

90-700.14. JT/JS SUBSTITUTIONS

A. General

A substitute to JT may be approved by the FRC Manager Supervisor, when circumstances indicate that it would be unreasonable to expect the applicant/recipient to report to JT. Reasons for substitution may include:

- Remoteness
 - Non-English speaking applicants/recipients
 - A medical condition which requires a light-duty assignment, when there is no suitable WP site.
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B. Policy

In the event that an assignment cannot be made for a work project, such as lack of a suitable site, and there is no approved alternative JT, the applicant/recipient will be expected to complete one additional JS for each two hours of missed WP or alternative JT. The number of required JS verifications will not change.

C. JT Substitutions and Deferrals

A substitute to JT may be approved when circumstances indicate that it would be unreasonable to expect the applicant/recipient to report to JT due to problems with the following:

Item	Explanation
Remoteness	An applicant/recipient may be considered too remote from the WP site if the one-way travel to the nearest assignable WP site would exceed one hour by reasonable available public or private transportation. A written exemption must be filed in the CalFresh E&T folder and documented in the Case Comments. Supervisor approval is required.
Physically Limited – Light Duty Only	An applicant/recipient may be considered physically limited if no suitable WP site can accommodate the applicant's/recipient's medical restrictions without aggravating the applicant's/recipient's medical condition. A written exemption or modification must be filed in the CalFresh E&T folder and documented in the Case Comments. FRC Manager approval is required.

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90-700.14. JT/JS SUBSTITUTIONS, Continued

**JT
Substitutions
and Deferrals
(continued)**

Item	Explanation
Drug/Alcohol Day Treatment	<p>Adults with a child(ren) three years old or under may attend State and Federally Regulated Drug/Alcohol Day Treatment programs in place of completing JT/JS requirements. The child need not be in the custody of the adult.</p> <p>The Drug/Alcohol Treatment program must:</p> <ul style="list-style-type: none"> • Require attendance for a minimum of five hours per day, five days a week (attendance must be monitored) • Be regulated and monitored by the state government • Provide a well-defined vocational training program, including job search, job assistance program, and resume writing • Encourage family reunification. <p>Persons in a Drug/Alcohol Day Treatment program must:</p> <ul style="list-style-type: none"> • Complete a monthly status report • Have the treatment program complete the GR Drug/Alcohol Day Treatment Enrollment/ Attendance Verification form monthly. <p>The pre-application worker will identify potentially eligible applicants who are enrolled in drug/alcohol day treatment programs and give them the GR Drug/Alcohol Day Treatment Enrollment/Attendance Verification Form to be completed by the day treatment program representative.</p>
WIA Participants	<p>JT/JS requirements for WIA participants will be deferred for the duration of their participation in the WIA program. Attendance will be monitored on a monthly basis via the GR Referral/Enrollment/ Attendance Verification Form.</p>

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90-700.14. JT/JS SUBSTITUTIONS, Continued

**JT
Substitutions
and Deferrals
(continued)**

Item	Explanation
Refugee Employment Services (RES) Participants	The GR JT/JS requirements for time-expired refugees will be deferred for the duration of their participation in non-WIA vocational training until completion of the RES program. Attendance will be monitored on a monthly basis via the GR Referral/ Enrollment/Attendance Verification Form. GR eligibility will continue for no more than three months following completion of the training.
Non-English Speaking	An applicant/recipient may be considered lacking necessary communication skills if no suitable WP site can accommodate the applicant's/recipient's language barriers. Supervisor approval is needed.
Vocational Rehabilitation	One JS may be substituted with four hours of attendance. Substitution is only allowed for the month of attendance.
Technical Training	One JS may be substituted with four hours of attendance. Substitution is only allowed for the month of attendance.

GRPG Letter #65 (6/11)

**D.
WIA
Participants**

1. Identification

GR applicants/recipients identified as attending vocational, trade, technical or rehabilitative training programs are to be given a GR Referral/Enrollment/Attendance Verification Form to determine if they are enrolled in a WIA program.

2. Deferral

When WIA participation is indicated on the GR Referral/ Enrollment/Attendance Verification Form, the completed form is to be referred to the CalFresh E&T SW for evaluation. The CalFresh E&T SW will approve/disapprove the deferral by using the WIA Contractors Listing to verify the WIA contract number.

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90-700.14. JT/JS SUBSTITUTIONS, Continued

WIA Participants (continued)

It is important that the GR Referral/Enrollment/Attendance Verification Form be approved/disapproved and returned to the worker no later than the following business day after receipt from the worker. FRC Managers and CalFresh E&T SWs will need to establish internal procedures to ensure timely processing of these forms.

3. *Monitoring*

Individuals whose work requirements have been deferred shall be required to provide a GR Referral/Enrollment/Attendance Verification Form each month. The GR Referral/Enrollment/Attendance Verification Form will be used to monitor attendance in the WIA program.

In general, two days absence per month may be allowed without good cause. More than two days of absence shall require a good cause determination.

Upon termination/completion of the WIA program, the employable recipient is required to resume all GR employable work requirements.

GRPG Letter #65 (6/11)

E. RCA Time Expired Refugees

1. *Identification*

GR applicants/recipients identified as participating in a vocational training program are to be given a GR Referral/Enrollment/Attendance Verification Form to determine if they are enrolled in a RES program.

2. *Deferral*

When the GR Referral/Enrollment/Attendance Verification Form, indicates RES enrollment, the form is to be referred to the CalFresh E&T SW for evaluation. The CalFresh E&T SW will approve/disapprove the deferral by using the RES Providers Listing to verify the RES contract number.

