

**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:** Revised
Effective Date: 2/7/2012 **Revision Date:** 11/19/2024
Approved: Signature on file

PURPOSE This policy establishes guidelines for Case Managers (CM) when referring/assigning CalWORKs (CW) Welfare-To-Work (WTW) participants to the Vocational Training (VT) - Contractor activity provided by Equus Workforce Solutions (EWS), a contracted provider.

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. VT activity program consists of a short-term training and 30-day job search. The contractor will assist the participant with 30 days of job search at the end of the VT training. Participants who complete VT without employment will be evaluated for Subsidized Employment (SE) 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 and career goals and arrange an appropriate VT program at training sites throughout Orange County.

ELIGIBILITY CRITERIA Participants referred to VT shall meet all the following criteria:

- Reside in Orange County
- Are WTW mandatory or voluntary participants
- Meet CalWORKs (CW) eligibility criteria at the time of placement
- Have sufficient Time on Aid (TOA) to participate
- Have not previously completed a VT program
- Have not exceeded the 52-week (12 months) time limit to complete
- Completed an Employment Readiness Assessment (ERA) and are suitable for the activity based on the ERA results. Refer to Policy 210 – Assessment
- Are deemed suitable for the activity by CM
- Agreed to participate by signing a WTW Plan

TIME LIMIT

Participation in VT is limited to a maximum of 12 months. The participant must not have previously completed a VT program.

VT time counts when the participant starts at a school site.

**REFERAL
PROCESS**

When it is determined that the participant meets the eligibility criteria for VT, the CM will:

- Update journal entries indicating 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 it via secure email to the 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 the participant has sufficient time remaining on CalWORKs Time limit.
- Address barriers and service arrangement needs and make appropriate referrals. Refer to Policy 301-CalWORKs Stage One Child Care Program, Policy 310 – Transportation Supportive Services, and Policy 315 - Ancillary Supportive Services.
- Refer to Policy 210 – 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 Programs - F063-41-322 for VT activity, and work with the Contracted Provider and the participant to determine the appropriate training program according to the ERA recommendation.
- Provide a copy of the "Assessment Test Results and Interpretation" section of the assessment report to the Contracted Provider via secure email.
- Schedule the participant for the Vocational Training activity.
- Monitor the participant's monthly attendance and progress.
- Collaborate with the Contracted Provider to:
 - Assist participants with resolving issues as they arise.

- Ensure participants are in compliance with VT and any other WTW activity listed in the WTW Plan.
- Update actual VT attendance hours.
- Enter appropriate journal entries, including service arrangement 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 Programs for information.

SERVICE ARRANGEMENTS

Participants are eligible to receive all service arrangements necessary to participate in VT, which include childcare, transportation, and ancillary.

Refer to Policy 301 – CalWORKs Stage One Child Care Program, Policy 310 – Transportation Supportive Services, and Policy 315 – Ancillary Supportive Services for information.

REFERENCES

- Policy 100-F1- Exemptions
- Policy 210 - Assessment
- Policy 211 - Welfare-to-Work Plan
- Policy 215 Subsidized Employment Programs
- Policy 240 – Noncompliance Process
- Policy 301- CalWORKs Stage One Child Care Program
- Policy 310 – Transportation Supportive Services
- Policy 315 – Ancillary Supportive Services

ATTACHMENTS

- Referral to Contracted Provider for Vocational Training and/or Subsidized Employment Programs - F063-41-322
- Vocational Training (VT)/Subsidized Employment (PSEP/WEX) Attendance Report - F063-41-380