

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

Program/Area: CalWORKs

Title: Independent Job Search
(IJS)

Number: 226

Status: Signature on file

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PURPOSE

Independent Job Search (IJS) is a Welfare-to-Work (WTW) activity that can be considered a primary WTW activity or a concurrent WTW activity. IJS is intended for participants who are job ready, have experience interviewing, have previous work experience in their career, and can independently search and apply for job openings (i.e. An Engineer who was recently laid off that is motivated to independently job search, has a current resume, and has the tools and experience interviewing and job searching). Participants assigned to IJS independently search for job openings and complete a pre-determined number of employer contacts and job applications each day.

**ASSIGNMENT TO
INDEPENDENT JOB
SEARCH**

IJS is a pre or post-assessment core or non-core activity. Participation in IJS counts towards the Job Search and Job Readiness Assistance (JSR) time limits and is limited to 6 weeks in a 12-month period. Participants in IJS can complete 6 consecutive weeks in the activity. If appropriate, the Case Manager (CM) will schedule the participant to Assessment in Week 5 in conjunction with the IJS activity. Refer to [Policy 210 Assessment](#) for more information on the Assessment process.

If a participant can benefit from motivational workshops and/or guidance on conducting an effective job search and skills to obtain employment, the participant should be referred to the ResCare JSR activity instead of IJS. Refer to [Policy 204 Job Search and Job Readiness Assistance \(JSR\)](#) for more information.

The CM should evaluate the appropriateness of IJS when:

- The participant is job ready and can independently job search and apply for job openings.

- The participant's primary WTW activity will not begin within seven (7) calendar days.
- The participant is assigned to an education or training activity and experiences a break in the school schedule of over one week and wants to find a part-time job to participate in while in school.
- The individual needs a limited number of additional hours to meet his/her participation requirement.

WTW PLAN

The determination of whether or not a WTW Plan will need to be signed depends on when the IJS activity will begin.

The WTW Plan may be signed up to 90 days after the completion of IJS if IJS is initiated within 30 days after the date that the individual's eligibility for aid is determined, or the date the participant is required to participate in WTW activities.

If IJS is initiated 30 days after the approval of aid, the participant would be required to sign a WTW Plan within 90 days from the date the individual's eligibility for aid was determined or the date the participant was required to participate in WTW activities.

Refer to [Policy 211 WTW Plan](#) for more information.

CM RESPONSIBILITIES

The CM will meet with the participant to discuss the IJS activity. During the discussion the CM will:

1. Explain the purpose and benefits of the IJS activity and obtaining unsubsidized employment to ensure IJS is the appropriate activity for the participant.
2. Inform the participant that he/she is expected to treat the IJS assignment as a job, adhere to assigned participation hours agreed upon in his/her WTW Plan, and accept any job offer(s).
3. Explain that if unsubsidized employment is not obtained during the four weeks of IJS, he/she may be referred to Assessment if appropriate in Week 5 concurrently with the IJS activity.
4. Review the participant's assessment results, if available.
5. Evaluate the need for employment support services needs (i.e. professional clothing, transportation, etc.) to be provided through ResCare Workforce Services

(RWS). Refer to [Policy 272 Employment Support Services](#) for more information.

6. Determine the date the participant will begin his/her IJS activity.
7. Provide the Work Opportunity Tax Credit (WOTC) information to the participant if it was not provided during Appraisal. Refer to [Policy 201 Appraisal](#) and [Policy 201A WOTC](#) for more information.
8. Review and respond to the participant's Supportive Services needs. Communicate and make supportive services referrals to the Intake Employment Eligibility Specialist (IEES)/Continuing Employment Eligibility Specialist (CEES) as needed.

Note: Ensure that reliable child care and transportation are in place prior to the start of IJS. Child care and transportation should be established to cover the six weeks of IJS.

Refer to [Policy 301 Child Care](#), [Policy 310 Transportation Supportive Services](#), and [Policy 315 Ancillary Supportive Services](#) for more information on Supportive Services.

9. Ensure the participant possesses a government issued identification (based on I-9 required documents, generally a picture I.D. and original Social Security Card).
10. Complete a [WTW 2 Welfare-to-Work Plan Activity Assignment](#) if applicable, indicating IJS and any concurrent WTW activities, required participation hours, and all identified Supportive Services.
 1. [Example 1](#) shows a completed WTW Plan for the IJS activity and the WTW Plan does meet CalWORKs federal standards.
 2. [Example 2](#) shows a completed WTW Plan for the IJS and Vocational Education and Training activity. The participant already used the Vocational Education 12-month lifetime limit. The WTW Plan does not meet CalWORKs federal standards.
11. Collaborate with the participant to develop the [F063-41-89 WTW Independent Job Search Plan](#) and explain the requirements of the [F063-41-26 Weekly](#)

[Independent Job Search Report](#). Refer to the [Job Search Plan and Independent Job Search Report](#) section below.

12. Schedule the participant to the IJS activity in CalWIN.
13. Enter IJS and any other activities attendance hours in CalWIN.
14. Monitor the participant's attendance, participation, progress, and potential barriers to successful completion of the assigned IJS activity.
15. Conduct weekly face-to-face appointments with the participant to follow-up on the progress of the IJS activity. Refer to the [Weekly Case Manager Appointments](#) section below.
16. Update CalWIN Case Comments.

