

90-700.23. MAPC REFERRAL AND APPLICATION

**A.
General**

This section provides instructions on the handling of applications under MAPC requirements in the GR Program.

**B.
Granted
Worker**

The Granted worker shall take the actions in the table below when sanctioning cases for the first time in a six-month period.

Step	Action
1	Issue a MAPC Notice in addition to the discontinuance NOA.
2	Inform the recipient that the MAPC option is available to them, and that an appointment will be made 30 days following discontinuance if the recipient requests MAPC within seven work days of discontinuance. (The MAPC notice refers to this option as “a second chance to cooperate” to avoid confusion for the recipient.)
3	Forward a copy of the MAPC notice to the Intake Scheduling Supervisor. Specific deadlines for the MAPC request and Intake appointment shall be indicated on this copy, as well as other reasons for discontinuance of the case (for example, failure to provide specific information, excess property, etc.).

**C.
Reception/
Pre-
application**

The applicant’s copy of the MAPC notice shall serve as proof of potential eligibility for MAPC, and the pre-application interview will be waived with the following exceptions:

- MAPC applicants requesting aid without the form will be cleared and screened, if necessary, through pre-application.
 - MAPC applicants who were sanctioned for failure to comply with the orientation component of the Work Test shall be issued a Group orientation appointment as well as an intake appointment.
 - A pre-application screening will be necessary for sanctioned applicants notified of discontinuance for other reasons as well, such as failure to provide information. The purpose of the screening will be to remind the applicant of outstanding verifications needed prior to issuance of aid.
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**D.
Timely
Request for
MAPC**

Timely request is defined as a request for MAPC made in person at reception within seven work days of the beginning date of the sanction.

Example: Case discontinued with three-month sanction effective 4/30/08. Beginning date of sanction is 5/1/08. Request for MAPC must be made by 5/9/08 in order to be considered timely. (The weekend occurs on 5/3 and 5/4.)

**E.
Scheduling
Timeframes
for Timely
Requests**

The MAPC Intake interview for MAPC participants shall be scheduled on the 30th calendar day following discontinuance of aid when a timely request for MAPC is made. In situations when the 30th calendar day falls on a weekend or holiday, the applicant is to be scheduled on the preceding work day. It is understood that these applications will not be scheduled within the usual Intake timeframes. This deadline ensures that MAPC applicants who comply with the complete Work Test requirements will receive the initial aid payment on the 34th calendar day following discontinuance, and no later than the 37th calendar day following discontinuance of aid when weekends or holidays interfere.

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**F.
Scheduling
Timeframes
for Late
Requests**

Applicants requesting MAPC after the first seven work days of the sanction period shall be scheduled for no earlier than the 30th calendar day of following discontinuance of aid.

**G.
Missed MAPC
Intake
Appointments**

The table below shows how to treat missed MAPC Intake appointments.

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Missed MAPC Intake Appointments
(continued)

If good cause is ...	Then the ...
found for missing a scheduled MAPC Intake appointment,	applicant will be given the next available Non-MAPC appointment. This applicant is still required to meet all MAPC requirements.
not found for missing the scheduled MAPC Intake appointment,	application will be denied and the sanction reinstated.

H. Intake

Intake workers will follow the actions in the table below for MAPC applicants.

Step	Action
1	Conduct a standard eligibility interview.
2	Compare current application/intake forms with forms from the last period of eligibility and take necessary follow-up action on reported changes.
3	Contact the last county of residence to determine if the applicant is currently on an employable sanction in that county and subject to mandatory MAPC requirements.
4	Explain MAPC requirements fully, including the initial Work Test, WP, and JS requirements. The 11-49M HHS is to be used to notify the applicant of the time, place, dates, and work site supervisor to report to at the designated work site for the Work Test.
5	Instruct the applicant to provide written verification of absence if there is a critical need to miss the WP.
6	Apply good cause standards.
7	Use the MAPC NOA to inform the applicant that aid will be issued upon completion of the MAPC Work Test.
8	Issue initial aid, JS, and the Monthly Eligibility Report when the applicant completes the Work Test and returns for the scheduled appointment.
9	Refer to CalFresh E&T SW for ongoing WP assignment as soon as possible immediately following the date eligibility is established and initial aid is issued.