

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

Program/Area: CalWORKs/Welfare-To-Work
Title: Vocational Education and Training
Number: 223 **Status:** *Signature on file*
Effective Date: 08/14/2001 **Revision Date:** 01/26/17
Approved:

PURPOSE The purpose of this policy is to provide guidelines to be used when approving and monitoring Welfare-To-Work (WTW) participants in Vocational Education and Training WTW activities.

POLICY Vocational Education and Training activities are Post-Assessment activities that provide short-term employment focused training programs to participants that will lead to self-sufficiency and entry-level employment. Short term would be six to twelve months; however, training is allowed beyond twelve months as a non-core activity. Vocational Education and Training is an allowable WTW activity consisting of:

- **Vocational Education and Training Core (VTC):** 12 months of participation in vocational or educational training may be counted as a core activity and limited to 12-months in a lifetime.
- **Vocational Education and Training (VTR):** After completion of the 12 month lifetime limit of participation in vocational or educational training hours, any additional approved vocational training is counted as a non-core activity.

The Case Manager (CM) will need to utilize the [F063-41-329 Federal Time Limited Activities Worksheet](#) to track the Vocational Education 12-month lifetime limit. Refer to [Policy 207 Welfare-To-Work 24-Month Time Clock](#) for more information.

The assessment is to be viewed as a tool that will assist the CM to develop a strength-based WTW Plan with the participant. Therefore, after the WTW participant completes a Vocational Assessment, he/she is to meet with the Case Manager (CM) to review the Assessment results and recommendations from the report. Based on the assessment results, the CM and participant mutually develop the [WTW 2-](#)

[WTW Plan Activity Assignment](#) to specify the activities the participant will be assigned. Refer to [Policy 210 Assessment](#) for more information.

VTC/VTR programs include, but are not limited to, those offered primarily by the Community Colleges and Adult Education Schools. These providers offer training in employer-specific job skills in a classroom or job site setting, which can be expected to lead to entry-level employment without requiring a college degree. VTC/VTR may be combined with Adult Basic Education (ABE) and English- as-a- Second Language (ESL) to help meet the minimum average of 20/30/35-hour per week participation requirements. Refer to [Policy 222 Adult Basic Education](#) for more information.

VTC/VTR VS SIP

VTC/VTR is a WTW activity where a participant will benefit from or is more likely to obtain employment through participation in formal vocational education and training. Participation in VTC/VTR has to be evaluated through a formal Vocational Assessment.

SIP is a WTW activity where participants self-enroll in an approvable educational program prior to their WTW Appraisal process. Refer to [Policy 220 Self-Initiated Program](#) and the [Worker Tool 59- Self-Initiated Program and Vocational Education and Training Comparison Chart](#) for more information.

**VTC/ VTR
DETERMINATION**

If information gathered during the appraisal indicates that further information is needed in order to determine the next appropriate WTW activity or if assignment to job search would not benefit the participant, the CM shall refer the participant to Assessment. The CM will complete CaWIN Case Comments to explain why the participant would benefit from additional Vocational Education and Training prior to participation in other activities. Refer to [Policy 201 Appraisal/Re-Appraisal](#) and [Policy 210 Vocational Assessment](#) for more information.

The participant cannot enroll in a school and program of his/her choice as an approved activity until he/she is scheduled to meet with the CM Post-Assessment. Utilizing the results of the Assessment Report, the CM will work with the participant to mutually develop the [WTW 2-WTW Plan Activity Assignment](#) and refer the participant to an appropriate training program and service provider(s).

Note: The County does not refer participants to private schools. Tuition is not a reimbursable expense. CMs need to

advise participants of this prior to the Assessment appointment. Refer to [Policy 315 Ancillary Supportive Services](#) for a list of approval expenses.

To participate and be approved in a Vocational Education and Training activity the participant will need to meet all of the following conditions:

1. Has been evaluated through a formal vocational assessment per [Policy 210 Assessment](#).
2. The program leads to self-supporting employment for the participant in a demand occupation in the labor market. To obtain documentation and verify if the occupation is on demand, staff may utilize the EDD's website: <http://www.labormarketinfo.edd.ca.gov/>
3. Complies with all other program regulations and makes satisfactory progress.

MONTHS THAT WILL NOT COUNT TOWARDS THE VOCATIONAL EDUCATION 12-MONTH LIFETIME LIMIT

Any month in which the individual is WTW exempt or the family meets the required number of core hours in a concurrent activity other than Vocational Education and Training, participation in a vocational education and training activity will not be counted toward the Vocational Education 12-month lifetime limit. The activity will be considered as Education Directly Related to Employment or Job Skills Training Directly Related to Employment.

