SSA Intranet

Self Initiated Program (SIP) Number: 220

Approved: ***Working Draft*** Revised 5/01/09

PURPOSE

The purpose of this procedure is to provide guidelines to be used when approving and monitoring Welfare-To-Work (WTW) participants into a Self Initiated Program (SIP) WTW activity.

APPROVAL CRITERIA

Any student who at the time he/she is required to participate in WTW activities AND prior to the Appraisal process is already enrolled in an undergraduate degree or certificate program that leads to employment, may continue in that program for up to 60 months of cash aid eligibility if:

1. The County determines that continuing in the program is likely to lead to self-supporting employment for that recipient in a demand occupation in the local labor market.
2. The participant continues to make satisfactory progress in the program as determined per Satisfactory Progress Policy 208.
3. The SIP is approved and agreed to as the WTW plan.

VOLUNTEERS

An exempt individual may volunteer to participate and be approved as a SIP as long as they were enrolled in their educational program prior to the Appraisal process, and all of the above conditions are met.

- Volunteers are eligible to receive Supportive Services but do not have a minimum participation hour requirement.
- Volunteers must comply with all other program regulations and make satisfactory progress.
- Failure to make satisfactory progress may result in placement in a new WTW activity but cannot result in financial sanction.

SIP COMPARED TO VOCATIONAL TRAINING

A SIP is a participant who self-enrolled in an approvable educational program prior to their WTW Appraisal date.

A Vocational Training participant is one who has completed the WTW flow of activities, completed an Assessment and has been referred to training by the County Case Manager based on the results of that assessment report.

APPROVED LIST OF SCHOOLS AND PROGRAMS

SIP programs and the educational provider must be approved by Program before the participant's SIP goal can be approved if it is not included on the Orange County List of Approved Educational Providers and Programs CW Policy 221. Since it is not possible to list every educational program available, similar occupational areas not listed will need to be considered. Contact your Educational Liaison or Program for case specific questions.

CW Policy 221, Orange County List of Approved Educational Providers and Programs, Attachments A, B and C, contains most of the approved schools and programs offered by Local Colleges, ROPs and Adult Education sites.

Private schools, already evaluated by Program for approval, have also been entered as educational providers. If the school/program is found either in CW Policy 221-A, B, or C, or on CalWIN as a provider, then the SIP may be approved. As this is an evolving process some schools and programs may need to be approved or added to the CalWIN database. You may search for an existing provider to see if it is already entered in CalWIN.

ADDING SCHOOLS OR PROGRAMS NOT ON APPROVED LIST

If the participant's choice of school/program is not in CW Policy 221-A, B, or C, or already entered in CalWIN, then through chain of command, WTW Program should be contacted to see if the school/program has been added since the lists in CW Policy 221-A, B, or C, was published.

In discussions with the participant the Case Manager (CM) will need to determine if the education plan selected by the participant could lead to employment in a demand occupation in the local labor market.

An employer's statement promising a job to the participant in that occupation when the participant completes their educational program may be used to verify a local labor market. If this is not an option, then the CM will need to use documentation obtained from the Internet. One site available for this documentation is EDD's web site: http://www.labormarketinfo.edd.ca.gov/. Direct questions to Program via chain of command.

Once the local labor market demand documentation is on file in the WTW case and narrated on CalWIN, the CM completes Attachment B – CalWIN Provider Request This form is sent to Program via chain of command for evaluation and approval of the school before adding it to CalWIN.

FOUR-YEAR COLLEGES/ UNIVERSITIES

PRIVATE SCHOOLS

Students may start their SIP 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 WTW 2 Plan and follows the same basic career goal. However, once the original approved program goal has been obtained, the SIP has ended and further educational activities would need to be pursued independently and would not be a part of the approved WTW Plan.

Note: "Independently" means this is not a part of the approved WTW plan and the hours spent in school would not be used to meet their WTW 32 hours of participation.

• The student is allowed to remain in school for the entire 60 months on aid only if it has been approved as part of the original WTW Plan goal.

• Students cannot decide to pursue related education at an advanced level simply because they have time remaining in CalWORKs and have completed their original goal.

• Contact Program regarding specific case situations in this area.

• The participant may "volunteer" to add additional educational hours beyond their approved 32 hours on their WTW plan. Supportive Services may not be available for activities not required as part of the WTW Plan.

