

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

Employment & Training Components

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Background:

San Diego County's CalFresh Employment and Training (E&T) Plan consists of three components, Workfare (WF), Unsupervised Job Search (UJS) and Virtual Job Club. SW's will make appropriate assignments to any or all the components for non-exempt members of the target population.

Policy:

63-903.1 Workfare Component Objectives:

WF Component objectives:

- Introduce the individual to the work environment so that he/she might improve work habits and develop contacts that could lead to permanent employment.
- Assist the participant in enhancing skills or acquiring new skills that can be transferred to unsubsidized employment.
- Increase the self-esteem of participants by giving them the opportunity to give something of value to the community in the form of public service employment.

63-903.2 Workfare Participant Requirements:

Participants are expected to complete all hours assigned during the month unless they provide a good cause reason for not completing their assignment. Refer to [63-905](#) for cause determination procedures.

63-903.3 Unsupervised Job Searches (UJS) Component Objectives:

UJS Component objectives:

- Encourage participants to actively seek employment through regular job contacts and required documentation;
- Reinforce the work ethic and increase self-esteem through SW support and counseling techniques.

63-903.4 UJS Participant Requirements:

Work participants assigned to UJS must contact 20 prospective employers per month (in person or online). To qualify as an acceptable job contact, the following conditions must be met:

- A complete UJS consists of submission, by the fifth of the month following the report month, of the General Relief Job Application Record form containing:
 - A minimum of twenty (20) separate applications completed in person with prospective employers (or one for each business day for partial months) that have job openings; or
 - A minimum of twenty (20) complete online separate applications with prospective employers (or one for each business day for partial months) that have job openings. Proof of online submission must be attached to the form.

Note: The work registrant cannot list the same employer more than once in the same month unless the initial contact indicated future job openings.

- Visits to the premises of each employer are recommended as they will allow the participant an opportunity to discuss possible openings, submit a resume, obtain an application, and gather information needed to complete the job search work sheet.

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63-903.5 Virtual Job Club(JC) Objectives:

JC objectives:

- Assist the participant in enhancing skills that employers are looking for to increase the potential of unsubsidized employment.
- Assist the participant in developing skills that can be transferred to unsubsidized employment.
- Increase the self-esteem of participants by giving them the tools and confidence to join the workforce.

63-903.6 JC Participant Requirements:

Work participants assigned to the virtual Job Club must complete the assigned core online trainings within one month of assignment. They will have access to the training site for up to six months, if they comply. Trainings can be completed at:

- FRCs staffed with E&T SWs
- Select Community Partner Sites
- Home or anywhere that allows access to the internet

63-903.7 Transportation Allowance:

E&T participants are eligible for daily/30-day bus passes when they commute to an assignment. Passes will be issued to those participating in E&T and require transportation to fulfill the components assigned.

See [CalFresh Transportation Policy](#)

Procedure:

[CalFresh Processing Guide # 903-01 For E&T Process](#)

[CalFresh Processing Guide # 903-02 For Attendance Reporting](#)

[CalFresh Processing Guide # 903-03 For Log Entries and Controls](#)

Other Program Impacts:

General Relief: Ongoing General Relief (GR) Work Project assignments will run concurrent with the E&T Workfare assignment.

References:

[MPP 63-407](#)

[CFR 273.7](#)

[ACL 10-11](#)

Sunset Date:

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

Release Date:

10/05/2015