

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

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Revision Date:

November 1, 2019

A. Background:

A substitute to JT may be approved by the FRC Manager or supervisor when circumstances indicate that it would be unreasonable to expect the customer to report to JT. Reasons for substitution may include:

- Workforce Investment Act (WIA) participants
- Refugee Employment Services (RES) participants.

Purpose:

This section has been reformatted to current format and removes substitutions which are now exempt from participation effective October 1, 2019.

B. Policy:

If the customer is active in one of the following programs, that program will satisfy the JT/JS requirement when such participation is verified.

C. JT/JS Substitutions and Deferrals:

Approve a substitute to JT and/or JS when circumstances indicate that it would be unreasonable to expect the customer to report to JT or complete JS due to problems with the following:

Item	Explanation
WIA Participants	Defer JT/JS requirements for WIA participants for the duration of their participation in the WIA program. Monitor attendance on a monthly basis via the GR Referral/Enrollment/Attendance Verification form.
RES Participants	Defer JT/JS requirements for time-expired refugees for the duration of their participation in a non-WIA vocational training until completion of the RES program. Monitor attendance on a monthly basis via the GR Referral/Enrollment/Attendance Verification form. Continue GR eligibility for no more than three months following completion of the training.

D. WIA Participants:

1. Identification:

Give GR customers identified as attending vocational, trade, technical, or rehabilitative training programs a GR Referral/Enrollment/Attendance Verification form to determine if they are enrolled in a WIA program.

2. Deferral:

When WIA participation is indicated on the GR Referral/Enrollment/Attendance Verification form, refer the completed form to the CalFresh E&T SW for evaluation. The CalFresh E&T SW will approve/disapprove the deferral by using the WIA Contractors Listing to verify the WIA contract number.

It is important that the GR Referral/Enrollment/Attendance Verification form be approved/disapproved and returned to the worker no later than the following business day after receipt from the worker. FRC

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Managers and CalFresh E&T SWs will need to establish internal procedures to ensure timely processing of these forms.

3. Monitoring:

Require individuals whose work requirements have been deferred to provide a GR Referral/Enrollment/Attendance Verification form each month. Use the GR Referral/Enrollment/Attendance Verification form to monitor attendance in the WIA program.

In general, allow two days absence per month without good cause. More than two days of absence will require a good cause determination.

Upon termination/completion of the WIA program, require the employable recipient to resume all GR employable work requirements.

E. Refugee Employment Services (RES) Participants:

1. Identification:

Give GR customers identified as participating in a vocational training program a GR Referral/Enrollment/Attendance Verification form to determine if they are enrolled in a RES program.

2. Deferral:

When RES participation is indicated on the GR Referral/Enrollment/Attendance Verification form, refer the completed form to the CalFresh E&T SW for evaluation. The CalFresh E&T SW will approve/disapprove the deferral by using the RES Contractors Listing to verify the RES contract number.

It is important that the GR Referral/Enrollment/Attendance Verification form be approved/disapproved and returned to the worker no later than the following business day after receipt from the worker. FRC Managers and CalFresh E&T SWs will need to establish internal procedures to ensure timely processing of these forms.

3. Monitoring:

Require individuals whose work requirements have been deferred to provide a GR Referral/Enrollment/Attendance Verification form each month. Use the GR Referral/Enrollment/Attendance Verification form to monitor attendance in the RES program.

In general, allow two days absence per month without good cause. More than two days of absence will require a good cause determination.

4. Time Limit:

Inform customers that GR eligibility will be limited to three months following completion of a RES program for GR, regardless of employability status.

F. Work Project Credit:

Customers who do not participate in, or are excused from JT, will not receive credit toward repayment of GR.

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G:
Reserved.

H:
Reserved.

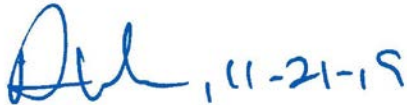
Procedure:
Follow the actions in the policies above for the JT/JS substitutions.

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:



Rick Wanne, Director
Eligibility Operations