

Placer County Department of Human Services

EFFECTIVE DATE: 08/01/10 REVISION DATE: 02/01/14	TITLE: Self-Initiated Program (SIP)	PROGRAM: ES
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Definition	<p>A Self-Initiated Program is an activity in which a participant may continue in an undergraduate degree or certificate program that leads to self-supporting employment.</p> <p>The participant must maintain satisfactory progress in the educational activity in order to continue in the plan. If the participant does not continue satisfactorily, the participant must participate in Employment Services activities in accordance with Section 42-711.5.</p>
Participant Requirements	<p>Each <u>potential</u> SIP participant must complete an application packet and meet the following requirements:</p> <ol style="list-style-type: none"> 1) The participant must be enrolled, meaning he/she has applied for and been accepted into a degree or certificate program prior to his/her first Appraisal after January 1, 1998 or the date he or she would have been appraised if he or she had not failed, without good cause, to appear for the appraisal appointment. He or she must be making satisfactory progress in that program, and the County Welfare Department (CWD) determines the program is likely to lead to self-sufficiency. A participant who possesses a baccalaureate degree will not be eligible unless he or she is pursuing a California regular classroom teaching credential at an accredited institution. 2) The participant is given a SIP packet at orientation in order to begin the determination of their self-initiated program application. At appraisal, an appointment is set to have the participant return within 30 days to provide all documentation necessary to determine the approval or denial of the SIP application. 3) The participant must complete the Self-Initiated Program Application (P-54 a, b, and c) and provide the following supporting documentation: <ul style="list-style-type: none"> ▪ transcripts ▪ copy of grades ▪ attendance ▪ local labor market connection, agreed upon by the CWD and local education agencies or providers ▪ their career goals ▪ an educational plan, (P-61) or private school contract showing scheduled classes. The school must be accredited, and the websites to confirm this are: http://www.bppve.ca.gov/ or www.wascweb.org. 4) According to EAS Manual Section 42.711.54, the SIP applicant must be making satisfactory progress, as determined by the provider, and that continuing in the program must be likely to lead to self-supporting employment. The case manager must assess the above.

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- 5) The participant must provide proof of their progress to the case manager. They are required to provide to their case managers monthly attendance and progress verified by each institution. Attendance is tracked by the P-224. Grades and progress reports are provided at intervals (semester, modules, for example) designated by each institution. The expectation is that the participant earns a C grade or higher and that 2.0 cumulative grade point average is considered acceptable progress. The participant must let the case manager know when they drop a class or change their schedule.
- 6) The participant must meet the 20, 30 or 35 hour participation criteria, but not the 20 hour core and non-core requirement during the WTW 24-Month Time Clock. Participants will be assigned to additional activities to supplement hours if needed. These additional hours of participation will be written into the Employment Services Plan. NOTE: In a two-parent family where both parents are participating in a SIP, both parents must participate 30 hours a week. The participant must participate in activities during an educational break, according to EAS Manual Section 42.711.547. For approvable SIPs, an assessment is not necessary to be placed in a Work Experience (WEX) position. Their assigned WEX site should be tied to and compliment their career choice. A related work site will provide the client with an opportunity to enhance their knowledge, develop a skill set related to the career choice and increase their ability to be competitive in the labor market.
- 7) Within 30 calendar days, all necessary supporting documents and the SIP application packet is to be given to the supervisor for review. If the participant has failed to provide all necessary documents to determine a SIP approval, the case manager will deny the SIP application and send a 604 notice with the appropriate information for Fair Hearing rights.

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Case Manager Requirements

SIP APPLICATIONS

1) At appraisal, case managers must set a 30-day appointment for the client to return with the SIP application and all supportive documents.

2) Among the supporting documentation are:

- SIP Program Application: P-54 a, b and c
- Transcripts, grades and attendance
- Educational plan, and/or P-61, showing schedule of classes and completion date of the course of study, including the degree or credential they are trying to achieve.
- Assessment results for English and Math, if attending a Community College.
- Statement of labor market connection: three employers who would hire them with the skills they acquire, proving that the course of study will lead to the clients becoming self-supporting.
- Three job titles that the student could compete for once graduated.
- A one paragraph summary of their goals.
- A completed WTW 8 addressing use of Student Financial Aid to meet support services needs.

