

**County of Orange Social Services Agency  
Family Self-Sufficiency & Adult Services Division**

**Program/Area:** CalWORKs/Welfare-To-Work  
**Title:** Vocational Training – Contracted Provider  
**Number:** 275 **Status:** Signature on file  
**Effective Date:** 02/07/12 **Revision Date:** 4/03/2023  
**Approved:**

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**PURPOSE** This policy establishes guidelines for Case Managers (CM) when refer/assign CalWORKs (CW) Welfare-To-Work (WTW) participants to the Vocational Training (VT) activity provides by Contracted Providers.

- VT is a WTW activity provided by three contracted providers:
- Anaheim Workforce Development Board (Anaheim WDB)
  - Equus Workforce Services (EWS)
  - Santa Ana Workforce Development Board (Santa Ana WDB)
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**VOCATIONAL TRAINING** VT is a post-assessment, transitional, and short-term training activity to prepare participants for employment in a specific trade, occupation, or vocation. Participants who complete VT without employment will be evaluated for Subsidized Employment activity.

VT activities will be made available to participants in training fields identified as growth oriented, emerging occupations, meeting an unmet community need, or in high demand for new employees.

The Case Manager (CM) and Contracted Provider will collaborate and work closely with each participant to assess needs, career goals, arrange an appropriate VT programs at training sites throughout Orange County.

For a description of the services offered by the Contracted Provider, refer to the WT 58 Workforce Development Board Services at a Glance.

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- REFERRAL CRITERIA** Participants referred to VT shall meet all the following criteria:
- Are CalWORKs recipients
  - Are WTW mandatory and/or voluntary participants
  - Have not exceeded their CalWORKs time limit
  - Completed an [Employment Readiness Assessment \(ERA\)](#) and are suitable for the VT activity based on the results of the ERA .
  - Have not previously completed a VT program
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**REFERRAL** When it is determined that the participant meets the referral criteria for VT, the

## PROCESS

CM will:

- Update Case Comments that referral criteria was met
- Confer with the participant to determine which Contracted Provider location is most convenient for the participant
- Complete sections I, II, and III of the [Referral to Contracted Provider for Vocational Training and/or Subsidized Employment Programs F063-41-322](#)
- Follow instructions on the referral form to attach the “Assessment Test Results and Interpretation” section of the ERA report and send via secure email to the corresponding Contracted Provider
- Provide a copy of the referral form to the participant

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## CM RESPONSIBILITIES

The CM will:

- Incorporate [CW 2.0](#) as appropriate to assess the participant’s situation, identify potential barriers and supportive service needs
- Communicate to the participant the purpose of the VT activity and emphasize the importance of attendance
- Verify that participant has sufficient time remaining on CalWORKs Time limit
- Address barriers and supportive service needs and make appropriate referrals. Refer [Policy 301 Childcare](#), [Policy 310 Transportation](#), and [Policy 315 Ancillary](#).
- Refer to Policy 210 Vocational Assessment
- Develop and sign a new WTW Plan in accordance with Policy 211 Welfare-To-Work Plan
- Initiate a [Referral to Contracted Provider for Vocational Training and/or Subsidized Employment Programs F063-41-322](#) for VT activity, and work with the Contracted Provider and the individual to determine the appropriate training program according to the ERA recommendation
- Provide a copy of the “Assessment Test Results and Interpretation” section of the vocational assessment report to the Contracted Provider via secure email
- Schedule the participant to the Vocational Training activity
- Monitor the participant’s monthly attendance and progress
- Collaborate with the Contracted Providers to:
  - Assist participants with resolving issues as they arise
  - Ensure participants are in compliance with the VT and any other WTW activity in the WTW Plan
- Update actual VT attendance hours in case record
- Enter appropriate case comments in case record, including supportive service needs
- Communicate with the Contracted Provider when:
  - WTW Exemption or Good Cause(GC) has been granted (Refer to [Policy 100-F1 Exemptions](#) and [Policy 240 Noncompliance Process](#))

- Participation requirement has changed from mandatory to voluntary or vice versa
- Evaluate participants who completed VT without employment for Subsidized Employment. Refer to policy [215 – Subsidized Employment](#) for information

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**SUPPORTIVE SERVICES**

Participants are eligible to receive all supportive services necessary to participate in VT, which include childcare, transportation, and ancillary. Refer to [Policy 301 CalWORKs Child Care Program](#), [Policy 310 Transportation Supportive Services](#), and [Policy 315 Ancillary Supportive Services](#) for information.

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**ATTACHMENTS**

[CalWIN Resource Guide – Case Comments](#)  
[CW 2.0 A New Approach to Empowerment](#)  
[Filing Guide Database – Master List Table](#)  
[Referral to Contracted Provider for Vocational Training and/or Subsidized Employment Programs F063-41-322](#)  
[Vocational Training/Work Experience/Employment Preparation Program Attendance/Employment Report \(F063-41-380\)](#)  
[Anaheim WDB VTR Flyer](#)  
[Santa Ana WDB WEX VTR Flyer](#)  
[WTW Plan Example](#)  
[WT58 Workforce Development Board Services at a Glance](#)

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**REFERENCES**

[EAS 42-701, 42-716](#)  
[ACL 12-67 dated 12/21/12, CW New WTW 24-Month Time Clock](#)  
[ACL 12-69](#)  
[Policy 100-B2 Treatment of Income from AU/Non-AU Family Members](#)  
[Policy 200 Work Participation Hours and Activities](#)  
[Policy 210 Vocational Assessment](#)  
[Policy 211 WTW Plan](#)  
[Policy 215 Subsidized Employment](#)  
[Policy 301 Childcare](#)  
[Policy 310 Transportation](#)  
[Policy 315 Ancillary](#)