

90-700.09. JT SCHEDULING

**A.
General**

This section provides information regarding scheduling the GR JT.

**B.
Scheduling**

The following schedules are based on working days. Holidays, and weekends must be considered when making Work Test and JT assignments. In most cases, the CalFresh E&T SW will assign Work Test and JT. The GR worker will assign MAPC applicants and applicants who apply late in the month to the first Work Test and JT assignment.

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**C.
Standard Aid
Payment
Cycle – Intake**

The table below shows the JT schedule for the standard aid payment cycle for the intake month. The example assumes that the applicant will be assigned to more than 24 hours of JT. The Work Test hours are included in the WP assignment; not added to the WP assignment.

Day	Action
1	Eligibility determined, JT assigned, aid issued.
2	JT (Work Test Day 1)
3	JT (Work Test Day 2)
4 to maximum	Remainder of JT Assignment.

GRPG Letter #73 (1/14)

**D.
Standard Aid
Payment
Cycle –
Granted**

The table below shows the JT schedule for the standard aid payment cycle for the following months. The example assumes that the applicant will be assigned to more than 24 hours of JT. The Work Test hours are included in the WP assignment; not added to the WP assignment.

Day	Action
1-3	JT (Work Test)
4 to maximum	Remainder of JT Assignment.

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E. Modified Aid Payment Cycle – Intake

The MAPC Work Test shall be scheduled for the three consecutive days immediately following the MAPC intake interview, when eligibility is established. Aid shall commence with the completion of the Work Test. The table below shows the JT schedule for MAPC for the intake month. The example assumes that the applicant will be assigned to more than 24 hours of JT. The Work Test hours are included in the WP assignment; not added to the WP assignment.

Day	Action
1	Aid issued.
2 to maximum	Remainder of JT Assignment.
next three days	MAPC Work Test – First 24 hours of JT Assignment for next month.

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F. MAPC – Granted

The table below shows the JT schedule for MAPC for the following months. The example assumes that the applicant will be assigned to more than 24 hours of JT. The Work Test hours are included in the WP assignment; not added to the WP assignment.

Day	Action
1 to maximum	Remainder of JT Assignment.
Next three days	MAPC Work Test – First 24 hours of JT Assignment for next month.

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G. Partial Month JT Hours

For partial months of assistance, the required JT hours will be the partial month's grant divided by minimum wage. The recipient will be assigned to JT for however many shifts can be assigned up to that number of hours. For most, there will be a remainder of hours that will not be able to be assigned. The recipient will still owe towards the GR grant for those hours which could not be assigned.

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