PURPOSE

The purpose of this policy is to provide information on the services to be offered by the Anaheim Workforce Investment Board (WIB) effective March 7, 2012.
The Anaheim (WIB) will provide Employment Services in the form of Vocational Training to prepare Welfare to Work (WTW) participants for employment in a specific trade, occupation, or vocation.
Anaheim WIB staff will work closely with each participant to assess needs, career goals, arrange an appropriate Vocational Training activity and ensure weekly participation of 32/35 hours per week.
The Vocational Training activities will be provided at a variety of training sites throughout Orange County. Anaheim WIB provides services in the following One Stop Center:

• **Anaheim Jobs (One Stop Center)**
290 South Anaheim Blvd., Suite 100
Anaheim, CA 92805

DESCRIPTION OF SERVICES

Vocational Training
Vocational Training is a post-assessment activity and is a temporary, transitional, and short-term educational activity varying in length, not to exceed 12-months per referral, to prepare participants for employment in a specific trade, occupation, or vocation. Vocational Training activities must be provided by vocational-technical schools, post secondary institutions or proprietary schools. Vocational Training activities will be made available to participants in areas identified as growth oriented, current or emerging occupations, meeting an unmet community need, and in high demand for new employees. Vocational Training activities shall include but not be limited to the following:

- Medical (Certified Nursing Assistant, Medical Administration)
- Hospitality Operations
- General Office/Administrative Assistant
- Receptionist
- Truck/Bus Driver
- Automotive/Smog Technician
- Heating/Air Conditioning (HVAC) technician.

*For a description of the services offered by the WIBs refer to Workforce Investment Board Services at a Glance document.

REFERRAL CRITERIA

Participants to be referred for Vocational Training activities shall meet all of the following criteria:

- Have been deemed suitable for the activity by the Initial Services Worker (ISW) or Case Manager (CM).
- Have not found unsubsidized employment sufficient to meet the minimum required hours of WTW participation.
- Reside in Orange County.
- Have completed Vocational Assessment.

Note: The ISW/CM should focus on referring participants who can have Vocational Training assigned as a core activity to be able to count the 32/35 hours as core hours. Refer to policy 202 “Work Participation Hours”

CCSA

REFERRAL PROCESS

When it is determined that the participant meets the referral criteria for Vocational Training the ISW/CM will:

• Document referral criteria in CalWIN Case Comments per the Case Comments Resource Guide

• Complete sections 1, II and III of the Referral_for_WIB_Employment_Services and send via secure email or fax to the designated CM at the One Stop Center:

Anaheim Jobs (One Stop Center)
Case Manager: Wil Camacho
Email Address: wcamacho@anaheim.net
(714) 765-4355
Fax : (714) 765-4356

• Provide a copy of the Vocational Assessment via secure email or fax to the designated Case Manager at the One Stop Center.

Note: When emailing the referral form and the Vocational Assessment Report to the Anaheim WIB's Case Manager, staff must include the word "secure" inside square brackets in the beginning of the subject line of the email: [secure]. This will ensure confidentiality for participants when sending both items via e-mail.

• Provide a copy of the referral form to the participant as a reminder

---

ISW/CM RESPONSIBILITIES

The ISW/CM is responsible for case management, and shall:

• Communicate to the participant the nature of the Vocational Training assignment.

• Develop and sign a new WTW Plan

• Initiate referral to the Vocational Training activity and work with Anaheim WIB to match the appropriateness of the assignment to the individual.

• Provide a copy of the vocational assessment report to Anaheim WIB via secure email or fax..

• Schedule the activity to Vocational Training Core or to the Vocational Training activity in CalWIN. (Refer to policy 223 Vocational Training.)

• Vocational Training Core: The first 12 months of participation in vocational training are counted as a core activity and are 12 month life-time limited.

• Vocational Training: After completion of the 12 month life-time limit of vocational training, any additional approved vocational training is counted as a non-core activity.

• Enter actual Vocational Training Core/Vocational Training attendance hours in CalWIN and monitor the participant's attendance and progress per the Participation Tracking Resource Guide.

• Ensure documentation of the participation hours are in the case file.

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

• Enter appropriate case comments in CalWIN, including supportive needs.

• Coordinate with Anaheim WIB for the participant's attendance and progress.

• Ensure compliance with the Vocational Training and any other WTW activity in the WTW Plan.

ANAHEIM WIB RESPONSIBILITIES

Anaheim WIB will:

• Receive the referral for a Vocational Training placement via email or fax.

• Obtain the vocational assessment report.

• Meet one-on-one with participants to evaluate skills and evaluate the participants for an assignment to an existing training site.

• Work with the ISW/CM in determining the appropriate Vocational Training placement.

• Provide case management, and coaching to assist the participant in obtaining and retaining employment.

OCSSA

• Assign the participant to an appropriate Vocational Training activity based on the participant's experience and interest within seven (7) business days from the date of the referral.

• Complete Section IV of the referral received for a Vocational Training placement and return to ISW/CM via secure email or fax as soon as the participant is assigned to a training site.

• Refer participants' supportive services needs, such as food, transportation, housing, legal assistance, and clothing to WTW Staff for assistance.

• Monitor the participant's attendance and progress by meeting every two (2) weeks with the participant and the training facility to discuss action steps needed to successfully complete the program.

• Report problems including attendance issues, or other inquiries about Vocational Training activities to ISW/CM within 24 hours. This will allow for quick intervention and results oriented action to address the issue with the participant.

• Report monthly attendance and progress of each participant by the tenth (10th) calendar day of the following month via the WIB_Report_Form.

WORKERS' COMPENSATION

Anaheim WIB will ensure that all the participants in Vocational Training are covered by Workers' Compensation Insurance as determined by the California Department of Social Services (CDSS).

ATTACHMENTS

202 "Work Participation Hours"
Participation Tracking Resource Guide
Case Comments Resource Guide
Referral for WIB Employment Services
223 Vocational Training
301 Childcare
310 Transportation
315 Ancillary
F063_41_188_WIB_Report_Form
Workforce Investment Board Services at a Glance

REFERENCES

Contract Agreement effective March 7, 2012 between SSA and the Anaheim Workforce Investment Board

---

OCSSA