Example 1: Participant is a single parent with a child under 6 years of age. The participant is an **exempt volunteer** assigned to an educational activity. The VTR activity does not count towards the Vocational Education 12-month lifetime limit.

Example 2: Participant is a single parent with no child under 6 years of age who is employed part time 22 hours per week and concurrently participating in 18 hours of in VTR. The months he/she **meets the core hourly participation requirements** in Unsubsidized Employment will not count towards the Vocational Education 12-month lifetime limit.

EXCEPTION:

If a participant has a WTW Plan designed to meet the CalWORKs minimum standards with two concurrent activities (VTC that is within the 12-Months lifetime limit and additional non-core activity) and the attendance is received indicating the participant has met CalWORKs federal standards for the month using hours of vocational education to meet the core requirement, then the month will count towards his/her

Vocational Education 12-month lifetime limit.

Example 3: Participant is a single parent with a child under 6 years of age, is required to meet a minimum average of 20 hours per week. The participant is assigned to 18 hours of non-core Vocational Education (within the Vocational Education 12-month lifetime limit) and 4 hours of Job Skills. The CM receives verification that the participant added a class effective the month the attendance was received for an addition 6 hours per week. The participant is now meeting the CalWORKs federal standards and the month will count toward the Vocational Education 12-month lifetime limit. The CM will evaluate the need for a new WTW Plan and will update the [F063-41-329 Federal Time Limited Activities Worksheet](#).

**EXEMPT
VOLUNTEERS**

An exempt individual may volunteer to participate and be approved in a Vocational Education and Training activity as long as he/she meets all of conditions as stated in the VTC/VTR Determination Section above.

Participants may “volunteer” to add educational hours beyond their minimum average participation requirement of 20/30/35 hour per week on their [WTW](#) Plan.

The participant may remove the voluntary additional hours from the WTW Plan at any time. When there is a change in participation hours, a new WTW Plan must be completed. Refer to [Policy 211 WTW Plan](#).

Volunteers are eligible to receive Supportive Services and do not have a minimum hourly participation requirement.

For an exempt volunteer, the Vocational Education and Training activity does not count towards the Vocational Education 12-month lifetime limit.

Note: Failure to make satisfactory progress may result in placement in a new WTW activity but will not result in a financial sanction for volunteers. An individual who is exempt and volunteers to participate may end his/her participation at any time without penalty. However, volunteers who are not compliant with his/her WTW plan are subject to lose their Supportive Services for failure to participate. Refer to [Policy 240 Good Cause/ Compliance/ Sanction, Policy 211 WTW Plan](#) and [Welfare to Work Exempt/Non-Exempt Status Resource Guide \(R11/06\)](#).

REGIONAL

Due to limited funding the Regional Occupational Centers and

OCCUPATIONAL CENTERS AND PROGRAMS (ROCPS)

Programs (ROCPS) may no longer serve CalWORKs participants for Vocational Education and Training without charging tuition. ROCPS still offer and provide ESL and high school General Educational Development (GED) programs. If necessary, participants may be referred to ROCPS in addition to other training provided by the school. Refer to Policy (221-B) [Orange County List of Career Technical Education Partnership/Regional Occupational Program](#) and Policy (221-C) [Orange County List of Approved Adult Basic Education Providers and Programs](#) for a listing of the providers and educational programs.

FOUR-YEAR COLLEGES/ UNIVERSITIES/ PRIVATE SCHOOLS

Participants may start their Vocational Education and Training at a four-year College/University or attend a Community College with the intention of transferring to a four-year College or University as long as it is included in the [F063-41-05 Referral for Education/Training](#) form and follows the same basic career goal. Once the original approved program training goal has been obtained, the Vocational Education and Training has ended.

Participants may remain in school during their CalWORKs 48-month time limit on cash aid only if it has been approved as part of the original training goal on the F063-41-05.

Note: When a participant exhausts the WTW 24-Month Time Clock, the participant will have to meet CalWORKs federal standards, which includes participation in core hours to meet his/her hourly participation requirements. Refer to [Policy 207 WTW 24-Month Time Clock](#) for more information.

Participants cannot decide to pursue related education at an advanced level as a WTW activity simply because they have time on aid remaining in CalWORKs and have completed their original goal.

