

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

Employable Program Responsibilities

Number

Page

90-700.2

1 of 1

Revision Date:

November 1, 2019

A. Background:

This section provides information regarding the responsibilities of the workers in the GR Employable Program.

Purpose:

This section has been reformatted to current format.

Policy:

B. Pre-Application Worker:

The pre-application worker is responsible for determining obvious ineligibility and preparing potentially eligible applicants for Intake. The pre-application worker also has the responsibilities in Processing Guide 90-700.2A.

C. Intake Worker:

The Intake worker is responsible for documenting all eligibility requirements, completing forms as necessary, and issuing the initial aid payment. The Intake worker has the responsibilities in Processing Guide 90-700.2A.

D. Granted Worker:

The Granted worker is responsible for determining if the recipient continues to meet all eligibility requirements based upon the Monthly/Quarterly Eligibility Report and is responsible for authorizing all aid payments after the initial month of Intake. The Granted worker has the responsibilities in Processing Guide 90-700.2A.

E. Granted Bank Clerk:

The Granted Bank Clerk is responsible for the actions in Processing Guide 90-700.2A.

Procedure:

Follow the actions in the policies above and Processing Guide 90-700.2A for GR Employable requirements.

Other Program Impacts:

None

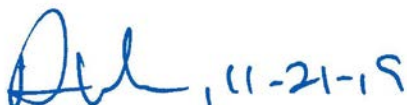
References:

Program Guide Letters 65 and 73

Sunset Date:

This policy will be reviewed for continuance by November 30, 2022.

Approval for Release:



A handwritten signature in blue ink, appearing to read "RW", followed by the date "11-21-19".

Rick Wanne, Director
Eligibility Operations