

**County of San Diego, Health and Human Services Agency (HHSA)
CalFresh Program Guide**

Employment & Training

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Background:

The Food Security Act of 1985 (Public Law 99-198, also known as the 1985 U.S. Farm Bill) mandated that all states develop and implement an Employment and Training (E&T) Program for CalFresh work registrants. The County of San Diego's E&T Program includes three components, Workfare, Unsupervised Job Search and a virtual Job Club.

In January 2012 when several cities in the County were deemed [labor surplus areas \(LSAs\)](#) and therefore deferred from participation, San Diego County changed to a voluntary E&T Program.

Policy:

63-901.1: Purpose and Goals:

Under the E&T program, certain able-bodied CalFresh recipients are required to be involved in meaningful work-related activities which will eventually lead to paid employment and a decreased dependence on assistance programs. The components of San Diego's E&T program are designed specifically to assist CalFresh recipients in gaining skills, training and work experience that will increase their ability to obtain regular employment.

63-901.2: Participation:

Effective July 1, 2010 participation in E&T is limited to a target population of General Relief (GR)/CalFresh recipients and Non-Assistance CalFresh (NACF) volunteers.

Note: While only the target population and NACF volunteers are referred to participate in the E&T program, all non-exempt CalFresh recipients are required to be work registered for statistical purposes. ([See Processing Guide #901-01](#))

63-901.3: Exemption Criteria:

The following people are exempt from work registration for the E&T Program:

- A person younger than 16 years of age or a person 60 years of age or older;
- People aged 16 or 17 who are not the head of household or who are attending school or enrolled in an employment training program at least half-time;
- A person physically or mentally unfit for employment;
- A household member registered in the CalWORKs Welfare-to-Work Program;
- A parent or other household member who is responsible for the care of a dependent child under 6 or a disabled person;
- A person who is receiving unemployment benefits (UIB) or who has applied for but has not yet received UIB;
 - Workers are not required to verify that the customer registered for work with EDD. Confirmation that the customer has applied for or is receiving UIB through the EDD Real-Time Match is sufficient to exempt a customer from E&T registration.
- A regular participant in a drug addiction or alcoholic treatment and rehabilitation program;
- A person who is employed or self-employed and working at least 30 hours a week, or who is receiving weekly earnings at least equal to the federal minimum wage multiplied by 30 hours;
 - If the net income from a self-employment enterprise is less than the Federal Minimum Wage multiplied by 30 hours a week, self-employed people must provide verification that they are working at least 30 hours per week.

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- A student who is enrolled at least half-time in any recognized school, training program, or institution of higher education and has met the student exemption eligibility conditions. (See 63-162.3 for student exemption eligibility conditions). Recognized school or training programs consist of high schools and training courses operated by public or private agencies.

Verify the status of an E&T exemption only when questionable (Refer to [CalFresh Processing Guide #117-01](#)).

63-901.4: When to Register/Refer:

Identify and work register, all non-exempt CalFresh (CF) recipients at:

- Intake;
- Recertification;
- When changes occur in the composition of the CF household.

For Instructions on referring the Target Population and Volunteers see [Processing Guide #901-01](#)

Procedure:

Administration

E&T Social Workers (SWs) are co-located with eligibility workers in certain County Family Resource Centers (FRCs). The E&T SWs are placed as closely as possible to the workers with whom they work. This proximity allows for timely communication between SWs and workers.

Loss of Exemption Due to Changes in Circumstances During the Certification Period:

Change Reporting Households:

People losing their exemption status because of a change in circumstances and who are subject to Change Reporting requirements must be registered for the E&T program when the change is reported. Some examples of reported changes that cause a loss of E&T exemption are loss of a job, reduction in work hours or pay, and/or the departure from the household of the sole dependent child for whom an otherwise non-exempt household member was caring.

Semi-Annual Reporting (SAR) Households:

People losing their exemption status due to any change in circumstance and who are subject to SAR requirements must be registered for the E&T program at their household's next recertification. For example a person who was exempt from registration at initial application due to a broken leg would not have to be registered until the next recertification.

Loss of E&T Exemption Due to Failure to Participate in Welfare-to-Work:

People who become ineligible to participate in the WTW program due to a change in household circumstances, other than failure to comply with the requirements of that program, must be E&T work registered within 10 calendar days from the date they lose their eligibility for that program. Refer to [63-165](#) for treatment of people who fail to comply with the requirements of another program.

E&T vs. GR Work Requirement

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E&T

The number of hours of Workfare assigned each month is determined by dividing the household's CalFresh allotment by the federal or State minimum wage, *whichever is higher*. Fractions of hours of obligation will be rounded down.

GR

Job Training (JT) work hours will be determined by dividing the GR allotment by the [federal or State minimum wage](#), *whichever is higher*. As GR work days are 8 hours, hours of obligation will be rounded down to the nearest increment of 8.

NOTE: The E&T and GR work assignment hours will be completed at the same time, not added together.

Unsupervised Job Search (UJS)

E&T UJS is aligned with current GR UJS requirements of:

- A minimum of 20 separate written employment applications submitted in person, or
- On-line applications to 20 separate employers who have job openings available during the calendar month.

When approving CF for the initial month, the SW must:

- Assign one (1) UJS for each business day remaining in the initial month;
- Edit the Job Application Record 11-7 HHSA form to reflect the required number of UJS for that month

The participant will report job contacts on form 11-7 HHSA, and return this form by the 5th of the following month so that the job contacts may be verified. If the application was submitted on-line, then an e-mail from the employer stating that an application was submitted for an available position must be attached to the 11-7 HHSA.

Employment applications submitted prior to the application month or to referral agencies, or for trainings are not acceptable. The participant will not be allowed to duplicate employers reported during the previous month, unless applying for different jobs.

Virtual Job Club (JC)

E&T JC is assigned to those participants that meet the following criteria:

- Have adequate computer knowledge, and
- Have recently lost employment, or
- Are looking to re-enter the workforce

The participant will be assigned a mandatory selection of trainings. Additional trainings may be assigned based on need and interests. As long as the participant continues to comply, he/she will have up to 6 mos. to complete the component.

[CalFresh Processing Guide # 901-01 For Staff Responsibilities](#)

[CalFresh Processing Guide # 901-02 For E&T Orientation/Assessment Interview](#)

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[CalFresh Processing Guide # 901-03 For Employment Reporting](#)

Other Program Impacts:

Refer to the [GR Program Guide](#) for additional instructions.

References:

[MPP 63-407 Work Registration Requirements](#)

[CFR 273.7 Work Provisions](#)

Sunset Date:

This policy will be reviewed for continuance on or by 10/31/2018.

Release Date:

10/02/2015