Participants who intend to graduate from a four-year college or university may have a generic major (example: Liberal Arts) during the first year or two of school as long as the final training goal is listed on the F063-41-05.

- Although not considered a job-related degree program, it could be considered a VTC/VTR depending on the degree goal and the local labor market demand for his/her occupational goal with a four-year degree.
- Contact FSS Program via chain of command for

evaluation of non-designated majors.

Vocational Educational and Training participants are allowed to be enrolled in an approvable private school however; the County does not pay tuition at such schools. Refer to Policy [315 Ancillary Supportive Services](#) for more information.

REFERRAL FOR EDUCATION AND TRAINING

The [F063-41-05 Referral for Education and Training](#) form provides essential information to assist College Counselors in developing an Educational Plan which helps the participant achieve his/her career goal. The CM is to complete the appropriate fields on the F063-41-05 and provide it to the participant.

If it appears the career goal is approvable, participants in a VTC/VTR activity are eligible for advance payment or reimbursement of Supportive Services prior to signing a [WTW Plan](#) and obtaining the F063-41-05. Refer to [Policy 315 Ancillary](#) for more information.

[Attachment 1](#) : Appropriate fields to be completed on the 41-05

[Attachment 2](#) : Case Managers Responsibilities when Completing the 41-05

A new F063-41-05 is required when there is a change in the participant's school and/or major course of study that is different from the approved training goal.

Note: All major/career changes must be approved by FSS Program. Reference section below [School and/or Major Change](#).

WELFARE-TO-WORK PLAN

VTC/VTR must be reflected in the WTW Plan. Refer to Policy [211 WTW Plan](#) for information on developing the WTW Plan. If the participant does not meet the minimum average of 20/30/35 required hours per week of participation in a Vocational Education and Training activity, the WTW Plan must include a concurrent activity (ies). Refer to [WT15 - WTW Activities Worker Tool](#).

The CM shall:

- Assist the participant to identify other activities as appropriate.
- Review the school's website to determine the length and dates of school breaks.

If the school break is longer than one week, then appropriate WTW activities must be included in the [WTW 2-WTW Plan Activity Assignment](#) to cover school breaks that last up to six weeks. If the school break is more than six weeks (i.e. summer break), a new WTW Plan shall be developed **before** the break begins. The school break activities should be explained and agreed upon by the participant, to ensure the participant knows what is expected of them during school break. Reference Section below [School Breaks](#).

Note: If the participant is assigned to a bridging activity that requires a referral to be submitted, send the referral no earlier than one month prior to the begin date for the bridging activity.

- The VTC/VTR completion training goal should be clearly indicated on the [F063-41-05 Referral for Education and Training](#) form and the WTW Plan. The Activity section on page 2 of the WTW Plan shall reflect the intended employment goal of the program and be as specific as possible (e.g. VTC-AA in Business Administration).
- If the individual's VTC/VTR and any concurrent activities are such that the individual will meet CalWORKs federal standards the right side of the WTW Plan is completed. Otherwise, the left side of the WTW Plan, CalWORKs minimum standards, is completed. For more information regarding CalWORKs minimum and federal standards, refer to [Policy 207 WTW 24-Month Time Clock](#).

[Example 1:](#) WTW Plan for VTC activity and concurrent activity that meets CalWORKs federal standards participation requirements. The right side of the WTW Plan is completed.

[Example 2:](#) WTW Plan for a VTC and concurrent activity that meets the CalWORKs federal standards and is counting towards the Vocational Education 12-month lifetime limit. The right side of the WTW Plan is completed.

[Example 3:](#) WTW Plan for the VTR activity. The participant already exhausted the Vocational Education 12-month lifetime limit. The WTW Plan does not meet CalWORKs federal standards. The left side of the WTW Plan is completed.

On the WTW Plan for Non-Core Vocational Education and Training activities:

- If the participant has a GED/HS diploma, select *Job skills training directly related to employment* on page 1 of the WTW Plan.
- If the participant does not have a GED/HS diploma, select *Education directly related to employment* on page 1 of the WTW Plan.

A new WTW Plan will need to be developed when the participant has exhausted the Vocational Education 12-month lifetime limit.

