

90-700.02. EMPLOYABLE PROGRAM RESPONSIBILITIES

**A.
General**

This section provides information regarding the responsibilities of the workers in the GR Employable Program.

**B.
Pre-
application
Worker**

The pre-application worker is responsible for determining obvious ineligibility and preparing potentially eligible applicants for Intake. In addition, the pre-application worker shall have the responsibilities in the table below as they relate to the Employable Program.

Step	Action
1	Determine if good cause is probable for a prior job quit or termination.
2	Identify students and issue Form CSF 37 for return to the Intake worker.
3	Determine if the applicant is under a current sanction period for a prior non-cooperation. If the applicant under sanction is attempting to present information on why the non-compliance occurred, or is entitled to early reapplication under MAPC, the applicant shall be given an intake appointment for a good cause determination or MAPC application.

**C.
Intake Worker**

The Intake worker is responsible for documenting all eligibility requirements, completing forms as necessary, and issuing the initial aid payment. In addition, the Intake worker shall have the responsibilities in the table below as they relate to the Employable Program.

Step	Action
1	Determine which program and subcomponent the individual must participate with and inform the applicant of the program's requirements.
2	Provide a JSS schedule for all Employable applicants.
3	Image a copy of JSS schedule as documentation of the offer to attend these sessions was provided.

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Continued

Intake Worker (continued)

Step	Action
4	Inform AB individuals of the need to comply with the following requirements: <ul style="list-style-type: none">• Participation in monthly JT;• 20 monthly Job Searches; and• Submission of monthly status reports (CW 7).
5	Refer the individual to the CalFresh E&T SW for JT assignment.
6	Inform UE individuals of the need to comply with the submission of quarterly status reports (QR 7).
7	Complete all forms necessary on MAPC cases to assign the applicant to JT and JS, or determine exemption status, and refer the applicant for the Assessment interview.
8	Complete the Notice of Orientation on non-MAPC cases.
9	Evaluate for good cause, negligence/inadvertence, and willfulness for absence from JT.
10	Authorize subsequent aid payments on non-MAPC cases after cooperation with the Work Test has been determined, and transfer the case to the GR Granted section.
11	Authorize initial aid payments for MAPC cases after cooperation with Work Test has been determined.
12	Close the case and prepare the case for transfer to Record Library after non-cooperation with JT and/or Work Test has been determined.
13	Restore aid for recipients previously discontinued at Intake when the discontinuance is overturned by the GR Hearing Officer.

GRPG Letter #73 (1/14)

D. Granted Worker

The Granted worker is responsible for determining that the recipient continues to meet all eligibility requirements based upon the Monthly Eligibility Report, and shall be responsible for authorizing all aid payments after the initial month of Intake. In addition, the Granted worker shall have the responsibilities in the table below as they relate to the Employable Program.

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2. EMPLOYABLE PROGRAM RESPONSIBILITIES, Continued

Granted Worker
(continued)

Step	Action
1	Issue a monthly NOA for continued aid payments, discontinuance NOAs, and MAPC informing notices.
2	Notify the CalFresh E&T SW of any changes in the GR grant amounts, JT start date, or change of address.
3	Convert cases to Aid Through First Payday when the applicant finds and verifies employment.
4	Convert cases to UE status after securing evidence of UE.
5	Close the AB case after three months of continuous GR aid.
6	Close the case and prepare the case for transfer to Record Library or MAPC Intake after non-cooperation with Employable Program requirements has been determined.
7	Restore aid for recipients previously discontinued by the Granted worker when the discontinuance is overturned by the GR Hearing Officer.

GRPG Letter #65 (6/10)

E. Granted Bank Clerk

The GR Granted Bank Clerk is responsible for the actions in the table below as they relate to the Employable Program.

Step	Action
1	Assist in review of monthly/quarterly eligibility reports.
2	Refer recipients to the Granted worker when monthly/quarterly eligibility report indicates a change or continued eligibility appears questionable.
3	Assist the Granted worker with filing, completion of Form 11-4 HHS, and other designated maintenance activities associated with a granted caseload.

GRPG Letter #73 (1/14)