PURPOSE

ResCare Academy is provided by ResCare Workforce Services (RWS) and is a comprehensive web-based training offering job skills for participants to advance or adapt to the changing demands of the workplace and learn skills designed to enhance an individual's capacity to move toward self-sufficiency.
ResCare Academy offers customized courses in various categories to build and enhance skill sets in positions related to the participant's experience and interests.
The benefits of participating in the ResCare Academy are:

- Engagement in Welfare to Work (WTW) activities
- Job Preparation classes for any job seeker
- Assist with employment skill development
- Enhance Self-esteem

The ResCare Academy courses for Life Skills and Job Skills Training are designed for:

- Participants who need additional hours to meet the required work participation rate. For example a single- parent participant employed part-time 30 hours per week would need 2 additional hours per week to meet the work participation requirement of 32 hours (filler) and
- Participants who are participating in an activity and experience a break in the activity or the activity is pending and need a short-term activity until the pending activity begins. For example, a participant who is attending a Self Initiated Plan (SIP) program and there is a break between quarters/semesters, will need a short-term activity to meet the work participation requirements until the school program resumes (bridging).

RESCARE ACADEMY SERVICES

ResCare Academy courses can be categorized as either Life Skills Training or Job Skills Training directly related to employment and some can be categorized as both. Refer to ResCare Academy Approved Coursework Topics (Attachment 1).
ResCare Academy courses for Life Skills:
The courses that meet the criteria for the Life Skills activity will be included in the existing curriculum offered in the current Life Skills activity provided by RWS. At the request of the ISW/CM, courses can be selected by the ISW/CM and participant based on the needs of the participant.
The Life Skills activity counts towards the time limits for WTW Job Search and Job Readiness Assistance (JSR) activity and is subject to the following requirements:

- Limited to 4 weeks and may be extended up to a maximum of 6 weeks in a 12 month period with no more than 4 consecutive weeks. (A week is seven consecutive days).
- Can be a pre or post assessment activity.
- Is counted as a Core activity. Refer to the Work Participation Hours and Activities Policy 202.

For the **Life Skills** activity, use the existing Life Skills component in CalWIN Employment Services.
Job Skills ResCare Academy:
Job Skills Training directly related to employment may include customized or general training to prepare an individual for employment such as literacy, and language instruction and other enhanced job skills education required by an employer. Job Skills ResCare Academy is a Non-Core post assessment activity. Refer to the Work Participation Hours and Activities Policy 202.
For the Job Skills ResCare Academy activity, use the new **Job Skills ResCare Academy** component in CalWIN Employment Services.

THE ISW/CM RESPONSIBILITIES

The ISW/CM will determine the appropriate activity either Life Skills or Job Skills Training directly related to employment and identify the appropriate ResCare Academy Categories by:

1. Explaining the benefits of the ResCare Academy activity to the participant and ensure the participant understands that courses are web based and require access to a computer and internet access.
2. Reviewing the Vocational Assessment if available.
3. Discussing the available ResCare Academy Categories based on the participants experience and interests.
4. Complete the Referral for Job Services/Supportive Services (Attachment 2) and note the number of hours required and length of the activity, and send via e-mail to RWS. Provide a copy of the Vocational Assessment if appropriate.

Note: If the participant has an e-mail address please include this in the referral.

1. Review and respond to the participant's supportive services needs. (See policies 301 Childcare, 310 Transportation, and 315 Ancillary).

Note: Ancillary payments for computers or internet service are not allowed.

1. Complete a new WTW 2 Welfare-to-Work Plan Activity Assignment (Attachment 3) to include the current activities and to add the new activity as Life Skills or Job Skills ResCare Academy and the number of hours of participation.
2. Complete CalWIN entries to schedule the activities as **LIFE SKILLS** or **JOB SKILLS RESCARE ACADEMY** as appropriate and complete CalWIN Case Comments.
3. Coordinate with RWS for the participant's attendance and progress.
4. Ensure compliance with these activities as well as any other WTW activity in the WTW plan.

RWS RESPONSIBILITIES

RWS will work together with the ISW/CM to determine the coursework under the ResCare Academy Approved Coursework Topics identified by the ISW/CM and participant.

1. Contact the participant to provide them with the ResCare Academy user guide and schedule a one-on-one, group or telephone ResCare Orientation.
2. Assign coursework within the Categories identified by the ISW/CM and participant and discuss on-line access to coursework.
3. Monitor the participant's attendance and progress and narrate in CalWIN Case Comments.
4. Submit the Participant Attendance Outcome (PAO) report to the ISW/CM within 3 business days of completion of the activity.

ATTACHMENTS

Attachment 1- ResCare Academy Approved Coursework Topics
Attachment 2- Referral for Job Services/Supportive Services
Attachment 3-WTW 2 Welfare-to-Work Plan Activity Assignment

REFERENCES

Policy 202 Work Participation Hours and Activities

Policy 204 Job Search and Job Readiness Assistance (JSR)

Policy 211 Welfare to Work (WTW) Plan

Policy 301 Child Care Eligibility and Application Process
Policy 310 Transportation Payments
Policy 315 Ancillary Supportive Services

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