SIGNING A NEW WTW PLAN EACH SEMESTER

Prior to the start of each new school semester, the participant must meet with the CM to sign a new [WTW 2-WTW Plan Activity Assignment](#). A new semester class schedule is considered a change in the activity and the participant's class schedule is sufficient documentation of the change. The new WTW Plan will reflect the new semester dates and class schedule. The final training goal will remain unchanged. However, school staff does NOT need to sign a new [F063-41-05 Referral for Education and Training](#) form. Failure or refusal of the participant to sign a new WTW Plan each semester is reason to initiate the non-compliance process. This policy applies to the summer session and other intersessions as well. Refer to [Policy 240 Good Cause/Compliance/Sanction](#) for more information regarding the non-compliance process.

The participant should not have his/her activity delayed or interrupted because the new WTW Plan has not been signed. However, the new WTW Plan needs to be completed as close to the start of the new semester as possible.

The CM may need to meet with the participant on campus to sign the WTW Plan if an office appointment is not feasible and would interrupt participation.

SELECTION OF ALLOWABLE ACTIVITIES AND CLASSES

The CM should consult with the designated College Counselors at the community colleges to determine if work-study, internships, or other approvable activities are available.

- Classes required to meet a program's General Education requirement are allowed. These classes may be outside the primary area of study for the Vocational Education and Training goal.
- Elective classes are allowed. These may also be outside the primary area of study for the Vocational Education and Training goal, and should be reasonable

in terms of supportive service requests for supplies. Refer to [Policy 315 Ancillary Supportive Services](#).

- Online and Distance Learning are allowed if the participant is enrolled in an approved online school and program.
- Telecourses are also allowed.

The College Counselors are trained to advise the participants regarding which classes are best for their goal and schedule. Areas of concern should be communicated to the [Regional Educational Liaison](#).

ONLINE CLASSES AND DISTANCE LEARNING

Online and Distance Learning classes are offered at many local colleges and can be approved if the participant is enrolled in an approved online school and program.

If the specific school and general program is on the list in CW Policy 221 [A](#), [B](#), or [C](#) or the school is already entered in CalWIN as a provider, the online class may be used as part of VTC/VTR. If the school/program is not listed in CW Policy 221 [A](#), [B](#), or [C](#), or not already entered in CalWIN as a provider, contact FSS Program through the chain of command for evaluation and approval of the school **before** approving the VTC/VTR activity.

Supportive Services including transportation, ancillary expenses, and child care are available for participants in approved online or Distance Learning classes. For example, transportation would be needed for attending in-person examinations, and the participant may need to purchase books required by the online course. Child care shall be provided based on the individual's need for the services, taking into account scheduling and other factors. The following scenarios are examples of when CalWORKs Stage One Child Care services may or may not be provided:

- A participant requests child care while taking an online course that must be taken during a specific day(s) and time(s) and there is no able and available member of the Assistance Unit to provide care during that time. In this scenario, child care services may be provided.
- A participant requests child care for a school age child while taking online courses that can be taken anytime.

Under this scenario, child care services may not be provided unless there is good cause for the participant to take the online course(s) while the child is not in school.

Refer to Policy 315 Ancillary Supportive Services, Policy 301 Child Care Eligibility, and Policy 310 Transportation Supportive Services for more information.

As distance learning is available from sources other than the local community colleges, verification of hours and progress must be reported. Each school may use a different process for monitoring but the verification provided should reasonably verify the participant's hours spent online and be signed by the provider. The [F063-41-06 Attendance/Progress Report](#) is an option for the distance learning provider to report the participant's hours and progress. Time spent online must be monitored by the provider and reported to SSA.

There are some schools that only offer distance learning occupational and degree programs. Because some of these schools are private, the CM will need to work with the participant and the school to ensure the school will provide a monthly report to the County that the provider will sign verifying attendance and participation in the required hours.

If the school/program does not have a process to verify hours and is unable to provide a monthly report, the participant would self-certify the hours as a last resort by completing the [F063-41-06 Attendance/Progress Report](#). The participant will also have to provide his/her grade report when issued by the school to serve as verification that he/she is making satisfactory progress.

Note: It is the participant's choice to select online classes and Telecourses, WTW Ancillary Supportive Services do not cover expenses such as purchasing a television, computer, internet service or other related equipment required to complete these classes. Refer to [Policy 315 Ancillary Supportive Services](#) for more information.

TELECOURSES

If the specific school and program is listed in CW Policy 221 [A](#), [B](#), or [C](#) or the school is already entered in CalWIN as a provider, then the televised class may be considered as part of the SIP's course work. Other classes may be approved if appropriate to the program and goal. Contact FSS Program

via chain of command for evaluation and approval of the school and program not listed in CW Policy 221 A, B, or C.

