RCA Work Registration and Employment Participation	Number: 100-I2
Approved: ***Working Draft***	Date: 04/19/2012

PURPOSE

To provide guidelines for completing Refugee Cash Assistance (RCA) employment registration, exemption and good cause determination, and the sanction process for non-cooperation.

POLICY

Each RCA applicant/recipient is required to register for employment services with a designated Refugee Employment Service Provider unless the participant is determined exempt. Failure to cooperate with registration requirements may result in denial of aid, while failure to cooperate with participation requirements may result in termination of aid.

REFUGEE EMPLOYMENT SERVICE PROVIDERS

Facilitate self-sufficiency by providing employment and training services in the following areas:

- Vocational English as a Second Language (VESL)
- Employment Services (ES), including employment preparation workshops
- Short-Term Vocational Training (VT)
- Job Retention Services

Orange County Refugee Employment Service Providers are: Access California Services (Access) and Vietnamese Community of Orange County, Inc. (VNCOC).

WORK REGISTRATION PROCESS

The Initial Services Worker (ISW) or the Zero Parent worker:

- Determines exemption from registration.
- Ensures that all non-exempt participants are registered with a Refugee Employment Service Provider.
- Reviews the RS36 Employment and Training Requirements for Refugee Cash Assistance (Attachment 1) with non-exempt participants.
- Obtains participant's signature on the RS36 and provides original to participant and maintains copy in the case file.
- Provides the Service Provider Referral/Notification Form (RS3) (Attachment 2) and the Location Form (F063-50-43) (Attachment 3) to facilitate work registration with the appropriate service provider.
- Controls for the return of the completed RS 3 form within 10 working days, verifying the participant has registered for employment services.

A non-exempt participant is required to:

- Register with a Refugee Employment Service Provider prior to approval of RCA and provide verification of work registration.
- Participate in a county approved employment activity within 30 days of receipt of RCA benefits.
- Accept referrals to employment interviews and bona fide offers of employment unless the refugee is participating in on-the-job training or vocational training as part of an approved employability plan.
- Accept employment directed services if the participant is employed 32 hours a week or less.

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WORK REGISTRATION EXEMPTIONS PROCESS

RCA Work Registration Exemptions are the same as CalWORKs (see CW policy 100-F1).
Once the participant requests an exemption from the work registration process the ISW/Zero Parent Worker requests the appropriate verification from the participant to verify the reason for exemption.

Exemption Approved:

• The ISW/Zero Parent Worker shall notify the Refugee Employment Service Provider of the exemption approval utilizing Information Transmittal RS18 (Attachment 4).

• Requests the Refugee Employment Service Provider to close the RCA Employment Services case if the exemption period exceeds the 8 months of RCA eligibility.

Exemption Denied:

• The ISW/Zero Parent Worker shall send the RS 18 to notify the Refugee Employment Service Provider of the exemption denial and to continue with the work registration process.

If the participant requests an exemption from the Refugee Employment Service Provider, the comment section of the RS3 is completed by the Refugee Employment Service Provider and a copy is sent to the assigned ISW within 10 days. Verification of the need for exemption must be attached to the RS3 if provided by the participant.

GOOD CAUSE DETERMINATION

An applicant for RCA shall not, without good cause and within 30 consecutive calendar days immediately prior to the application for assistance, have voluntarily quit employment or have refused to accept an offer of employment or employment-directed education/training.
If a recipient fails or refuses to participate in the Refugee employment services activity, a good cause determination shall be made within 10 working days. Good cause exists when:

• The employment or training was unavailable due directly to a bona fide strike or lockout; or

• The individual would be required to work for an employer contrary to the conditions of his/her existing membership in the union; or

• The employment or training site violated applicable health and safety laws and regulations; or

• The employment or training was in excess of the individual’s mental or physical capacity; or

• The daily/weekly hours of work exceed those customary to the occupation; or the individual had a definite offer of full-time employment (100 hours or more per month); or

• The individual was prevented from participating or reporting due to physical or mental incapacity; or

• The individual was ill or was required to care for an ill member of the Assistance Unit (AU) because no other care arrangements were available; or

• The employment or training violated laws and regulations pertaining to discrimination based on age, sex, race, religion, color, national origin, marital status, political affiliation, or handicap.

The ISW/Zero Parent worker shall impose a sanction on the individual for failure to cooperate/participate without good cause.

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NON-COOPERATION OF MANDATORY PARTICIPANTS

The Refugee Employment Service Provider tracks a participant's progress and sends the RS3A (Attachment 5) to the ISW/Zero Parent Worker and the Employment and Eligibility Specialist (EES) assigned to the RCA compliance process to advise them of non-cooperation. The EES assigned to the RCA compliance plan process is located at the General Relief Work Program, Bldg. 91, and can be reached at: (714) 834-8865.
The EES reviews CalWIN to determine if the case is active or closed.
If the case is closed:

- The EES notifies the Refugee Employment Service Provider utilizing Information Transmittal, RS 18, to close the RCA Employment Services case.

If the case is active:

- The EES Sends RCA 43, RCA Notice of a Participation Problem (Attachment 6) to the participant to schedule a phone interview to discuss good cause, exemption, or non-cooperation.

If good cause/exemption is determined, the EES:

- Sends the RS 18 to the ISW/Zero Parent Worker and Refugee Employment Service Provider, indicating that the participant is exempt or has good cause for non-cooperation.

If good cause/exemption is not determined, the EES discusses and explains a compliance plan with the participant.
When compliance is unsuccessful, the EES:

- Communicates to the ISW/Zero Parent worker to impose sanction as appropriate.

When compliance is successful, the EES:

- Obtains participant's verbal agreement with the compliance plan.
- Informs participant that he/she has 30 days to comply.
- Completes RCA 44, RCA Notice of No Good Cause Determination and Compliance Plan Appointment (Attachment 7).
- Sends a copy of RCA 44 to participant, ISW/Zero Parent Worker, and Refugee Employment Service Provider.

During the 30-day compliance plan the Refugee Employment Service Provider:

- Monitors and reports participant's compliance to EES at the end of 30 days or any non-compliance.
- If appropriate, sends RCA 44 to the EES stating the participant's non-cooperation.

The EES

- Receives RCA 44 back from the Service Provider informing that the participant is not cooperating.
- Sends the ISW/Zero Parent Worker the RCA Communication Document, (F063-50-45) (Attachment 8), to sanction participant.
- Sets a 30-day control to ensure ISW/Zero Parent Worker completes sanction.

The ISW/Zero Parent Worker:

- Receives RCA Communication Document (F063-50-45) from EES requesting that the participant be sanctioned.
- Completes CalWIN case actions and sends appropriate 10-day NOA to discontinue sanctioned individual.

REFERENCES

MPP 69-200; Refugee Coordinator Letter 06-03; EAS 42-712; CW Policy 100-F1 WTW Exemptions

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ATTACHMENTS

Attachment 1	RS36 Employment and Training Requirements for RCA
Attachment 2	RS3 Service Provider Referral/Notification Form
Attachment 3	Refugee Service Providers Map
Attachment 4	RS18 Refugee Services Information Transmittal
Attachment 5	Client Tracking
Attachment 6	RCA 43 RCA Notice of Participation Problem
Attachment 7	RCA 44 RCA Notice of No Good Cause Determination and Compliance Plan Appointment
Attachment 8	F063-50-45 RCA Communication Document

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