• As voluntary additional hours, the participant may also remove these hours at any time.

Participants intending to graduate from a four-year college or university might have a generic major (example: Liberal Arts) during the first year or two of school.

• Although this is not a job-related certificate program, it could be considered a SIP depending on the degree goal and the local labor market demand for their occupational goal with a four-year degree.

• Check with Program via chain of command for evaluation of non-designated majors.

SIP participants are allowed to be enrolled at an approvable private educational providers program however the County does not pay tuition at such schools.

PRE-SIP

Pre-SIP is a case status used by the Initial Service Workers (ISW) when they identify a case that is most likely going to be approved as a SIP because the participant has indicated they are currently enrolled in an education program. It also allows the participant to receive necessary supportive services while final approval and documentation is pending. Most Pre-SIP cases are approved as a SIP. The ISW should obtain proof of school enrollment, registration or a class schedule prior to transferring the Pre SIP case.

• Pre-SIP cases are assigned immediately to a Case Manager for further evaluation and final SIP approval.

• Some Supportive Services may be provided if certain conditions are met. Please refer to Policy 315 Ancillary Payments for specific details and requirements to issue supportive services to a Pre-SIP case.

• In no instance is a participant eligible for supportive services prior to the approval of their cash aid.

• If the Pre-SIP case is denied SIP status, the participant may finish the current semester before being assigned to a different WTW activity.

• After a Pre-SIP case is denied the participant must return to the regular WTW activities flow unless they have changed to an approvable program that begins the next semester.

CGSA

WELFARE-TO-WORK PLAN

Participation in a SIP must be reflected in the WTW Plan. Refer to the WTW Plan Resource Guide for information on setting up the plan in CalWIN .Since many SIP clients may not have 32 hours of education to meet the participation requirements, the WTW Plan must include other concurrent activities.

• The CM must assist the participant to identify other activities as appropriate. It is important to remember that “Parenting Students” often face additional barriers in meeting their participation hours and the CM should be sensitive to this fact.

• At the time of SIP approval, the CM and participant may want to look at the school’s web site to determine the length and dates of school break periods.

• If the school break is longer than one week, then appropriate WTW activities need to be included in the WTW Plan to cover the school break. The break activities should be clear enough so the participant knows what is expected of them during this time.

• The SIP completion goal should be clearly indicated on the plan. The activity should not simply be listed as “school”. It should reflect the intended employment goal of the program and be as specific as possible.” Working with children” or “Working with computers” for example is not an acceptable goal of the plan as it is not job specific.

Note: If the participant’s current program does not meet SIP approval criteria, the WTW2 must show the specific date on which the current semester or quarter will end. This will be the end of the participant’s SIP unless they have transferred to an approved program, at which time a new WTW2 must be completed reflecting the program’s goals and time frame.

SIGNING AN UPDATED WTW PLAN EACH SEMESTER

Prior to the start of each new school semester, the participant will need to meet with the CM to sign an updated WTW Plan. CDSS has clarified that any change in activity requires signing a new WTW Plan. A new semester class schedule is considered a change in class activity. The new WTW Plan will just reflect the change of the new semester dates and class schedule. The final goal will remain unchanged. The purpose is to ensure that the student remains on track with their goal to self-sufficiency and provides staff with the opportunity to discuss successes or concerns with the education plan and goals. Failure or refusal of the student to sign a new WTW Plan each semester would be reason to initiate non-compliance action. This policy applies to the summer and other intercessions as well.

• School staff does NOT need to sign a new referral form (41-05).

• The student’s class schedule is sufficient documentation. Concerns that arise regarding this policy may be addressed to Program with case information via chain of command.

• CM’s may need to meet with the student on campus to sign the plan if an office appointment is not feasible or timely so as not to interrupt participation.

• The participant should not have their activity delayed or interrupted because the new plan has not been signed. However, the new plan needs to be completed as close to the start of the new semester as possible.

• College CalWORKs counselors are aware of this requirement.

SELECTION OF ALLOWED CLASSES

The CM should consult with the designated CalWORKs Counselor at the educational provider to determine if work-study, internships, or other approved activities are available.

• Classes required to meet a programs General Education requirement are allowed. These classes may be outside the primary area of study for the SIP goal.