Note: As it is the participant's choice to select a telecourse, WTW Ancillary Supportive Services would not cover the expense of purchasing a television or other related equipment for the participant's use to complete this class.

**PARTICIPATION
HOURS
REQUIREMENTS**

CMs are to follow the participation guidelines in [Policy 202 Work Participation Hours and Activities](#).

A participant in an approved VTC/VTR activity must participate a minimum average of 20/30/35 hours per week in allowable activities. For a list of allowable WTW activities, refer to [WT15- WTW Activities Worker Tool](#).

The only exception is when the participant is an exempt volunteer. Hourly participation requirements do not apply to exempt volunteers. Refer to [Policy 202 Work Participation Hours and Activities](#) and [Policy 100-F1 WTW Exemptions](#) for more information.

“Allowable” hours in the VTC/VTR activity may include:

- Classroom time
- Supervised Study Time
- Unsupervised Study Time
- Laboratory time, as required by instructor
- Internships

STUDY TIME

Vocational Education and Training participants are allowed supervised and unsupervised study time hours regardless of whether the participant receives academic credit or not for the hours. Hours spent in supervised study time and up to one hour of unsupervised study time for each hour of class time may be assigned as participation hours. The total amount of study time (supervised and unsupervised) shall not exceed the recommended amount of study time required by the particular educational program.

- **California Community Colleges:**
 - Per Title 5 regulations regarding curriculum and instruction standards, the expectation regarding

study time for community college courses that will apply toward the associate degree is that for each hour of class students will be required to spend an additional two hours of study time outside of class.

- In order to allow two hours of unsupervised study time for community colleges, a course syllabus, catalog, etc. with the expected number of study hours for a specific course or for all courses must be in the case file.
- If a course syllabus, catalog, etc. with the expected number of study hours for a specific course or for all courses at a specific community college is not available; the CM shall image into OnBase pages 1, 75, and 76 of the [Program and Course Approved Handbook](#).

Note: Title 5 regulations apply only to community colleges. These regulations may not be used as documentation for participants attending University of California, California State University, private universities, technical schools, etc.

- **Non-Community Colleges:**

Unless documentation is received verifying the need for more study hours, one hour of unsupervised study time will be allowed for non-community colleges. The participant must submit the [F063-41-413 WTW/Self-Certification of Unsupervised Study Time](#) form on a monthly basis to verify the unsupervised study time hours. The participant must continue to submit verification from the educational provider for supervised study time along with the [F063- 41-06 WTW Attendance/Progress Report](#). Refer to [Worker Tool 60-CalWORKs Study Time and Documentation](#) for more information on study hours and documentation.

SCHOOL BREAKS

Unless there is good cause, participants must continue to meet the required WTW participation hours during school breaks of more than one week according to the terms of their [WTW 2-WTW Plan Activity Assignment](#).

During breaks of one week or less the participant's WTW activity that would normally be scheduled counts as participation. If the break is longer than one week, the participant must participate at a minimum average of 20/30/35

hours per week in another WTW activity. Additional activities are to be reflected on the WTW Plan and narrated in CalWIN Case Comments.

When developing the WTW Plan, the CM should anticipate the school break(s) and design the WTW Plan to have the participant comply with the minimum hourly participation requirements by advising the participant of his/her bridging activity options. Hours allowed should be consistent with the WTW Plan, class schedule, school calendar, and attendance documentation. Refer to [WTW 15-WTW Activities Worker Tool](#) for a list of approved bridging activities.

Example 1 – There is a break of one week or less. Actual hours attended during the month are recorded in the **Attendance** tab of the Employment Services and details about the additional hours allowed for the break are narrated in CalWIN Case Comments. The participant should be encouraged to participate during school breaks.

Example 2 – There is a break of more than one week. The participant must participate in a WTW activity for the required minimum average hours per week for the two weeks break. Actual hours are recorded in the **Attendance** tab of the Employment Services and details about the required additional hours are narrated in CalWIN Case Comments.

Note: Although voluntary participants are not required to meet the weekly participation hours during school breaks, the CM should strongly encourage the participant to participate during the school breaks.

**EVALUATE
AVAILABILITY OF
EDUCATIONAL
LOANS AND GRANTS**

The [WTW 8 Student Financial Aid Statement Welfare-To-Work Supportive Services](#) is a required form. The WTW 8 will be reviewed and completed by the participant and imaged into OnBase. The participant has the option to decline the use of educational loans or grants to pay for supportive services available to them through WTW. Refer to [Policy 315 Ancillary Supportive Services](#) for more information.

