

Placer County Department of Human Services

EFFECTIVE DATE: 1/22/19 REVISION DATE:	TITLE: Vocational Training Program (VTR) Policy	PROGRAM: ES
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Definition	<p>Vocational Education and Training means organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations, and includes, but is not limited to, college and community college education, adult education, regional occupational centers, and other occupational programs.</p>
References	<p>EAS 42-700 ACIN I-15-16</p>
Participant Requirements	<p>After the client completes an Assessment, a Vocational Education and Training Activity may be approved on an Employment Services Welfare-to-Work plan (WTW2) based on the client’s employment and training needs.</p> <p>Each VTR participant must meet the following requirements:</p> <ol style="list-style-type: none"> 1) The participant must enroll, be enrolled, or has applied for and been accepted into a degree or certificate program. If already enrolled, he or she must be making satisfactory progress in that program, and the County ES Dept. has determined the program is likely to lead to self-sufficiency. A participant who possesses a Bachelor’s Degree will not be eligible to participate in a VTR activity unless he or she is pursuing a California regular classroom teaching credential at an accredited institution. 2) The participant must complete the Education Activity Application (P-54 P54a, and VTR 54b) 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: https://www.bppe.ca.gov/ or https://www.wscuc.org/institutions 3) According to EAS Manual Section 42.711.54, the VTR 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 Client Services Counselor must assess the above.

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- 4) The participant must provide proof of their progress to the Client Services Counselor. They are required to provide to their Client Services Counselors 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 Client Services Counselor know right away when they drop a class, stop attending one or more classes or change their schedule.
- 5) 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. The participant must participate in other Employment Services activities during an educational break, in order to meet the 20, 30 or 35 average weekly hours participation rate according to EAS Manual Section 42.711.547. 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.
- 6) Within 30 calendar days, all necessary supporting documents and the VTR application packet is to be given to the Client Services Counselor for review. If the participant has failed to provide all necessary documents to determine a VTR approval, the Client Services Counselor will deny the VTR application and send a 604 notice with the appropriate information for Fair Hearing rights.

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Client Services Counselor Requirements	<p style="text-align: center;"><u>P-54 VTR APPLICATIONS</u></p> <p>1) At appraisal, after assessment or at any other point in the employment services participation Client Services Counselors must set a 30-day appointment for the client to return with the VTR application and all supportive documents.</p> <p>2) Review the supporting documents including:</p> <ul style="list-style-type: none"> ▪ VTR Program Application: P-54, P54a, and VTR 54b ▪ 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 service needs. <p>3) Upon receiving the information above, within the 30 day deadline, the Client Services Counselor must update CaWIN, including the Education screen, Assessment scores, the Employment Services Plan (WTW2), and send the supporting documentation to OnBase to be filed under the WTW School/VTR section. Case comments should outline the information received above.</p> <p>Reminder: Client Services Counselors also must confirm that the school is accredited.</p> <p>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 <u>in writing</u> of the process by which the recipient may demonstrate that a program not on the list of approved VTRs will lead to self-supporting employment. Page 4 of the VTR Application is what the participant must complete in order for their course of study not on the list of</p>
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Client Services Counselor Requirements	<p>a) If the course is combined into the client's WTW plan, then supportive services shall be provided by the CWD for that additional course.</p> <p>b) If the client needs to complete courses required by the program along with elective courses required by the institution for the certificate, degree, or graduation requirements the WTW plan shall be written to include all required classes.</p> <p><u>On-Line Classes:</u></p> <p>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 for VTR, the participant must be reimbursed for allowable supportive services incurred prior to signing an WTW2 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 VTR 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>Necessary supportive services include, but are not limited to, ancillary, books, lab or materials fees, transportation, and child care services. A participant has the option to request and receive advance payments for supportive services and are required to provide proof of support services purchases.</p> <p><small>NOTE: Participants should check with their educational institution for any supportive services that they can access to help them be successful. Placer County will not pay for books twice when classes are dropped or retaken in a subsequent semester.</small></p> <p>Placer County HHS will not pay for computers, cable or internet access fees to access courses. Colleges and local libraries provide these services free of charge.</p>
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Good Cause

Per EAS 42-713 A participant shall be excused from participation in welfare-to-work activities for good cause in accordance with Section 42-713.2, when the CWD determines there is a condition or other circumstance that temporarily prevents, or significantly impairs, the individual's ability to be regularly employed or to participate in welfare-to-work activities.

.11 The county shall review the continuing validity of the good cause determination as necessary, but at least every three months.

.12 The participant shall cooperate with the county and provide information, including written documentation, as required to complete the review.

Volunteer Defined and Volunteer VTR Status

"Volunteer" means a CalWORKs applicant or recipient or Employment Services customer who is not required to participate in the Welfare-to-Work Program that chooses to participate in an approved Welfare-to-Work activity.

If an Employment Services participant is Exempt and is volunteering in an education or training program activity the WTW 2 form should be entered as Volunteer – on the WTW2 Activity agreement form. No CORE or VTR 12 month limitations apply until the participant returns to Mandatory participant status.

Verifying Participation

Clients are required to provide verification of satisfactory participation, (P-224) including additional documents, must be documented as part of a WTW plan prior to a client signing his or her plan. CWDs are reminded that CalWORKs clients are not required to seek additional verification of activities, if such verification would force disclosure of information that is confidential. The CalWORKs Coordinator or their college Client Services Counselor will verify hours for participants attending Sierra College and other community colleges. It is the client's responsibility to provide written verification of participation when attending another school (for example: MTI, Western Career, etc.). If the school is willing to sign the P-224 that will be accepted, if not, then another verification will need to be provided. If the school or institution cannot or will not provide verification of attendance hours, the activity is not eligible to be part of the participant's ES Plan.

