

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

Job Training (JT) Alternatives

Number

Page

90-700.11

1 of 2

Revision Date:

April 1, 2021

A. Background:

This section provides alternatives to the General Relief (GR) Job Training (JT).

Purpose:

This section has been reformatted to current format. This revision also removes references to Monthly/Quarterly Eligibility Reports (CW 7s/QR 7s).

B. Policy:

With the implementation of time limits for employable assistance the policy for the qualifying alternatives to work project has been expanded. This policy change is to allow the customer more latitude in determining a course of action to assist them to become self-sufficient.

Alternatives to the work project must be approved at the supervisor level. These alternatives also must meet the guidelines noted below to be approved.

C. Approval Guidelines:

Workforce Investment Act (WIA) and Regional Occupational Program (ROP) programs are examples of JT alternatives which may be approved in lieu of work project activities. However, the alternatives are not limited to WIA and ROP. To be approved, the JT alternative must:

- Include job-related activities, such as learning a new job skill, refreshment training for an existing job skill, or on-the-job training with or without pay [note: obtaining a Graduate Equivalency Diploma (GED), English as a Second Language (ESL) classes or attendance in a State Parole Laboratory may qualify if needed to provide job skills or enhance the likelihood of obtaining a job.] Supervised Job Search activities will not qualify as they are already a program requirement
- Have enrollment verified prior to approval
- Have verification of the number of hours and days for completion of the program
- Verification of attendance must be provided after approval

D. Enrollment Verification:

Verify enrollment with the 11-93 HHSA, Job Training Enrollment/Attendance Verification, or a form or letter from the recognized training or educational facility that contains:

- The customer's name
- The class/session in which the customer is enrolled
- The beginning and ending dates of the class/session
- The number of hours per day
- A contact name and/or telephone number

E. Verification of Attendance:

Attendance at an approved job training program must be provided at least once monthly. Form 11-93 HHSA was developed to also verify attendance. Accept other verifications if they include:

- The customer's name
- The class/session dates

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

Job Training (JT) Alternatives

Number	Page
90-700.11	2 of 2

- The number of hours or “from/through” (for example, 8 AM – 12 PM) information
- A signature and date by the teacher, facility, or supervisor

F. Work Project Requirements:

As noted above, until the alternative is approved, the customer must complete work project assignments. Further, if the number of hours and/or days of the alternative will not fulfill the work requirement, expect the customer to make up the difference through work project activities.

G. Pre-Application:

Explain alternative Job Training at pre-application via form 11-49A HHSa. The applicant must sign the 11-49A HHSa certifying they received a copy of the form and image a copy of the 11-49A HHSa in the case file.

H. Intake/Granted:

If the customer has provided verification of enrollment for an alternative Job Training activity, check to see if the alternative meets the criteria above. After review of the guidelines, take the actions in the table below.

If the ...	Then ...
Criteria are met,	Obtain supervisor approval.
Criteria are not met,	Notify the customer and inform them that they must attend work project.
Alternative is approved and the customer is already assigned to a work project,	Notify CalFresh Employment & Training of the change via the 11-55 HHSa form.

Procedure:

Follow the actions in the policies above for evaluating an job training alternative.

Other Program Impacts:

None


References:

County Policy

Sunset Date:

This policy will be reviewed for continuance by March 31, 2024.

Approval for Release:

 3-10-21

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Eligibility Operations