A new WTW 8 is not needed at the beginning of each school term, unless the participant is changing school systems (e.g. Fullerton Community College to Cal State Fullerton). If there is a change to the participant's decision, Section B of the WTW 8 needs to be completed. After completion/change of the WTW 8, the decision and completion of the form must be narrated in CalWIN Case Comments.

- If the participant has the option and chooses to decline the use of educational loans or grants to pay for the required books, supplies, and mandatory fees, the supportive services are covered by Ancillary.
- If the participant does not have the option to decline the use of educational loans or grants for supportive services (i.e. private schools where the educational loans and grants are dispersed directly to the school and not the participant), then only the “out of pocket” expenses for the participant are covered by Ancillary. Refer to [Policy 315 Ancillary Supportive Services](#) for more information.

**DISCUSSING
ACADEMIC
EXPECTATIONS AND
SATISFACTORY
PROGRESS**

The CM must review and explain [F063-41-202 Academic and Progress Expectations](#) form with the participant when completing or revising the WTW Plan to include an educational activity and anytime during the course of the plan should the student’s progress drop below the academic standard.

The participant must sign the agreement of understanding by completing the F063-41-202. The CM shall give the participant a copy of the signed form, image the form into OnBase, and narrate in CalWIN Case Comments that F063-41-202 was explained to the participant and signed by the participant.

The CM should stress that the academic standard is necessary to ensure the participants future success when achieving his/her program goal. Refer to [Policy 208 Satisfactory Progress in Educational Activities](#) for more information.

**ATTENDANCE
REPORTING**

Monthly attendance reports are required and the F063-41-06 Attendance/Progress Report form shall be used. Self-reporting by the participant is acceptable for monthly reporting if the provider will not complete the attendance report. Self-reporting class time must be verified with a school document, such as a class schedule or school attendance report. The CM will narrate in CalWIN case comments when provider refuses to submit an attendance report.

Completed F063-41-06 is due by the 10th of the month. It is the participant’s responsibility to submit the F063-41-06 timely to the CM every month. The College Counselor can assist, but they are not held responsible for delays or failure to report by the participant. Refer to [Policy 208 Satisfactory Progress in Educational Activities](#) for more information.

PROGRESS AND GRADE REPORTING

Participants must submit school documentation, such as the [F063-41-06 WTW Attendance/Progress Report](#) form, grade reports, or other verified acceptable documentation from the training or educational providers to verify satisfactory progress at the end of each semester or grading period.

If the program is scheduled to last for less than three months, then grade reports or progress reports need to be provided at the program's midpoint. Refer to [Policy 208 Satisfactory Progress in Educational Activities](#) for more information.

SPECIAL CLASSES AND LEARNING DISABILITY

Participants may enroll in special classes or tutorials to address learning disabilities. The time spent in these classes and tutorials are to be allowed toward the hourly participation hour requirement, if the educational institution determines them to be necessary. A letter from the educational provider or the learning disability evaluation report must be on file.

When a Vocational Education and Training participant needs to be tested for a learning disability related to his/her educational plan, it is expected that the college will complete the testing. If the college cannot evaluate the participant timely, the county shall make the referral to conduct the Learning Disability Evaluation (LDE). Refer to [Policy 210A Learning Disability Screening and Evaluations](#) for more information.

ADDING SCHOOLS NOT ON AN APPROVED LIST

If the participant's choice of school/program is not in [Policy 221-A Orange County List of Community College Providers and Programs](#)), [Policy 221-B Orange County List of Career Technical Education Partnership/Regional Occupational Program](#), or [Policy 221-C Orange County List of Approved Adult Basic Education Providers and Programs](#), or already listed in CalWIN as a provider, the CM will need to discuss the educational plan with the participant to determine if the selected school or program could lead to employment in a demand occupation in the local labor market.

If the participants choice of school/program is not in Policy 221- A, B, or C, an employer's statement promising a job to the participant in that occupation when the participant completes his/her educational program may be used to verify a demand occupation in a local labor market.

If this is not an option, the CM will need to go to the EDD's website: <http://www.labormarketinfo.edd.ca.gov/>, print a copy of the documentation (such as the Occupation profile) obtained from the web site, file the documentation into OnBase and narrate in CalWIN Case Comments.

