

90-700.13. JOB SEARCH

A. General This section provides information regarding the GR Job Search (JS) requirements.

B. Policy All non-exempt AB applicants shall be required to complete a JS to find employment in an effort to end dependence on GR and to demonstrate continued cooperation. The goal of this policy is to place the applicant into a job seeking environment with the objective of finding employment sufficient to meet ongoing basic needs.

Applicants who find employment or paid training shall be evaluated for Aid through First Payday.

Failure to cooperate with all JS requirements without good cause may result in non-cooperation and a sanction period shall be imposed.

C. Requirements The JS shall consist of the AB applicant submitting a minimum of 20 separate written employment applications in person or on-line to 20 separate employers who currently have job openings available during the calendar month.

For the initial partial month of aid, the worker will assign one JS for each working day (Monday through Friday, excluding holidays) from the date on which the approval action is taken through the end of the month, up to 20 JSs. For example, for an application approved on June 22, 2011, the recipient would be assigned 7 JSs (June 22-24 and 27-30). The worker must inform the recipient of the number of JSs required for the initial month and must edit form 11-7 HHSA to indicate the required number of JSs.

A job application shall consist of any written evidence left with the employer or on-line that would include the applicant's name and address or message phone.

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Requirements (continued)

The applicant shall be required to report these job contacts on Form 11-7 HHSA, GR Job Application Record, and return this reporting form by the 5th of the following month in order that these job contacts can be verified. If the application was submitted on-line, then an e-mail from the employer which states that an application was submitted for an available position must be attached to the 11-7 HHSA. Job applications reported on Form 11-7 HHSA should be within the calendar month before the month in which the report is due.

Employment applications submitted prior to application for GR, applications submitted to referral agencies, or applications submitted for training shall not be acceptable as meeting the JS requirements and shall result in non-cooperation.

The applicant shall not be allowed to duplicate the same employers (unless applying for different jobs) as reported during the entire previous month.

Assignments to and completion of a CalFresh Job Club may substitute for the GR JS in the month of Job Club completion.

GRPG Letter #76 (8/14)

D. Referral Procedures for Non-MAPC

When the applicant has established initial eligibility, the Intake worker shall fully explain the AB Program, specifically:

- Group orientation requirements; and
- Sanctions for non-cooperation.

When the applicant fully understands these AB Program requirements, the Orientation Appointment notice will be given to the applicant.

Recipients will receive a full explanation of JS and other Employable Program requirements during group orientation. Form 11-49 HHSA shall be completed and must be read, signed, and dated by the applicant (original to applicant, copies for case file and CalFresh E&T folder) at the close of the group orientation session.

Form 11-7 HHSA shall be provided by the Orientation leader for the recording of JS information.

GRPG Letter #65 (6/11)

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E. Referral Procedures for MAPC

When the applicant has established initial eligibility, the Intake worker shall fully explain the AB Program, including:

- WP requirements;
- JS requirements; and
- Sanctions for non-cooperation.

When the applicant fully understands the AB Program requirements, Form 11-49M HHSA shall be completed and must be read, signed, and dated by the applicant (original to the applicant, copy in case folder).

Upon completion of the Work Test and when the applicant returns for the initial aid payment, forms 11-46M HHSA, 11-7 HHSA, CW 7, and 22-11 HHSA shall be provided by the Intake worker.

F. Reporting Requirements

The Intake worker/Orientation leader shall explain to the applicant that all requested information be reported on Form 11-7 HHSA for each job contact so that these contacts can be verified by telephone. The applicant should understand that if the contacted employer refuses to disclose the telephone number or does not have a telephone, then the applicant must not report such contacts, but instead, must make additional job contacts with an employer who can meet these reporting requirements.

G. Deadline for Return of Form 11-7

The Intake worker or Orientation leader shall emphasize to the applicant that it is essential to return Form 11-7 HHSA with their monthly CW 7.

The deadline for the return of Form 11-7 HHSA is the 5th day of the month.

Failure to return the Form 11-7 HHSA by the due date without good cause may result in a sanction period of one month, beginning the first day of the next month.

If Form 11-7 HHSA is returned late, the job contacts shall still be verified and if the job applications were not submitted, a three month sanction period may apply instead of the one month sanction period.

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Deadline for Return of Form 11-7 (continued)

Failure to return Form 11-7 HHSA at all may result in a three month sanction.

For the first sanction, the sanctioned individual may reapply under MAPC requirements.

Both Form 11-7 HHSA and 11-49 HHSA/11-49M HHSA shall indicate the due date for JS requirements to the applicant.

GRPG Letter #59 (3/10)

H. Verification Procedures

The table below shows the required actions to verify JSs.

Step	Action
1	Each GR FRC will adopt procedures to ensure that Form 11-7 HHSA is date stamped in the upper left hand corner immediately upon its return to the FRC.
2	These will then be routed to the CalFresh E&T SW for verification of the applicant's JS contacts even if the form is returned after the deadline.
3	Verification procedures shall consist of a telephone contact with two employers for applications reported on Form 11-7 HHSA to determine if in fact a written application was submitted by the recipient.

