Anaheim Workforce Investment Board (WIB) Approved**:** ***Signature on file***	Number: 275 Date: 02/07/12 (R 06/2013)

PURPOSE

The purpose of this policy is to provide information on services offered by the Anaheim Workforce Investment Board (WIB) effective July 1, 2013.

The Anaheim (WIB) will provide employment activities in the form of Vocational Training (VTR) 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 as referred by the Initial Services Worker (ISW) or WTW Case Manager (CM).

Vocational Training activities will be provided at a variety of training sites throughout Orange County. The Anaheim WIB provides services at 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 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 the Workforce Investment Board Services at a Glance document.

REFERRAL CRITERIA

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

- Have been deemed suitable for the activity by the ISW or WTW CM. Refer to policy 207 WTW 24-Month Time Clock and to policy 211 WTW Plan.
- Have not found unsubsidized employment sufficient to meet the minimum required hours of WTW participation.
- Reside in Orange County.
- Have completed Vocational Assessment.

In the event a previous WIB participant has completed a VTR program and the ISW/WTW CM has evaluated the participant for a new VTR referral, please contact the designated CalWORKs Program Manager.

REFERRAL PROCESS

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

- Document referral criteria was met in CalWIN Case Comments per the Case Comments

Resource Guide

- Complete sections I, II and III of the Referral for WIB Employment Services and send via secure email or fax to the designated WIB CM at the One Stop Center:

Anaheim Jobs (One Stop Center)
Anaheim WIB 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 Anaheim WIB CM 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

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ISW/WTW CM RESPONSIBILITIES

The ISW/WTW 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.)

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- 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.

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- Vocational Training: After completion of the 12 month life-time limit of vocational training, up to an additional 24 months of vocational training may be approved under the participant's 24-Month Time Clock. Refer to policy 207 WTW 24-Month Time Clock and to policy 211 WTW Plan.

- 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 via email or phone.

- Ensure compliance with the Vocational Training and any other WTW activity in the WTW Plan by contacting Anaheim WIB CM via email or phone.

ANAHEIM WIB RESPONSIBILITIES Anaheim WIB will:

- Receive the referral for a Vocational Training placement and the **voc**ational assessment

report via email or fax.

- 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/WTW CM in determining the appropriate Vocational Training placement.

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

- 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 within one business day from the date the participant is assigned to a training site.

- Refer participants' supportive services needs, such as food, transportation, housing, legal assistance, and clothing to the ISW/WTW CM for assistance.

- Monitor the participant's attendance and progress by meeting every two (2) weeks with the participant and the training facility to discuss and determine what the participant needs to accomplish to successfully complete the program.

- Report problems including attendance issues, or other inquiries about Vocational Training activities to ISW/WTW CM within 24 hours via email or phone. 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

Participation Tracking Resource Guide
Case Comments Resource Guide
Referral for WIB Employment Services
207 WTW 24-Month Time Clock
211 WTW Plan
223 Vocational Training
301 Childcare
310 Transportation
315 Ancillary
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Workforce Investment Board Services at a Glance

REFERENCES

ACL 12-67
ACL 12-69