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RCA Time Expired Refugees (continued)

It is important that the GR Referral/Enrollment/Attendance Verification Form be approved/disapproved and returned to the worker no later than the following business day after receipt from the worker. FRC Managers and CalFresh E&T SWs will need to establish internal procedures to ensure timely processing of these forms.

3. *Monitoring*

Individuals whose work requirements have been deferred shall be required to provide a GR Referral/Enrollment/Attendance Verification Form each month at the Status Report interview. The GR Referral/Enrollment/Attendance Verification Form will be used to monitor attendance in a RES program.

In general, two days absence per month may be allowed without good cause. More than two days of absence shall require good cause or a one month sanction.

4. *Time Limit*

Applicants/recipients are to be informed that GR eligibility will be limited to three months following completion of a RES program for GR, regardless of employability status.

GRPG Letter #65 (6/11)

F. Work Project Credit

Applicants/recipients who do not participate in, or are excused from the WP, shall not receive credit toward repayment of GR.

G. Non-MAPC Procedures

The table below shows the actions that must be taken and the responsible individual for that action.

Step	Who	Action
1	CalFresh E&T SW	Prepare Form 11-55 HHSA (GR Worksite Information Form) for approval of the Supervisor or FRC Manager requesting that an expanded JS be substituted for the WP assignment.

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90-700.14. JT/JS SUBSTITUTIONS, Continued

**Non-MAPC
Procedures
(continued)**

Step	Who	Action						
2	Supervisor/ FRC Manager	Approve or disapprove the request on Form 11-55 HHSA and return it to the CalFresh E&T SW.						
		<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>disapproved,</td> <td>applicant is assigned to the nearest WP site.</td> </tr> <tr> <td>approved,</td> <td>original Form 11-55 HHSA shall be filed in the CalFresh E&T case.</td> </tr> </tbody> </table>	If ...	Then ...	disapproved,	applicant is assigned to the nearest WP site.	approved,	original Form 11-55 HHSA shall be filed in the CalFresh E&T case.
		If ...	Then ...					
disapproved,	applicant is assigned to the nearest WP site.							
approved,	original Form 11-55 HHSA shall be filed in the CalFresh E&T case.							
3	CalFresh E&T SW	Image a copy of Form 11-55 HHSA in place of the 11-46 HHSA or 22-04 HHSA. Forward one copy to the FRC Manager/Assistant Manager.						
4		Inform the applicant/recipient of the additional JS requirements, and these shall be documented on the NOA and in the Case Comments.						
5		Edit manually forms 11-7 HHSA and 11-49 HHSA to reflect the expanded JS requirements.						
6		Verify that at least two of the employers can positively confirm that written applications were submitted.						
7	Worker	Set the date for return of Form 11-7 HHSA to the 5 th day of the following month.						
8		Apply the appropriate sanction as shown below.						
	<table border="1"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>form 11-7 HHSA is not returned by the expected due date,</td> <td>apply a one-month sanction period.</td> </tr> <tr> <td>form 11-7 HHSA is returned late,</td> <td>CalFresh E&T SW verifies the job contacts.</td> </tr> </tbody> </table>	If ...	Then ...	form 11-7 HHSA is not returned by the expected due date,	apply a one-month sanction period.	form 11-7 HHSA is returned late,	CalFresh E&T SW verifies the job contacts.	
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90-700.14. JT/JS SUBSTITUTIONS, Continued

Non-MAPC Procedures
(continued)

Step	Who	Action	
		If ...	Then ...
		job applications were not submitted,	apply a three-month sanction.
		form 11-7 HHSA is not returned at all,	apply a three-month sanction.
9		Substitute WP for intervals of one month. These procedures will be followed for every month that a WP is substituted.	

Note: Form 11-55 HHSA shall also be routed to the FRC Manager whenever there is a change, complaint, or request for information on how to become a GR WP site.

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H. MAPC Procedures

In addition to the non-MAPC procedures, above, the worker is to advise the MAPC applicant of the requirement to complete the MAPC Work Test prior to receipt of aid. The table below shows the actions that the worker/CalFresh E&T SW must take.

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90-700.14. JT/JS SUBSTITUTIONS, Continued

**MAPC
Procedures
(continued)**

Item	Explanation
Work Test	<p>The MAPC Work Test for these applicants shall consist of the first four JSs. All four JSs are to be verified prior to the receipt of initial aid.</p> <p>The return appointments for these MAPC applicants are not to be scheduled any later than the return appointments for MAPC applicants required to complete the 24-hour Work Test. However, FRCs may use discretion in scheduling the return appointments. If the applicant states they can complete the required JSs prior to the fourth day, the return appointment may be scheduled earlier. Reasons for scheduling earlier appointments shall be narrated.</p> <p>The CalFresh E&T SW shall follow the verification procedures in determining if the remote MAPC applicant completed the MAPC Work Test requirements.</p>
Beginning Date of Aid	<p>The first day of MAPC aid shall be the date of application or when all eligibility factors are met, whichever is later, and shall commence with the issuance of the first aid payment, to be issued upon verification of all four JSs.</p>
Additional Job Searches	<p>The applicant shall be scheduled to return with the additional JSs on the 5th day of the upcoming month. The CalFresh E&T SW shall verify two of the additional JSs.</p>
Pending Applications	<p>All MAPC applications shall be pending in CalWIN. Form 11-61 HHS shall be used to notify the applicant that the case is pending completion of the Work Test.</p>