3) Upon receiving the information above, within the 30 day deadline, the case manager must update CalWIN, especially assessment scores and the Employment Services Plan, and file the supporting documentation in the SIP section of the case. Case comments should outline the information received above.

Reminder: Case managers also must confirm that the school is accredited.

4) For participants whose course of study is not on the State list, the CWD shall determine if their program leads to employment. The participant shall be allowed to continue in the program up to the time period specified under EAS Manual Section 42-716.11, if the participant demonstrates to the CWD that the program will lead to self-supporting employment. Documentation must be included in the employment services plan. Additionally, the CWD shall inform the recipient in writing of the process by which the recipient may demonstrate that a program not on the list of approved SIPs will lead to self-supporting employment. Page 4 of the SIP Application is what the participant must complete in order for their course of study not on the list of approvable SIPs to be considered. (42-711.543)

The labor market link can be provided to the participant:

www.labormarketinfo.edd.ca.gov/ and an assessment is recommended to help the client find an approvable major/course of study.

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5) If the client has not changed to an approvable course of study at an accredited school in the time period allowed, the client will be required to participate in another ES approvable activity for their 20, 30 or 35 hours per week. If they do not participate, a compliance review is initiated.

6) Case managers must complete a WTW 2 form to show:

- The number of hours required for classroom (including online), laboratory, or internship activities. (SIP regulations do not provide for study hours unless they are credited)
- Case managers must include additional activities so that the participant meets their 20/30/35 hour obligation. They can fill hours with any approvable ES activity. In a two parent household, when one parent is exempt, the participant must participate 35 hours per week in SIP or concurrent ESactivities.
- The case manager must list what the participant will be doing during educational breaks and the time frame of those breaks. Case managers must list supportive services provided if the participant is not using financial aid to cover expenses.

7) Regarding hours of participation:

- When entering in CalWIN, a SIP should be designated as a Post-Secondary Education. The Welfare-To-Work 2 (WTW2) form should be checked as a SIP and not held to Core/Non-Core hours during the WTW 24-Month Time Clock.
- For SIP participants, remember to keep the distinction that a client is a SIP and meets the criteria, especially if a client goes off aid, or transfers to a new worker.
- For E2lite reporting purposes, SIP participation should be reported as Vocational Education and Training for the first 12 months, then reported as Education Related to Employment (if participant has no GED) or Job Skills Training Related to Employment thereafter.

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Descriptions	<u>DESCRIPTIONS</u>
	<p><u>Attendance:</u></p> <p>Students must use the P-224 to track their progress/attendance and turn this in monthly. All attendance should be listed on the P-224 and verified. The proof of daily attendance must be provided monthly. (ACL04-41, ACIN 1-84-06)</p> <p><u>On-Line Classes:</u> See Policy on On-Line courses.</p> <p><u>Supportive Services</u></p> <p>Tuition and school fees in the nature of tuition are not ancillary expenses. The county is not obligated to pay these costs when a person or entity, other than the county or county authorized entity, contracts for the training (42-750.114 (a)).</p> <p>After approval as a SIP, the participant must be reimbursed for allowable supportive services incurred prior to signing a employment services plan when the expense meets all of the following conditions:</p> <ul style="list-style-type: none"> • The expense was incurred after the beginning date of aid. (Child care reimbursement is limited to the later of the beginning date of aid or 30 days prior to services being requested) • The expense was necessary for participation during the academic period or term (semester or quarter) in which the SIP is approved. • The expense is determined eligible under CalWORKs regulations. • The expense was an unreimbursed out-of-pocket cost. <p>*Supportive service expenses that are incurred prior to the beginning date of aid, even if the expenses were actually paid for after the beginning date of aid, should not be reimbursed. All County Letter No. 08-36 for <u>Camacho v. Allenby Lawsuit</u> http://www.cdss.ca.gov/lettersnotices/PG1458.htm</p> <p>NOTE: Participants should check with their educational institutions for any supports that they can access to help them be successful.</p> <p><u>Good Cause</u></p> <p>Per EAS Manual Section 42-711.546, any person whose previously approved SIP is interrupted for reasons that meet the good cause criteria in Section 42-713.2 may resume participation in the same program if the participant maintained good standing in the program and the SIP continues to meet the approvable criteria.</p> <p><u>Volunteers</u></p> <p>A person who is entitled to an exemption and is volunteering in an education or training program may, if otherwise qualified, be approved as a SIP when their</p>

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	exemption ends.
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