• Elective classes are allowed. These may also be outside the primary area of study for the SIP goal, and should be reasonable in terms of supportive service requests for supplies. Refer to the Supportive Service Ancillary Policy.

The college CalWORKs counselors are trained to advise the students on what classes are best for their goal and schedules. Areas of concern should be communicated to the Educational Liaison in the Regional Office and sent to Program if necessary.

ON-LINE CLASSES AND DISTANCE LEARNING

On-line and Distance Learning classes are now offered at many local colleges and can be approved if the school has a process in place that meets the participation verification requirements.
If the specific school and general program is on the list in CW Policy 221- A, B, or C, then the on-line class may be used as part of the SIP course work. Supportive Services are available for participants in approved on-line or Distance Learning classes.
As distance learning is available from sources other than our local community colleges, there is not a specific form available at this time to report attendance. Each school may use a different process for monitoring but it should reasonably verify the participant's hours spent on-line and be signed by the provider. Time spent in training 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 they will provide to the County, a monthly report that the provider will sign verifying attendance and participation in the required hours.
- If the program cannot be monitored as required it is not meeting participation requirements.
- Please contact Program, via chain of command, if there is any question regarding the on-line class or the school's verification process.

Note: As it is the participant's choice to select an on-line class, WTW Ancillary Supportive Services would not cover the expense of purchasing a PC or Internet Services for the participant's use in this learning format. Contact Program with specific questions if necessary.

TELECOURSES

If the specific school and program is listed in CW Policy 221- A, B, or C, 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.

- Please contact Program, via chain of command, if there is any question regarding all other telecourse offerings at the school.

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

RECIPIENTS WITH FOUR-YEAR COLLEGE DEGREES

Any individual who possesses a four-year baccalaureate degree of any kind will not be eligible to participate in a SIP unless the individual is pursuing a California regular classroom teaching credential in a College or University with an approved teacher credential program. This includes Bachelors Degrees obtained from schools outside the USA.

EVALUATE AVAILABILITY OF EDUCATIONAL LOANS AND GRANTS

When the CM asks the participant if they have any educational loans or grants, the Student Financial Aid Statement Welfare To Work Supportive Services, WTW8 form is required and will be reviewed and completed by the participant and kept in the WTW case file .
The participant has the option to decline the use of educational loans or grants to pay for supportive services available to them through WTW, including textbooks.

- In CalWIN the Collect Student Detail Financial Aid window must be completed to record information.
- A new WTW8 is not needed at the beginning of each school term. Only if there was a change on the participant's decision would a new WTW8 need to be completed.
- After completion of the WTW8, narrate in CalWIN.

OCSSA

PARTICIPATION HOURS REQUIREMENT

Always follow the participation guidelines set up in Policy 202 Work Participation Hours and Activities. A participant in an approved SIP must participate 32 hours per week in allowable hours. "Allowable" hours include:

• Classroom time
• On-Campus monitored non-credit Study Lab time
• Laboratory time, as required by the instructor
• Internship time
• Work Study
• Other currently approved WTW activities

Non-education related activities may be scheduled however they are not allowed if they would interfere with the SIP activity and the participant's educational plan.

All SIP clients must participate the full 32 hours regardless of household composition. The only exception is when the participant is an exempt volunteer. Refer to Policy 202 Work Participation Hours and Activities.

Concurrent Activities: If the hours are insufficient to meet the 32-hour requirement, the participant must be assigned concurrently in other allowable WTW activities.

• Based on the participant's need, this could also include English as a Second Language (ESL), Adult Basic Education, GED, or other approved WTW activities.
• The WTW plan would need to reflect the mutually agreed upon concurrent activities.

Two-Parent Families - If both mandatory participants in a two-parent household are in a SIP, **EACH person** needs to participate 32 hours. They cannot split the hours as in other situations.

• The total hours of participation for this two parent SIP household would then be 64 hours. The only exception is if one of the participants is an exempt volunteer.
• Volunteers do not have a minimum hour requirement.

USE OF JSR

SIP participants may be required to enroll in Job Services (JSR) if their SIP activities do not meet required participation hours. This would most often apply during break periods from school. However, recipients must be informed that they are not required to accept any job that would interfere with the hours of the approved SIP. The 6 week maximum per year participation limit for JSR still applies.