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Verification Procedures (continued)

Step	Action										
4	<p data-bbox="537 428 1300 495">At least two of the 20 employers will need to positively confirm that a written application was submitted.</p> <table border="1" data-bbox="537 533 1416 1528"> <thead> <tr> <th data-bbox="537 533 1019 569">If ...</th> <th data-bbox="1019 533 1416 569">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="537 569 1019 720">a minimum of two employers contacted can positively state that the named recipient has submitted a written application,</td> <td data-bbox="1019 569 1416 720">the recipient will be considered cooperative and no further verification contacts will be required.</td> </tr> <tr> <td data-bbox="537 720 1019 905">any employer contacted can positively state that the named recipient has not submitted a written application,</td> <td data-bbox="1019 720 1416 905">the recipient will be considered non-cooperative and no further verification contacts will be required.</td> </tr> <tr> <td data-bbox="537 905 1019 1163">the employer contacted cannot positively state that the named recipient has or has not submitted a written application, or if the employer does not know or remember if a written application was submitted,</td> <td data-bbox="1019 905 1416 1163">another employer will be contacted in an attempt to verify the JS.</td> </tr> <tr> <td data-bbox="537 1163 1019 1528">all the employers contacted are unable to positively state that the named recipient has or has not submitted a written application,</td> <td data-bbox="1019 1163 1416 1528">the recipient will be presumed to be cooperative. However, in this situation, the recipient will be advised in writing by the Granted worker that if this pattern continues, the recipient shall be considered non-cooperative.</td> </tr> </tbody> </table>	If ...	Then ...	a minimum of two employers contacted can positively state that the named recipient has submitted a written application,	the recipient will be considered cooperative and no further verification contacts will be required.	any employer contacted can positively state that the named recipient has not submitted a written application,	the recipient will be considered non-cooperative and no further verification contacts will be required.	the employer contacted cannot positively state that the named recipient has or has not submitted a written application, or if the employer does not know or remember if a written application was submitted,	another employer will be contacted in an attempt to verify the JS.	all the employers contacted are unable to positively state that the named recipient has or has not submitted a written application,	the recipient will be presumed to be cooperative. However, in this situation, the recipient will be advised in writing by the Granted worker that if this pattern continues, the recipient shall be considered non-cooperative.
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5	A determination of cooperation or non-cooperation will not be made unless the response from the employer is positive one way or the other (for example, the recipient did or did not submit a written application).										

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Verification Procedures (continued)

Step	Action
6	Verification of job contacts shall not be required if the applicant has found work or paid training and is to begin a job within the month.
7	The CalFresh E&T folder and case file shall be documented with the details of the new employment or paid training and verification shall be required from the recipient or verified by telephone contact with the employer.
8	The recipient will then be evaluated by the Granted worker for Aid Through First Payday.
9	The CalFresh E&T SW shall document the verification contacts on Form 11-46 HHSA or 11-46M HHSA.
10	These forms shall then be maintained in the CalFresh E&T folder.

GRPG Letter #65 (6/11)

I. Good Cause for Non-cooperation

The table below shows the good cause determination for non-cooperation. The CalFresh E&T SW shall allow a recipient who has failed to provide sufficient information to verify the job contacts to update form 11-7 HHSA as part of the review process (see [L](#), below).

If ...	Then ...
the recipient fails to return Form 11-7 HHSA by the due date,	the CalFresh E&T SW must evaluate for good cause, and failure to return the 11-7 HHSA due to negligence or willfulness.
there were circumstances which prevented the recipient from completing the JS,	good cause may be found.

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Good Cause for Non-cooperation (continued)

If ...	Then ...
failure to return the form is due to negligence (for example, carelessness, haste, oversight, forgetfulness, lack of attention, or misunderstanding) from an individual who is willing to comply with program requirements,	the recipient will not be sanctioned, but should receive oral and written explanations of the requirements.
good cause or negligence is not found,	determine willfulness.
a third party is contacted,	document on Form 11-14 HHSA.

GRPG Letter #65 (6/11)

J. Examples of Good Cause

Situations which may be determined as good cause for not complying with the JS requirements include verification that:

- The recipient was hospitalized during the JS period
- The recipient was Incapacitated during the JS period, eliminating the opportunity to complete the JS
- The recipient was incarcerated during the JS period, eliminating the opportunity to complete the JS
- The recipient started a job or paid training
- Circumstances beyond the recipient's control that would indicate good cause for either failure to return the 11-7 HHSA by the due date or failure to complete the JS itself. These circumstances will be reviewed by the FRC Manager or Assistant Manager.

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K. Review Policy

A Review Process shall be required in situations where the recipient has cooperated with the Work Project, but has inadvertently failed to meet the essential reporting requirements of the JS. The Review Process shall allow the applicant/recipient to update Form 11-7 HHSA to allow verification to proceed prior to the determination of non-cooperation. The emphasis of the JS shall be on the submission of written applications rather than on technical aspects of reporting and completing the form properly. The Review Process shall also apply when Form 11-7 HHSA is returned past the due date and is incomplete.

GRPG Letter #62 (10/10)

L. Review Procedures

If the applicant/recipient fails to complete Form 11-7 HHSA because of missing or incorrect phone numbers, the CalFresh E&T SW shall allow the recipient to update Form 11-7 HHSA to allow verification to proceed.

Verification procedures shall be followed as shown in [H](#), above.

GRPG Letter #65 (6/11)

M. GR Hearings

In certain situations, the JS requirements may be reduced because of a lack of time sufficient to allow the recipient to complete them. Generally, this may occur when a recipient disputes a County decision to discontinue aid for non-cooperation with the Work Project and requests a GR Hearing. Because the GR Hearing may be held up to ten or more days after the proposed discontinuance date, recipients who win their hearings may not have adequate opportunity to fully comply with the JS requirements. In this situation the GR Hearing Officer shall follow the actions in the table below.

Step	Action
1	Determine the number of contacts required.
2	Direct the recipient who wins the hearing to his/her worker to make an appointment to receive additional aid.
3	Indicate on the Hearing Decision that the JS requirement has been reduced.

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GR Hearings (continued)

Step	Action
4	Specify on the Hearing Decision how many written applications must be submitted and reported before the end of the month.

The worker shall inform the recipient of the reduced requirement and Form 11-7 HHSA shall be edited by the worker to reflect the revised requirements. Verification procedures in [H](#), above, are to be followed.