**JOB SEARCH PLAN AND
INDEPENDENT
JOB SEARCH
REPORT**

The CM is responsible for working collaboratively with the participant to develop a WTW Independent Job Search Plan ([F063-41-89](#)) which maximizes his/her time assigned to IJS. The CM will:

1. Develop an individual WTW Independent Job Search Plan ([F063-41-89](#)) that is based on the participant's previous job search activities, assessment if applicable, education/training, interests, employment goals, and any other available information, including information noted in the Appraisal Summary and Recommendations (ASR) Report from the Online CalWORKs Appraisal Tool (OCAT). Provide the participant with a copy of the signed Job Search Plan. The Job Search Plan will include:
 - Additional job search skills, training and/or counseling which the participant needs in order to obtain employment, including development of a current master job application and resume.
 - Employment goals and objectives, and targeted completion dates, including specific assignments that will assist the participant in fully utilizing the IJS activity.
 - Scheduled dates and times for at least one face-to-face weekly meeting with the CM for the duration of the IJS activity. Refer to the [Weekly](#)

[Case Manager Appointments](#) section of this policy for more information.

2. Refer the participant to One-Stop Centers, Resource Rooms, and other resources that could assist in locating appropriate job openings and employment opportunities.
3. Provide the participant with a [F063-41-26 Weekly Independent Job Search Report](#), review the form's purpose and use, and instruct the participant to bring the form to the next scheduled appointment. Ensure that the participant understands the importance of completing the form, accurately documenting job search efforts, and that the form will be reviewed during weekly appointments and used:
 - To ensure the required number of employer contacts have been made and that the information on the report supports the number claimed, the participant is required to make a minimum of:
 - Three employer contacts and submit at least one application on days he/she attends a concurrent WTW activity, or
 - Five employer contacts and submit at least three applications on days when he/she does not attend a concurrent WTW activity.
 - As a tool to generate discussion about job search efforts, strategies, and employment opportunities.
 - To document required participation hours and compliance with his/her signed WTW Plan if applicable.
 - As the "responsible party", actual participation hours are monitored and verified by the CM when an individual is assigned to IJS.
4. Discuss the participant's responsibilities which include approaching potential employers without a scheduled appointment, attending scheduled job interviews, appropriately following-up with employer contacts (i.e. sending resumes with cover letters), and notifying the CM immediately when he/she finds employment and accepts a job offer.
5. Explain that if the participant does not find employment during IJS as a pre-assessment activity, he/she will be referred to Assessment in Week 5

concurrently with the IJS activity. If IJS is a post-assessment activity, the participant will begin the next appropriate activity mutually agreed upon by the CM and the participant.

Note: Evaluate if the participant's Online CalWORKs Appraisal Tool (OCAT) needs to be updated to determine if possible unidentified barriers may have prevented successful completion and to assist in evaluating the next WTW activity assignment. Refer to [Policy 201 Appraisal](#) for more information.

WEEKLY FACE-TO-FACE CASE MANAGER APPOINTMENTS During weekly face-to-face appointments, the CM and participant will collaboratively:

1. Complete an assessment of the participant's progress toward achieving his/her Job Search Plan goals and objectives and evaluate the need for modifications to the original plan.
2. Review the [F063-41-26 Weekly Independent Job Search Report](#) to verify the participant is completing the required number of employer contacts and job applications, and meeting participation hours agreed upon in his/her WTW Plan.

Note: If the participant fails or refuses to comply with the requirements of the IJS activity, the CM will evaluate possible good cause before initiating noncompliance. Refer to [Policy 240 Good Cause/Compliance/Sanction](#) for more information.

3. Discuss the participant's job-search strategies, decision-making, and potential barriers affecting the participant's achievement of his/her employment goals.
 4. Confirm that supportive service needs are being met.
 5. Verify accuracy of hours reported by the participant on his/her [F063-41-26 Weekly Independent Job Search Report](#) and enter the participation hours in CalWIN.
 6. Image the [F063-41-26 Weekly Independent Job Search Report](#) into OnBase.
 7. Update CalWIN Case Comments.
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COMPLETION OF INDEPENDENT JOB SEARCH

The IJS activity ends when the participant finds employment, when the IJS activity concludes, or when the participant has reached the maximum 6 weeks in a 12-month period time limit in JSR activities.

- If the participant notifies the CM that he/she has secured employment, the CM will request the information necessary to update CalWIN.
- If the participant does not find employment during IJS, he/she is to begin the next activity agreed upon by the CM and the participant.
- The CM will update CalWIN to reflect final IJS attendance, activity completion, and case comments.

REFERENCES

ACL 14-51N
EAS Manual 42-711.53
[Policy 201 Appraisal](#)
[Policy 204 Job Search and Job Readiness Assistance \(JSR\)](#)
[Policy 210 Assessment](#)
[Policy 240 Good Cause/Compliance/Sanction](#)
[Policy 301 Child Care Eligibility and Application Process](#)
[Policy 310 Transportation Supportive Services](#)
[Policy 315 Ancillary Supportive Services](#)

FORMS

[F063-41-26 Weekly Independent Job Search Report](#)
[F063-41-89 WTW Independent Job Search Plan](#)
[WTW 2 WTW Plan Activity Assignment](#)
[WTW Plan Example 1](#)
[WTW Plan Example 2](#)