity. Work project (WP) is considered JT. Approved JT alternatives, such as Regional Occupational Programs (ROP), Department of Rehabilitation, and adult continuing education may be substituted for JT.</p>
JT Period (JTP)	<p>The JTP is the number of hours determined by dividing the net grant by the state or federal minimum wage, whichever is higher, during a calendar month on an approved JT activity. Excused absences do not count toward meeting the JTP and must be replaced with additional work hours.</p>
Workdays	<p>A workday is defined as eight hours of JT activity. Each completed work hour is multiplied by the federal or state minimum wage, whichever is higher, during the</p>

**County of San Diego, Health and Human Services Agency (HHS)A)
General Relief Program Guide (GRPG)**

Introduction to the Employable Program

Number

Page

90-700.1

4 of 4

period worked, to determine the amount of grant that has been repaid.

Procedure:

Follow the actions in the policies above for GR Employable determinations.

Other Program Impacts:

None

References:

W&I Code Section 17001.5(a)(4)

County Administrative Code Section 257.2

Sunset Date:

This policy will be reviewed for continuance by November 30, 2024.

Approval for Release:

AW, 11-18-21

Rick Wanne, Director
Self-Sufficiency Services