SUPERVISED STUDY TIME LABS

On-campus structured study lab time is part of the SIP WTW activity that counts toward meeting the 32-hour requirement. These supervised labs may also be referred to by other names such as Learning Skills Classes or Student Success Centers at some of the colleges.

• The labs are almost always non-credit classes.
• The professional college counselor is allowed to determine the appropriate amount of hours to schedule the student in the study lab. The hours should be reasonable in relation to the number of and difficulty level of the classes scheduled. The CM should work with the school counselor if there are concerns about the amount of study time recommended. Contact the regional Educational Liaison or Program for questions with the amount of study time to approve.
• Total study time should not exceed the hours required or advised by the educational program
• Only **on campus** based study time labs are currently approved to count toward the minimum hour requirement.
• The labs must be monitored for attendance. A separate study lab attendance report, time sheet or other documented proof of attendance from the school and signed by the individual verifying the hours must be sent monthly with the 41-06 Attendance/Progress Report form to verify the attendance.
• Material fees to use the lab if required may be an approvable ancillary supportive service.
• Contact Program via chain of command for situations requiring clarification.

The approved use of supervised study lab time on campus should make scheduling the full 32 hours for an educational student easier. The labs can be used in conjunction with other approved WTW activities such as Work Study, Internships and employment. Use of the study lab will provide the participant with the tools and opportunity to succeed in their educational plan.

OESSA

CORE AND NON-CORE ACTIVITY IMPACT ON SIP'S

SIP participants are exempt from the core and non-core activity requirement. Therefore, the 20-hour core activities participation requirement and the 12-month limit that applies to vocational education and training do not apply to individuals who are enrolled in a SIP. While these individuals do not have to participate in 20 hours of core WTW activities, if the total of their classroom, laboratory, and internship hours do not equal at least 32 hours per week, they must participate in concurrent WTW activities to fulfill the balance of their work participation requirement.

SPECIAL CLASSES AND LEARNING DISABILTY

The hours spent in special classes or tutorials determined to be necessary by the educational institution to mitigate barriers to educational success for SIP participants identified as having learning disabilities may be counted towards the 32-hour requirement. A letter from the educational provider must be on file. Refer to Policy 210A, Learning Disability Evaluation.
When a SIP needs to be tested for a learning disability issue related to their education plan, it is expected that the college will complete the testing. (Refer to Policy 210A, Learning Disability Evaluation.)

SCHOOL BREAKS

During breaks of **one week or less** the recipient's WTW activity that would normally be scheduled counts as participation. If the break is **longer than one week**, the 32-hour rule will apply.

- The CM should anticipate helping the participant maintain the participation rate during this time by advising the participant of activity options at the time the SIP is approved.
- This mutual decision should be reflected on the WTW plan and in the case narrative.

DISCUSSING SATISFACTORY PROGRESS EXPECTATION

When setting up a SIP WTW Plan it is most important to advise the participant of Policy 208 Satisfactory Progress. Have the participant sign the agreement of understanding per the policy using form F063- 41-202 Academic and Progress Expectations. This policy was developed with and agreed to by the community college representatives in Orange County and follows their own academic standards. Give the participant a copy of the signed form and file a copy.

MONITORING REQUIREMENTS

The CM is to complete a WTW Education/Training Referral form to notify the community college or other provider that attendance and progress reporting is required.

- The preferred form is the Educational Referral F063-41-05 previously used for making referrals and a hard copy may still be sent to the school for referrals using shelf -stock.
- Local Community College staff is most familiar with this form and it is more specific to our program needs.

ATTENDANCE REPORTING

Monthly attendance reports are required. It is the participant's responsibility to have the report in monthly and timely to the Case Manager. The school counselor can assist, but they are not held responsible for delays or failure to report by the participant.
The F063-41-06 Attendance/Progress Report form may be used from shelf-stock. Self-reporting by the participant is still acceptable for monthly reporting if the provider will not complete the attendance report. Completed reports are due by the 10th calendar day of each month. If the student is attending study labs, the school must provide an attendance sheet or other verification each month to document those hours.

- Use CalWIN Display Student Summary and Collect Student Detail/Attendance to record information.
- The Participation Tracking Resource Guide may be used to monitor attendance in CalWIN.