If the participant's choice of school is not in CalWIN the [Request for Non Supportive Services/Vendors](#) form will need to be completed and forward to FSS Program. FSS Program will evaluate school/ program accreditations before adding school into CalWIN. See attachment 3 below for instructions on how to complete a request for Non Supportive Services/Vendors form.

The CM completes sections A, B, C, and E on the [Request for Non Supportive Services/Vendors](#) form. This form is sent to FSS Program via chain of command for evaluation and approval of the school before the provider is to be added to CalWIN. See attachment 4 for an example of a completed Non Supportive Services/Vendors form.

[Attachment 3](#): Steps on How to Complete the Request for Non Supportive Services/Vendors form.

[Attachment 4](#): Example of a completed Non Supportive Services/Vendors form.

Note: FSS Program will send the form to the CalWIN Providers Mailbox if the provider is approved. Do not send the Request for Non Supportive Services/Vendors form to the CalWIN Providers Mailbox.

SUMMARY OF VOCATIONAL EDUCATION AND TRAINING APPROVAL PROCESS

The CM will meet with the participant to discuss the VTC/VTR activity. For the summary of the VTC/VTR Approval process refer to attachment 5 below:
Attachment 5: [Summary of the VTC/VTR Approval Process](#)

WORKING WITH COLLEGE COUNSELORS AND OTHER EDUCATIONAL PARTNERS

SSA staff working with a participant in an educational training activity must maintain professional and regular communication with the College Counselors at the schools. ROCPs and Community Colleges receive funding from the State to provide professional counselors that are trained to assist participants who are in the CalWORKs program. These counselors follow guidelines given to them by the State Chancellor's Office.

- College Counselors receive training about State, Federal and County regulations within CalWORKs.
- In some cases the College Counselors may be authorized to act on behalf of the participant as an Authorized Representative (AR) with the participant's

approval. The regulations allow an AR to act on behalf of the participant. College counselors may also advocate on behalf of the participant and are allowed to do so if the action is reasonable and not disruptive to operations and the case management process.

- College Counselors also review specific policy issues and act on the advice of their own legal counsel. This may include representing a participant and speaking about their situation with the judge during a Fair Hearing.
- Developing a professional, respectful and open communication is important to promote the success of the participant.
- Create a working relationship of mutual intent that will assist the participant transition to self-sufficiency.

Concerns should be documented and reported immediately to the Supervisor/ [Regional Educational Liaisons](#) (see Regional Educational Liaisons section for more information) who will contact FSS Program and advise of the situation, as soon as possible.

**REGIONAL
EDUCATIONAL
LIAISONS**

Each Regional Office has selected a primary and a back-up [Regional Educational Liaisons](#) to work with the CMs, providers, college counselors, and to assist with vocational educational related case questions. The main goal is to work with the educational provider and CalWORKs staff to handle complex or unusual case situations with educational and supportive service related issues. The Regional Educational Liaison may contact various staff for specific information related to vocational educational cases. Staff shall provide the liaisons with any assistance requested whenever possible.

**ENTERING SCHOOL
INFORMATION IN
CALWIN**

The CM is not able to enter some information in CalWIN as it is contained in the Case Data Collection subsystem. This may apply to employment information, work-study income, and financial aid information. IEES/CEES shall enter this information since the entries can affect eligibility to benefits in CalWIN. The CM will send case information about the participant via the [F063-41-211 Employment Services Communication](#) form to the IEES/CEES.

**CASE BY CASE
SITUATIONS AND**

Due to the variation in educational programs and educational providers, as well as the different needs of our participants,

QUESTIONS

there may be situations that require individual evaluation for VTC/VTR participants. CMs should work with their Supervisors and the [Regional Educational Liaisons](#) when questions arise that are not addressed in the policy.

Contact FSS Program through the appropriate chain of command for case by case situations that need further clarification or evaluation.

SCHOOL AND/OR MAJOR CHANGE

FSS Program must evaluate and approve any case that involves a change in the participant's school and/or major course of study that is different from the information included in the original and agreed upon [F063-41-05 Referral for Education/Training form](#).

For FSS Program to make a determination to approve/deny a school/major change, the following information must be provided via chain of command to FSS Program:

1. Reason for the request to change majors/school.
2. Name of the agency that the school is accredited by.
3. Compare the Academic/Education Plan of the previous major and the new major. Let FSS Program know if all classes will transfer to new major. If all of the classes will not transfer to the new major, list the classes that will not transfer. Attach verification of the Academic/Education Plan for both Majors.
4. Compare the [F063-41-05](#) form of the previous major and the new major. Let FSS Program know if the date of completion remains the same or if it is different. Attach verification of the [F063-41-05](#).
5. Provide verification (i.e. report card and/or the [F063-41-06](#) WTW Attendance/Progress Report that the client is currently making satisfactory progress in the VTC/VTR activity.

