

## 90-700.08. JOB TRAINING (JT) REQUIREMENTS

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### A. General

This section provides information on the GR JT requirements.

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### B. Policy

All non-exempt GR recipients shall be required to complete a JT assignment. The purpose of JT is threefold.

#### 1. *To Work for Benefits*

One primary purpose of JT is for the recipient to return something of value to the community in the form of public service employment for the financial assistance received from the community.

#### 2. *To Develop Work Habits*

By requiring the recipient to maintain regular work hours performing work activities, the recipient develops work habits and responsibility expected from regular employment. This experience may help lead to employment with public or private sector employers.

#### 3. *To Determine Cooperation*

Attendance at JT will be included in a test of cooperation (for example, every employable non-exempt recipient will comply with Work Test requirements as a test of cooperation), and Work Test requirements shall include the first 16 or 24 hours of the total JT assignment. Recipients must also complete the remaining JT hours.

Initial aid and continued assistance are only for those who are willing to meet program requirements for the aid received. Failure to cooperate with the Work Test and/or JT must be evaluated for good cause.

For those GR recipients who receive CalFresh and have a CalFresh E&T obligation, the JT and CalFresh E&T obligations will be concurrent. These work obligations will not be added to each other. The worker will notify the CalFresh E&T SW of failures to attend and excused absences from JT for recipients receiving CalFresh.

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### C. JT Requirements

JT shall consist of participation in monthly work activities for the number of hours determined by dividing the net grant by the state or federal minimum wage, whichever is higher. For example, a single recipient living alone with no other income will receive \$303-\$40 medical in-kind =  $\$263 / 8 = 32.875$  hours. The recipient will be assigned to 32 hours and the remaining time will still show as an amount owed to the County when the case closes.

Recipients will be expected to report to the site on time (not more than 15 minutes late without good cause) and to perform work activities under the direction of a JT Site Supervisor.

The recipient is expected to comply with site regulations as explained by the JT Site Supervisor, and to cooperate with the JT Site Supervisor and others at the site in order to fully complete the assignment.

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### D. JT Components

JT components for AB individuals will consist of Work Project assignments and/or approved alternatives to Work Projects.

The JT category allows applicants/recipients to have the opportunity to choose their own alternatives to meet the JTP. The alternatives must meet established criteria before they can be substituted for Work Project assignments.

JT requirements may be met by:

- Work Project hours alone
  - approved alternate job training alone
  - any combination of Work Project hours and approved alternate job training hours equaling 80 hours per month.
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### E. Computation of Work Project Hours

All employable recipients shall have their JT assignment set at the number of hours determined by dividing the net grant by the state or federal minimum wage, whichever is higher, per month.

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### F. Credit for Work Project Participation

Only completion of Work Project hours will be credited towards the repayment of the GR loan. Using the example above, the recipient worked 32 hours each month. 32 hours x \$8 = \$256 repaid. Thus, the recipient still owes \$7 for each month for the aid received.

Note: Always drop cents.

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### G. Repayment Credit for Married Couples

The table below shows how to determine the repayment credit for married couples.

Situation	Repayment Credit
Both spouses employable	Each spouse must complete a WP assignment of $\frac{1}{2}$ of the total grant divided by state or federal minimum wage, whichever was higher in the month worked, for repayment credit.
One spouse employable and one Incapacitated	The employable spouse must complete a WP assignment of $\frac{1}{2}$ of the total grant divided by the state or federal minimum wage, whichever is higher for the month worked, for repayment credit for his/her own portion of the grant only. GR paid to the Incapacitated spouse must be paid back to the County through collection by ORR.

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### H. Non- Cooperative Non-MAPC Applicants

Non-MAPC applicants who are found non-cooperative with the WP will receive credit for the actual hours of participation at the site through the end of the assignment period.

The computation of this credit is to be recorded on Form 11-46 HHS and entered on Form 11-4 HHS when the case closes.

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