PROGRESS AND GRADE REPORTING

Participants must submit school documentation, such as 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 quarter.
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. Receipt of documents can be entered into CalWIN. See Resource Guide - Record Receipt of Documents and Print Receipt

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WORKING WITH COLLEGE COUNSELORS AND OTHER EDUCATION PARTNERS

SSA staff working with a participant in an educational training activity must maintain professional and regular communication with the CalWORKs counselors at the schools. Orange County Community Colleges and Regional Occupation Center Providers (ROCP's) receive funding from the State to provide professional counselors that are trained to assist students who are in the CalWORKs program. These counselors follow guidelines given to them by the State Chancellor's Office.

• Counselors receive training about State, Federal and County regulations within CalWORKs.
• In some cases they may be authorized to act on behalf of the student as an Authorized Representative (AR) with student approval. Our process allows an AR to act on behalf of the participant. They also may advocate on behalf of the student and are allowed to do so if the action is reasonable and not disruptive to operations and the case management process.
• Counselors also review specific policy issues and act on the advice of their own legal counsel. This may include representing a student and speaking about their situation with the judge during a Fair Hearing.
• Developing a professional, respectful and open communication is important to guarantee the success of the SIP participant and create a working relationship of mutual intent that will assist the client/student into self-sufficiency.
• At no time however, should the actions of a school CalWORKs counselor interfere with SSA staff or their ability to follow and administer regulations and policy as required by law.
• Problems should be documented and reported immediately to the Supervisor/SSA Regional Educational Liaison (see below for more information) who should follow chain of command and advise Program as soon as possible.

SSA REGIONAL EDUCATIONAL LIAISONS

• Each Regional Office has selected a primary and back-up Educational Liaison to work with the CM, the providers, college counselors, and assist with SIP related case questions. Their main goal is to work with the educational provider and CalWORKs staff to handle difficult or unusual case situations with educational and supportive service related issues.
• The liaison may contact various staff for specific information related to a SIP case.
• Please provide the liaisons with any assistance requested whenever possible.
• Contact your Supervisor or Program for the most current liaison contact list.

ENTERING SCHOOL INFORMATION IN CALWIN

The CM is not able to enter information in the Case Data Collection subsystem in CalWIN as it may impact eligibility to benefits. This may apply to employment information, work-study income and financial aid information. The OSW and ISW workers can do this since entries can affect eligibility to benefits in CalWIN. The CM will send SIP case information about the client via the F063-41-211 Employment Services Communication Form to the ISW/OSW. This form is used similar to the prior 41-70 worker communication form.

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SUMMARY OF SIP APPROVAL PROCESS

1. Evaluate case for Pre-SIP status if appropriate in Initial Services.
2. Complete the WTW2 Welfare-To-Work Plan Activity Assignment.
3. Evaluate the availability of educational loans and grants. Complete and have the participant sign the WTW 8 form. Send a copy to OSW and file one copy in the WTW case. Narrate in CalWIN.
4. Discuss supportive services, provide required informing notices and evaluate the need for childcare, transportation and ancillary services. The reimbursement should be provided without delay with proper verifications per the Ancillary Policy 315.
5. **Approve ancillary funds for books timely, as students generally cannot begin classes without required books or supplies each semester**. SIP participants always need supportive service assistance at the start of a new semester. This is usually August and January. (See Policy 315 Ancillary Payments Policy 310 Transportation Payments and/or Policy 301 Childcare Eligibility– for more information).

• Availability of Supportive Services should not become a participation barrier to someone in an approved SIP.

1. Discuss attendance reporting with the participant, WTW Attendance/Progress Report form F063-41-06 from shelf- stock may continue to be used.
2. Discuss grade reports with the participant and Policy 208 Satisfactory Progress.

• Sign the Satisfactory Progress Agreement 41-202 form and ensure the participant understands the requirements. It is recommended this be narrated in case comments.

• The participant will be required to provide copies of grade reports at least quarterly.

• If the program is scheduled to last for less than three months, then grade reports need to be provided at the program's midpoint.

• Failure to progress per Policy 208 Satisfactory Progress may result in SIP denial and scheduling of a different WTW activity.

1. Complete all appropriate entries:

• Schedule the SIP. Refer to CalWIN Resource Guide Client Referral to Service Provider.

