PURPOSE

The Vocational Education and Training activity provides short-term employment focused training programs to participants that will lead to self-sufficiency and entry-level employment -ideally; short term would be six to twelve months however, training is allowed beyond twelve months. Vocational Education and Training is an allowable Welfare-to-Work (WTW) activity.

• **Vocational Training and Education Core (VTC)**: The first 12 months of participation in vocational or educational training are counted as a core activity and are 12 month life-time limited.

• **Vocational Training and Education (VTR)**: After completion of the 12 month life-time limit of participation in vocational or educational training hours, any additional approved vocational training is counted as a non-core activity. The participant is required to complete an additional 20 hours in a core activity in order to meet the 32/35 hour requirement.

VTC / VTR AND SIP DIFFERENCE

VTC/VTR is assigned after a participant has completed the other steps in the WTW flow of activities and has been evaluated through a formal vocational assessment per Assessment Policy 210. This post-assessment activity differs from a Self-Initiated Plan (SIP) participant because a SIP is already enrolled in an approved school and program prior to their WTW Appraisal, refer to SIP Policy 220. For VTC/VTR the Case Manager (CM) works with the participant utilizing the results of the Assessment Report. They mutually develop the WTW Plan referring the participant to an appropriate training program and service provider.

GENERAL POLICY AND PROVIDERS

VTC/VTR programs include, but are not limited to, those offered primarily by the Community Colleges and also 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 and ESL to help meet the 32/35-hour weekly participation rate.

ROP PROVIDERS

Due to limited funding the Regional Occupation Program (ROP) may no longer serve CalWORKs participants for Vocational Training without charging tuition. The County does NOT pay tuition as a Supportive Service. ROP still offers and provides English as a Second Language (ESL) and high school GED programs and our participants may be referred to them in addition to other training provided by the school if necessary.

OCSSA

CORE AND NON-CORE ACTIVITY

WTW activities are identified as either core or non-core activities. This impacts the way vocational training hours are used to meet the 32/35 hour participation rate.

• Core WTW activities are employment based and include employment, **vocational training that is employment focused**, work experience, community service, and job search.

• Non-Core WTW activities are based on education and self-improvement and include job skills training, education, on campus study skills lab, and counseling and treatment services.

Refer to Policy 202 “Work Participation Hours” for a list of approved core and non-core activities and scheduling guidelines.

TIME LIMITS

Participants should be assigned to programs that can be completed within 12 months to the extent possible. WTW Plans should emphasize short-term certificate training programs (i.e., three to six months) leading to entry-level employment. However, vocational training may be extended beyond the 12 months and the activity will be VTR non–core. This means only 12 hours per week may be allowed for education and training. Twenty additional hours need to be in a core activity to continue to meet the 32-35 hour requirement. The Activity assignment should be changed from VTC to VTR.

When VTC/VTR is part of a participant’s WTW Plan, the CM is responsible for the following:

• Explain vocational training is considered a core activity (VTC) for only the first 12 months. After exhausting the 12 month life-time limit of VTC, the participant may continue in their training if necessary and as long as they are making satisfactory progress. The activity will be changed to VTR and will be considered a non-core activity allowing the participant to use 12 hours per week in VTR activity. The remaining 20 hours must be assigned in a core activity.

• Assist the participant in overcoming barriers to employment.

• Maintain all CalWIN entries current and accurate.

• Monitor participant’s progress and attendance.

EXCEPTION TO THE 12-MONTH TIME-LIMIT COUNT

A month in which the individual participates at least an average of 20 hours per week in approved core activities **will not be counted** toward the 12-month life-time limit of vocational education as a core activity.

For example: If the participant is employed part time 22 hours per week which is considered a core activity, the month would not count toward the 12 month life-time limit of VTC. The remaining time would also be allowed as VTC. Contact the Regional Educational Liaisons and Program via chain of command for clarifications on this regulation.

ALLOWABLE STUDY TIME

On campus supervised study lab time is an approved WTW activity that counts toward meeting the 32/35 hour participation requirement. These labs may also be referred to as Learning Skills Classes or Student Success Centers by the training provider.

• Only **on campus** based study lab time is allowable.

• Study Labs are generally non-credit sessions or classes.

• In VTC/VTR, non-credit study labs will count as a non-core activity. If class credit is received for a study lab, it may be counted as a core activity.

• The ROP or college counselor may determine the appropriate amount of hours to schedule the student in the study lab. The hours should be reasonable in relation to the number and difficulty level of the classes scheduled. Contact the regional Educational Liaison for issues of concern.

• The labs are monitored for attendance. A separate study lab attendance report will be sent by the training provider monthly with the 41-06 Progress Report form to verify attendance hours.

• Material fees to use the lab are an approvable ancillary supportive service.

• Contact Program via chain of command for situations requiring clarification.

The use of study lab time on campus should make scheduling the full 32/35 hours for an educational student easier. The Study Labs can be used in conjunction with other approved WTW activities such as Work Study and Employment. Use of the study lab will provide the participant with the tools and opportunity to succeed in their educational plan.

REFERRAL PROCESS

The CM will refer and recommend Vocational Training as an activity if appropriate after the participant attends and completes the vocational assessment process, refer to Policy 210 Vocational Assessment. The Assessment Report recommends whether the participant will benefit from assignment to vocational training. The report identifies two or three areas of strong interest where the participant will be successful in a specific training field to obtain employment. The CM should engage the participant in a strength based discussion of the assessment results for the specific training that is mutually agreed upon.

