

90-700.10. JT REFERRAL PROCEDURES AND MONITORING

A. General

This section shows the GR JT referral and attendance monitoring procedures.

B. Intake – Standard Aid Payment Cycle

Applicants on the standard aid payment cycle will be referred to group orientation using the Orientation Appointment Notice. The Intake worker will explain that failure to attend group orientation without good cause could result in discontinuance and the application of a sanction.

The applicant will also be informed of his/her responsibility to contact the CalFresh E&T SW within 24 hours of the Orientation appointment in the event of absence. A good cause determination will be made and orientation will be rescheduled as appropriate.

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C. Intake – Modified Aid Payment Cycle

The Intake worker shall fully explain the requirements of the Work Test and JT and make an assignment to the Work Test using the 11-49M HHSA. The applicant shall be informed that aid will be issued when the MAPC Work Test is completed.

Upon completion of the MAPC Work Test, the worker shall refer the client to the CalFresh E&T SW to make an assignment to JT. The CalFresh E&T SW will use the 11-46M HHSA to make the ongoing assignment.

Step	Action
1	Instruct the applicant to provide written verification of absence if there is a critical need to miss the JT.
2	Schedule the JT to begin the working day immediately following the date eligibility is established.
3	Use Form 11-46M HHSA to notify the applicant of the time, place, dates, and supervisor to report to at the designated site.
4	Only issue Form 11-46M HHSA to the applicant in the month of application to notify the applicant of his/her responsibilities of the three months of certification.
5	Complete a 22-11 HHSA indicating assessment time and date.

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Intake – Modified Aid Payment Cycle (continued)

Note: If GR is denied but CalFresh is granted, the GR Intake worker will schedule a Non-Assistance CalFresh (NACF) E&T interview using the CalFresh E&T interview schedule provided by the CalFresh E&T SW. A 22-11 HSA will be prepared, the original going to the applicant, a copy to the CalFresh worker, and a copy to the SW.

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D. Granted

All subsequent JT/Job Club assignments are made by the CalFresh E&T SW in accordance with the following procedures.

Step	Who	Action
1	CalFresh E&T SW	Prepares a joint JT/ CalFresh E&T assignment on form 22-04 HSA for each cooperative recipient.
2	Granted Bank Clerk	Send the recipient the original 22-04 HSA and keep the pink copy.
3		Return the yellow copy to the CalFresh E&T SW.
4	CalFresh E&T SW	Forward the 22-04 HSA to the worksite and file the remaining copy in the CalFresh E&T case.
5		Pull the remaining 22-04 HSAs.
6		Complete a new 22-04 HSA showing a CalFresh E&T assignment only.
7		Monitor attendance and participation of all referrals to each JT site.
8		Document attendance on Forms 11-46 HSA, 11-46M HSA, or 22-04 HSA for the months following Intake.
9		Monitor completion of the Work Test to determine cooperation.
10		Notify the worker at the end of the first assigned period as to whether or not the applicant was cooperative with attendance/participation after verifying completion of the 16 or 24 hour assignment by telephone.

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Continued

**E.
Group
Orientation
Leader**

The orientation worker or clerk will notify the worker when the applicant/recipient does not attend the Group Orientation appointment of the Work Test by returning Form 11-58 HHSa indicating nonattendance.

**F.
CalFresh E&T
SW Actions
for Intake
Cases**

For all cases in the first month of aid, the CalFresh E&T SW will follow the actions in the table below.

Step	Action						
1	Determine good cause.						
2	Notify the worker of the good cause determination.						
3	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then the worker will issue a ...</th> </tr> </thead> <tbody> <tr> <td>non-MAPC,</td> <td>NOA giving the recipient five days to respond for not complying with JT/Work Test requirements to avoid discontinuance. This NOA will also be timely notice that the case is closing for failure to complete the Work Project and that a sanction is being imposed.</td> </tr> <tr> <td>MAPC,</td> <td>denial NOA informing applicants that they have failed to complete the MAPC Work Test and must contact the worker if they have good cause and/or request a hearing.</td> </tr> </tbody> </table>	If ...	Then the worker will issue a ...	non-MAPC,	NOA giving the recipient five days to respond for not complying with JT/Work Test requirements to avoid discontinuance. This NOA will also be timely notice that the case is closing for failure to complete the Work Project and that a sanction is being imposed.	MAPC,	denial NOA informing applicants that they have failed to complete the MAPC Work Test and must contact the worker if they have good cause and/or request a hearing.
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MAPC,	denial NOA informing applicants that they have failed to complete the MAPC Work Test and must contact the worker if they have good cause and/or request a hearing.						
4	Notify the Granted Bank Clerk immediately if good case is found so the CalFresh E&T SW's list can be updated.						

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**G.
CalFresh E&T
SW Actions
for Ongoing
Cases**

For cases in the second and subsequent months, the CalFresh E&T SW will follow the actions in the table below.

Step	Action
1	Determine good cause.
2	Notify worker of the Good Cause determination.

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Continued

**CalFresh E&T
SW Actions
for Ongoing
Cases**
(continued)

Step	Action								
3	<p>The worker will issue a NOA giving the recipient five days to respond with reasons for not complying with JT requirements to avoid discontinuance. This NOA will also be timely notice that the case is closing for failure to complete JT.</p> <table border="1" data-bbox="537 642 1398 1087"> <thead> <tr> <th data-bbox="537 642 764 678">If ...</th> <th data-bbox="764 642 1398 678">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="537 678 764 753">good cause is found,</td> <td data-bbox="764 678 1398 753">continue the case.</td> </tr> <tr> <td data-bbox="537 753 764 829">good cause is not found,</td> <td data-bbox="764 753 1398 829">evaluate if the non-compliance was due to negligence.</td> </tr> <tr> <td data-bbox="537 829 764 1087">negligence is not found,</td> <td data-bbox="764 829 1398 1087"> evaluate if the non-compliance was willful. Willful is defined as failure or refusal to comply with published and signed expectations when there was no good cause or negligence for the failure as determined by the worker. </td> </tr> </tbody> </table>	If ...	Then ...	good cause is found,	continue the case.	good cause is not found,	evaluate if the non-compliance was due to negligence.	negligence is not found,	evaluate if the non-compliance was willful. Willful is defined as failure or refusal to comply with published and signed expectations when there was no good cause or negligence for the failure as determined by the worker.
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4	Inform recipients sanctioned for the first time that the MAPC option is available to them.								