FSS Program will evaluate the request and notify the region if the request is approved or denied. Ancillary requests will be evaluated after the major/school change has been approved by FSS Program.

VTC/VTR INTERRUPTION

If VTC/VTR participation is interrupted, the participant may resume in the originally approved VTC/VTR career goal if all of the following are met:

- Good cause criteria are met. Refer to [Policy 240 Good](#)

[Cause/Compliance/Sanction](#) for a list of acceptable reasons.

- The participant was in good standing at the time of interruption.
- A sanctioned participant may resume the VTC/VTR activity if the sanction is cured and verification is provided that he/she is in good standing in his/her VTC/VTR activity.

A new F063-41-05 Referral for Education/Training form will be completed if the program completion date has changed due to absence.

COMPLETION OF THE VTC/VTR GOAL After the educational training program goal has been completed, the participant returns to the regular flow of WTW activities. The VTC/VTR is completed when the educational training goal is achieved and verified by the provider. A participant is not allowed to remain in school with a new goal simply because they have not exhausted the WTW 24-Month Time Clock or CalWORKs 48-month time limit.

- CalWIN entries and case comments should be updated to show the VTC/VTR training is completed.
- Verification should be requested from the provider that the training goal has been completed and file verification in OnBase.
- The participant will complete an in-depth Re-Appraisal to determine the most appropriate next WTW activity (ies). Refer to [Policy 201 Appraisal/Re-Appraisal](#) for more information.
- Upon Graduation, the CM should make an effort to acknowledge the participants accomplishment.

REFERENCES

ACL 04-41, ACL 06-09, ACL 14-27, ACL 15-21, ACL 15-09, ACIN I-84-06, EAS 42-701.2, EAS 42.711, EAS 42-714, EAS 42-716.1

[Policy 100-F1 Welfare-To-Work Exemptions](#)

[Policy 201 Appraisal/Re-Appraisal](#)

[Policy 202 Work Participation Hours and Activities](#)

[Policy 208 Satisfactory Progress](#)

[Policy 210 Vocational Assessment](#)

[Policy 210A Learning Disability Evaluation](#)

[Policy 211 WTW Plan](#)

[Policy 221-A Orange County List of Approved Educational Providers and Programs](#)
[Policy 221-B Orange County List of Approved Educational Providers and Programs](#)
[Policy 221-C Orange County List of Approved Educational Providers and Programs](#)
[Policy 240 Good Cause/Compliance/Sanction](#)
[Policy 301 Child Care Eligibility and Application Process](#)
[Policy 310 Transportation Supportive Services](#)
[Policy 315 Ancillary Supportive Services](#)

ATTACHMENTS

[Program and Course Approved Handbook](#)
[Regional Educational Liaisons](#)
[Worker Tool 15- WTW Activities Worker Tool](#)
[Worker Tool 59- Self-Initiated Program and Vocational Education and Training Comparison Chart](#)
[Worker Tool 60 - CalWORKs Study Time Guidelines and Acceptable Documentation](#)
[WTW Plan Example 1](#)
[WTW Plan Example 2](#)
[WTW Plan Example 3](#)
Attachment 1: [Appropriate fields to be completed on the 41-05](#)
Attachment 2: [Case Managers Responsibilities When Completing the F063- 41-05](#)
Attachment 3: [Steps on how to complete the Request for Non Supportive Services/Vendors form](#)
Attachment 4: [Example of a Completed Non Supportive Services/Vendors form](#)
Attachment 5: [Summary of the VTC/VTR Approval Process](#)

FORMS

[F063-41-05 Referral for Education/Training](#)
[F063-41-06 WTW Attendance/Progress Report](#)
[F063-41-121 Supportive Services Referral& Information](#)
[F063-41-202 Academic and Progress Expectations](#)
[F063-41-211 Employment Services Communication Document](#)
[WTW 2 Welfare-To-Work Plan Activity Assignment](#)
[WTW 8 Student Financial Aid Statement Welfare Statement](#)
[Welfare To Work Supportive Services](#)

RESOURCE GUIDE

[Welfare –To-Work Plan/Adding Activities With/Without Plan Case Comments](#)