• Send Form FO63-42-211E Employment Services Communication to the OSW/ISW with a copy of the WTW2 plan.

1. Complete narration. Refer to CalWIN Resource Guide Narratives-Case Comments.
2. Complete CalWIN SIP entries as directed in Resource Guide WTW Plan.

CASE BY CASE ISSUES AND QUESTIONS

Due to the variation in educational programs and educational providers, as well as the different needs of our participants, there may be situations that require individual evaluation for SIP participants. CM's should work with their Supervisors and the Regional Educational Liaisons when questions arise that are not spelled out in policy. Contact Program through the appropriate chain of command for case by case issues that need further clarification or evaluation.

SIP INTERRUPTION

If SIP participation is interrupted for an exemption or good cause issue, participation may be resumed in the original approved SIP if all the following conditions are met. The 60-month clock will stop during this time for specified reasons.

1. Good cause criteria are met. Refer to Policy 240, Good Cause-Sanction for a list of acceptable reasons.
2. Participant was in good standing at the time of interruption.
3. Participant continues to meet the SIP approval criteria.
4. A sanctioned participant may resume the SIP if the sanction is cured assuming they have maintained good standing in their SIP prior to and during the sanction period. Narrate the reason for the SIP interruption in case comments.

The program completion date may need to be revised on the original approve WTW Plan to allow for the time of absence. This should account for the time of the absence.

BREAK IN AID AND SIP APPROVALS

Any approved WTW case that subsequently closes will not be eligible to be considered a SIP upon reapplication. The initial application is the opportunity to be evaluated as a SIP case. All subsequent case approvals are considered re-applications and therefore the participant would not be enrolled in school prior to the initial required Appraisal.

The exception to this policy applies if the case has been closed over 12 consecutive months. If upon reapplication the participants situation has changed significantly, they may return to the start of the WTW process and be evaluated for approval of a SIP if they are enrolled in an approvable program prior to the Appraisal.

Specific case issues in this area are uncommon and may be directed to Program for clarification.

DENIAL OF A SIP

When SIP approval criteria are not met issue denial Client Correspondence from CalWIN WTW SIP DENIAL-INITIAL NOA-623. If the participant's current program is not on the approvable training list and the participant fails to select an acceptable course of study the SIP may be terminated. The participant must be assigned to another approved WTW activity.
Note: Recipients in non-approvable SIP's must be given the opportunity to continue their educational program until the end of the current quarter or semester before terminating the SIP and returning to the WTW flow of activity.
Narrate the denial reason in CalWIN case comments.

COMPLETION OF THE SIP GOAL

After the educational training program goal has been completed, the participant returns to the regular flow of WTW activities. The SIP is completed when the WTW 2 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 60 month time limit.

- After completion the participant will usually be assigned to Job Services if they have not completed 6 weeks of JSR within the last 12 months.
- If not full time employed, the participant is referred to Assessment.
- CalWIN should be updated to show the SIP training is completed.
- Upon Graduation, the CM should make an effort to acknowledge the participants accomplishment.

REFERENCES

EAS 42-711.54; ACL 98-41; ACL 99-32; ACL 99-38; ACL04-41; SB1104; ACIN 1-84-06
Policy 202, Work Participation Hours and Activities
Policy 208 Satisfactory Progress
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
Policy 221-C, Orange County List of Approved Educational Providers
Policy 240,Good Cause/Compliance/Sanction
Policy 307,Child Care Payments
Policy 310, Transportation Payments
Policy 315,Ancillary Payments

ATTACHMENT

Attachment B - CalWIN Provider Request To Add A School F063-41-186

FORMS

Student Financial Aid Statement Welfare To Work Supportive Services, WTW8
WTW 2 Welfare-To-Work Plan Activity Assignment.
F063-41-05 Welfare-To-Work Referral for Education/Training.
F063-41-202 Agreement to Satisfactory Progress
F063-41-06 Monthly WTW Attendance/Progress Report
Employment Services Communication Document F063-41-211

RESOURCE GUIDES

Resource Guide - Record Receipt of Documents and Print Receipt
CalWIN Resource Guide Client Referral to Service Provider
CalWIN Resource Guide Narratives-Case Comments
Resource Guide WTW Plan
Participation Tracking RG

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