NOTE: Some schools may request a copy of the actual assessment report to assist them in placing the participant. SSA will not automatically provide the report to a school due to confidentiality concerns. The report may be shared upon request. Contact your Regional Educational Liaison if you receive a request from a school for the report.

Additionally, the CM should do the following:

1. Determine availability and location of the appropriate Vocational Training site and confer with the participant. The participant and CM should agree upon the exact provider location. CalWORKs does not make referrals to private training programs that charge tuition. Tuition is not a covered expense by ancillary supportive services.

• For a partial listing of vocational training programs offered by Orange County Community Colleges see Procedure 221 A and Procedure 221 C.

• Other program resource information includes school catalogs, class schedules and classroom training information from the community colleges .The Regional Office resource room also contains education information.

• Complete the Welfare-To-Work Plan Activity Assignment (WTW2) with the participant. Once the education provider is decided upon, the CM may call their office to set up an appointment for the participant's referral.

• Complete the WTW Referral or Education/Training (F063-41-05) and attach a copy of the WTW2. Scan a copy of the referral form in the WTW case, give one to the participant to take with them to the school, and mail a copy to the Vocational Training Provider.

• Schedule the activity in CalWIN and complete the Vocational Training Provider Screens form the drop down menu. Add case comments as appropriate.

• Assign the activity on CalWIN to "Vocational Training Core" (VTC) for the first 12 months, as it is considered a Core activity. Since the 12 month limit is lifetime, make sure the participant did not use any months in a prior VTC activity.

• Establish a tickler or reminder to monitor the training as it nears the 12th month limit as a core activity.

• After 12 months as a core activity, re-assign on CalWIN as "Vocational Education and Training"(VTR) to indicate it is now counted as a non-core activity for 12 hours per week in education/ training.

• Assign 20 hours of other approved core WTW activities.

Exception: If the participant is an exempt volunteer they are not required to participate a minimum number of weekly hours.

Only up to 12 hours of participation may count toward the education non-core activity. Any additional hours would need to be in a core activity.

ENTERING FINACIAL INFORMATION IN CALWIN

The CM will not be able to enter some information in CalWIN as it is contained in the Case Data Collection subsystem. This would apply to areas such as employment information, work-study income and financial aid information. Only the OSW and ISW workers can do this since entries can affect the grant and EDBC in CalWIN. The CM will need to send case information regarding the client via the Employment Services Communication Form F063-41-211.

PARTICIPATION

Review with the participant the 32/35-hour weekly WTW participation requirement. If the training does not meet this standard then other approved WTW activities must be concurrent with the vocational training.

Refer to Procedure 202 "Work Participation Hours" for a list of approved core and non-core activities.

PROGRESS EXPECTATION AGREEMENT

Inform the participant that satisfactory progress and attendance will be required in order to continue in the program. Complete and obtain the participants signature on the Academic Progress Expectations Form F063-41-202. Scan a copy and give one to the participant.

SUPPORTIVE SERVICES

Review and respond to the participant's Supportive Service needs. Refer to Policy 302 Child Care, Policy 310 Transportation and Policy 315 Ancillary.

SCHOOL BREAK PERIODS

During periods of school breaks of more than one week, the participant is still required to meet the 32/35-hour per week participation rate in an approved activity. The CM, with the participant, needs to arrange other bridging activities **prior** to the anticipated school break to ensure participation hours are maintained. This should be included as part of the Welfare -To-Work Plan (WTW 2).

ATTENDANCE MONITORING AND PROGRESS EVALUATION REQUIREMENTS

Attendance Reports
The participant is responsible for submitting the completed Monthly attendance reports, F063-41-06 no later than the 10th calendar day of each month. While the educational provider may assist with verifications, it is not their responsibility to submit the report. Attendance must be tracked and narrated on CalWIN by the CM to verify hours of participation.

Progress Reports
The school determines if the participant is making satisfactory progress according to their defined standards. Refer to Policy 208 Satisfactory Progress for guidelines. Progress is documented on the monthly attendance reports, F063-41-06 due by the 10th calendar day of each month. In addition, the participant will provide grade reports as received quarterly or each semester.

- If the participant fails to enroll, attend, participate or complete the training program, the CM must begin the Good Cause-sanction process (see Procedure 240 Good Cause-Sanction)
- The participant and CM may agree to assign the participant into another more suitable approved WTW activity for failure to progress.

Any change in activity or training site requires the completion of a new WTW 2. This includes new classes and activities at the start of a new semester or quarter.

COMPLETION OF TRAINING

After the training program has been completed, the participant returns to the regular flow of WTW activities. Generally they will be assigned to Job Services if they have not completed JSR within the last 12 months. CalWIN should be updated to show the training is complete. If there is a graduation or recognition event, the CM should make an effort to be present and acknowledge the participants accomplishment.

ATTACHMENTS

SIP 221A Attch College Programs
SIP 221C Attch Adult Ed Programs

FORMS

WTW2 Welfare-To-Work Plan Activity Assignment
F063-41-05 Welfare-To-Work Referral for Education/Training.
F063-41-06 Welfare-To-Work Attendance/Progress Report.
Satisfactory Progress Form 41-202

REFERENCES

ACL-04-41; ACIN1-84-06; ACL06-09
EAS Manual 42-701, 42-711, 42-716.
Senate Bill-1104
Policy 210 Vocational Assessment
Policy 208 Satisfactory Progress
Policy 202 Work Participation
Policy 240 Good Cause -Sanction

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