County of Orange Social Services Agency
Family Self-Sufficiency

Program/Area: CalWORKs/Welfare-To-Work
Title: Third-Party Assessments
Number: 210-B **Status:** *Signature on file*
Effective Date: 6/2/00 **Revision Date:** 6/2/16
Approved:

PURPOSE

The purpose of this policy is to provide guidelines to be used when referring participants for a Third-Party Assessment (TPA). If a participant disagrees with the results of the Vocational Assessment and the issue cannot be resolved, he/she will be referred to a TPA. No state hearing can be granted regarding an assessment used to develop a Welfare-To-Work (WTW) Plan until an independent TPA has been performed.

THIRD-PARTY ASSESSMENT

If the participant disagrees with the results of the Vocational Assessment, the matter must be referred by the county for an independent assessment by an impartial third party. The results of this assessment, which shall be binding upon the county and the participant, will be used to develop the appropriate WTW Plan for the participant.

Upon receiving the referral, the third-party assessor will evaluate the situation and make a decision regarding an appropriate occupational field for the participant. No TPA may be performed by an assessor having a financial or other interest in the results of the assessment. The assessor will notify SSA if any conflict of interest exists.

No state hearing shall be granted regarding a Vocational Assessment used to develop a WTW Plan until an independent TPA has been completed. The participant shall not be assigned to any other activity until the TPA is completed. Before making a referral to the third-party assessor, the Case Manager (CM) will confer with his or her supervisor. The supervisor will review the information and discuss the situation with the participant, if necessary. If the consultation does not resolve the dispute, the supervisor will consult with WTW Program for instructions.

The WTW Program Manager will work with Contract and Procurement Services to select an independent assessor and provide the assessor contact information to the CM and his/her supervisor.

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REFERRAL TO THIRD-PARTY ASSESSMENT	After consultation with WTW Program, the supervisor will contact the third-party assessor and provide him/her with the following information: A copy of the Self-Appraisal Form (F063-41-03). A copy of the original Assessment Report.
THIRD-PARTY ASSESSOR'S ROLE	Before conducting the TPA, the assessor will make at least one contact with the CM, supervisor, participant, and/or original assessor to discuss the areas of disagreement and request additional information if necessary. Copies of any additional information submitted to the assessor as a result of the above contacts shall be provided to all parties. The TPA is a one-day assessment. Before recommending a specific occupational field, the assessor will take into consideration the participant's employment goals and chances to achieve those goals given the participant's current and potential skills and the local labor market conditions.
THIRD-PARTY ASSESSOR'S REPORT	The third-party assessor has fifteen (15) working days from the date of the initial request to provide a written decision to the CM and the participant on how the areas of disagreement may be resolved. The decision will include a description of the areas of disagreement, a summary of relevant information, the conclusions, and a decision on the appropriate occupational field for the participant. The assessor will send copies of the TPA report to the CM and the participant. The third-party assessor's decision will support the appropriate activities in the WTW Plan. The TPA report may direct the CM to revise the WTW Plan, if necessary.
WELFARE-TO-WORK BASED ON TPA REPORT	The CM will schedule an interview with the participant in order to develop a WTW Plan based on the TPA, or implement a new WTW Plan as appropriate. (Refer to CalWORKs Policy 211 – Welfare-To-Work Plan). If the participant does not agree with the TPA, he/she may request a fair hearing after the TPA has been completed.
SUPPORTIVE SERVICES	The CM will address any supportive services necessary for the participant to attend the TPA.
NON-COMPLIANCE	If the client fails to show up for, or complete, the TPA process,

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	he/she is expected to participate in the original WTW Plan activity.
CALWIN ENTRIES	The CM will follow the Participation Tracking Resource Guide to update the activity status and attendance in WTW activities in CalWIN with “Third-Party Assessment” and enter CalWIN Case Comments per the Case Comments Resource Guide.
REFERENCES	EAS 42-711.556 Section 11325.4, Welfare & Institutions Code CalWORKs Policy 211 – Welfare-To-Work Plan
RESOURCE GUIDES	Participation Tracking Resource Guide Case Comments Resource Guide

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