

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

**Supervised Job Search (SJS)**

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**Revision Date:**

April 1, 2021

**A. Background:**

This section provides information regarding the General Relief (GR) Supervised Job Search (SJS) requirements.

**Purpose:**

Effective October 1, 2019, the Job Search component was revised to Supervised Job Search. This section is revised to remove references to the Monthly Eligibility Report (CW 7).

**B. Policy:**

Require all non-exempt Able-Bodied (AB) customers to comply with SJS to find employment to end dependence on GR and to demonstrate continued cooperation. The goal of this policy is to place the applicant into a job seeking environment with the objective of finding employment enough to meet ongoing basic needs.

Evaluate customers who find employment or paid training for Aid through First Payday.

Failure to cooperate with all SJS requirements without good cause may result in non-cooperation and a sanction period will be imposed.

**C. Requirements:**

The SJS will consist of the AB customer attending 12 hours of SJS each month.

For the initial partial month of aid, assign three hours of SJS for each full week remaining in the month.

The Employment and Training (E&T) Social Worker (SW) will assign SJS on form 22-46 HHSA, Notice of Supervised Job Search Assignment. The Career Center will complete the response portion to verify cooperation with the assigned hours.

**D. Referral Procedures for Non-MAPC:**

When the applicant has established initial eligibility, fully explain the Able-Bodied (AB) Program, specifically:

- E&T group orientation requirements
- Sanctions for non-cooperation.

When the applicant fully understands these AB Program requirements, give the E&T Orientation Appointment notice to the applicant.

Applicants will receive a full explanation of SJS and other Employable Program requirements during E&T group orientation. Forms 11-49 HHSA and 22-46 HHSA will be completed and must be read, signed, and dated by the applicant (original to applicant, copies for case and CalFresh E&T folder) at the close of the E&T group orientation session.

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**E. Referral Procedures for MAPC:**

When the applicant has established initial eligibility, fully explain the Able-Bodied (AB) Program, specifically:

- JT requirements
- SJS requirements
- Sanctions for non-cooperation.

When the applicant fully understands the AB Program requirements, complete form 11-49M HHSA. It must be read, signed, and dated by the applicant (original to the applicant, copy in case).

Upon completion of the Work Test and when the applicant returns for the initial aid payment, provide forms 11-46M HHSA, 22-46 HHSA, and 22-11 HHSA.

**F. Reporting Requirements:**

The Intake Human Services Specialist (HSS)/orientation leader will explain to the applicant that the completed 22-46 HHSA must be returned to the E&T SW each month.

**G. Deadline for Return of Form 11-7 HHSA:**

The Intake HSS/orientation leader will emphasize to the applicant that it is essential to return form 22-46 HHSA monthly.

The deadline for the return of form 22-46 HHSA is the fifth day of the month.

Failure to return form 22-46 HHSA by the due date without good cause may result in a sanction period of one month, beginning the first day of the next month.

Failure to return form 22-46 HHSA at all may result in a three-month sanction.

For the first sanction, the sanctioned individual may reapply under MAPC requirements.

Form 11-49 HHSA/11-49M HHSA will indicate the due date for SJS requirements to the applicant.

**H.**

Reserved.

**I. Good Cause for Non-Cooperation:**

The table below shows the good cause determination for non-cooperation.

<b>If ...</b>	<b>Then ...</b>
the recipient fails to return form 22-46 HHSA by the due date,	evaluate the failure to return the 22-46 HHSA was due to negligence or willfulness.
there were circumstances which prevented the recipient from completing the SJS,	find good cause.
failure to return the form is due to negligence (for example, carelessness, haste, oversight, forgetfulness, lack of attention, or	do not sanction the recipient but provide verbal and written explanations of the requirements.

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misunderstanding) from an individual who is willing to comply with program requirements,	
good cause or negligence is not found,	determine willfulness.
a third party is contacted.	document on form 11-14 HHSA.

**J. Examples of Good Cause:**

Situations which may be determined as good cause for not complying with the SJS requirements include verification that:

- The recipient was hospitalized during the SJS period
- The recipient was incapacitated during the SJS period, eliminating the opportunity to complete SJS
- The recipient was incarcerated during the SJS period, eliminating the opportunity to complete SJS
- The recipient started a job or paid training
- Circumstances beyond the recipient's control that would indicate good cause for either failure to return the 22-46 HHSA by the due date or failure to complete the SJS itself. These circumstances will be reviewed by the FRC Manager.

**K.**

Reserved.

**L.**

Reserved.

**M. GR Hearings:**

In certain situations, the SJS requirements may be reduced because of a lack of enough time to allow the recipient to complete them. Generally, this may occur when a recipient disputes a County decision to discontinue aid for non-cooperation with the work project and requests a GR Hearing. Because the GR Hearing may be held up to ten or more days after the proposed discontinuance date, recipients who win their hearings may not have adequate opportunity to fully comply with the SJS requirements. In this situation, the GR Hearing Officer will allow the E&T SW to revise the SJS requirements for the partial month.

**Other Program Impacts:**

None

**References:**

County policy

**Sunset Date:**

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

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**Approval for Release:**

*RA Wanne, 3-10-21*

Rick Wanne, Director  
Eligibility Operations