

KERN COUNTY DEPARTMENT OF HUMAN SERVICES
POLICY IMPLEMENTATION MEMORANDUM NO 14-45

DATE: February 27, 2015
RE: Employment Services: Guidelines to Refer Clients to Post-Assessment Training and Education Programs

PURPOSE

The purpose of this Memorandum is to provide policy and procedural guidelines to the Employment Services Social Worker (SSW) when assigning post-assessment training and education programs as an approved Welfare-to-Work (WTW) activity.

I. Post-Assessment Training and Education Programs

Post-assessment training/education programs provide job skills to assist clients in obtaining unsubsidized employment and achieve self-sufficiency. In order to approve a post-assessment training/education program as a WTW activity, the client must complete an assessment supporting this activity assignment.

Exception - A client who is in an approved SIP will not be required to complete an assessment to develop a WTW Plan, unless it is necessary to assign the client to concurrent activities to meet the minimum participation requirement.

Based on a client's current situation, a referral is made to Fosters Assessment for a Two-Day Vocational Assessment or One-Day Modified Assessment. In addition, clients suspected to have a Learning Disability can be referred to Fosters Assessment for an additional day of testing. In extenuating circumstances with approval from an Assistant Program Director or above, a client may complete a Department of Human Services (DHS) In House Assessment.

- A. The decision to refer to a training/education program is based on each client's assessment results taking into consideration the following: the client's current situation, needs, abilities, strengths, employment goals, and local labor market conditions. Only training/education programs supported by a completed assessment may be assigned as an approved Welfare-to-Work activity.

If a client's assessment results do not support the training/education program and the client does not meet SIP criteria including demonstrating that the education/training program will lead to self-supporting employment, the client in consultation with the assigned SSW must elect to do one of the following:

- ▶ Be assigned to other WTW activities to meet federal WPR requirements and not use their WTW 24-Month Time Clock.
- ▶ Be assigned to other WTW activities that only meet state minimum participation requirements and use their WTW 24-Month Time Clock.

- B. Evaluate the client's responsibility and commitment to participate in the training/education program and working in the occupational field.
1. Is the client an active participant in making decisions regarding his or her participation in Welfare-to-Work activities?
 2. Does the client demonstrate motivation and desire through good attendance, satisfactory progress, and completion of assignments?
 3. Are there any participation problems such as quitting activities or jobs without good cause, non-cooperation problems, or a history of sanctions?

The client can be given an opportunity to show responsibility and willingness to actively participate through an Employment Preparation Program (EPP) site assignment or obtaining a part-time job.

- C. Clients are required to provide a completed **Education Plan, class schedule and proof of satisfactory progress (if applicable)** from their accredited school/provider verifying enrollment in an approved training/education program.
- D. The training/education program must lead to an undergraduate degree or a certificate in an in-demand field. Clients who have already obtained a 4-year degree will not have further education approved unless they are obtaining a California Teaching Credential.

Note: Participation in training/education should include the opportunity for the client to access job search services concurrently or after the program ends.

II. Reviewing Foster Assessment Results

- A. Training/education programs are recommended based on tests administered to assess whether the client's math, reading, and language skills are at the level required for specific training/education programs. These programs must be on the Kern County Demand Occupations List.
- B. Upon receipt of Fosters Assessment results, the SSW will:
1. Enter the results into the Test Scores page in C-IV.
 2. Review the results of the assessment with the client at the Post-Assessment Appointment, ensuring that the following areas are covered:
 - ▶ Barriers and services needed by the client that weren't previously communicated to the SSW.
 - ▶ The Primary Employment Goal must be discussed with the client to ensure that Fosters supports the training/education program.

- C. The Primary Employment Goal listed in the Fosters results must be in accordance with the client's training/education program in order for the program to be approved by the SSW. If Fosters does not support the training/education program, then the client **must meet participation requirements through another approved activity.**
- D. The option to change from an unapproved training/education program to one that is supported by Fosters can only occur once in a lifetime and must be approved by a Social Service Supervisor.

III. The Welfare-to-Work 24-Month Time Clock and Post-Assessment Training/Education

- A. Training/education is a post-assessment activity and as such, is subject to the 24-Month Time Clock. Training/education is limited to **12 months in a lifetime** as a core activity under Vocational Education (Voc-Ed). With the implementation of the 24-Month Time Clock, training/education can potentially fulfill a participant's requirement for up to three years (2 years under the 24-Month Time Clock and 1 year as a core activity used in meeting CalWORKs Federal Standard).
- B. Participants can elect to use their 12-months of core training/education hours before, after or in between their WTW 24-Month Time Clock. For example:

12 months-as federal core activity (24-month clock stopped).		24 months of vocational education where only participation hours are met	
24 months of vocational education where only participation hours are met.		12 months-as federal core activity (24 month clock stopped).	
12 out of the 24 months, core hours not met.	12 months-as federal core activity.	12 out of the 24 months, core hours not met.	

IV. Homework Time

- A. Homework or other unsupervised study time for clients in post-assessment training/education programs may be counted toward total participation hours.

California Community Colleges	All Other Academic Institutions
<u>Includes:</u> ▶ Bakersfield College ▶ Cerro Coso College ▶ Antelope Valley College ▶ Taft College ▶ Porterville College	<u>Includes:</u> ▶ Kaplan ▶ UEI ▶ Santa Barbara Business College ▶ San Joaquin Valley College ▶ All institutions other than a California Community college

► Bakersfield Adult School Curriculum guidelines posted on the Chancellor's Office California Community College website state: "For each hour of lecture, it is assumed that students will be required to spend an additional two hours study outside of class" <u>Maximum one hour of homework time is allowed per one hour of class time.</u> Therefore, students attending a California Community College will receive credit for one hour of homework time per one hour of class time. No additional verification is needed in the case file to approve homework time	To approve credit for homework time a written statement from the institution regarding homework hours must be provided and imaged to the case. Examples of verification in the case file to document the need for homework time can include: ► Statement in course syllabus regarding study time requirement. ► Written statement provided by the instructor. ► Information may be provided in the school catalog or other documentation from the educational institution. Homework hours will be credited based on the verification provided with a <u>maximum of one hour of homework time for one hour of class time.</u>
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- B. Homework hours will be counted as **core** if the training/education program is being counted as **core**.
- C. Homework hours will be counted as **non-core** if the training/education program is being counted as **non-core**.
- D. Childcare is only authorized for class time. Childcare is not to be authorized for homework hours.

IV. Verifications Required

Prior to the SSW assigning a training/education activity, clients must provide documentation verifying enrollment in a program supported by Fosters Assessment.

- A. Clients are required to provide a completed **Education Plan** from their accredited school/provider verifying enrollment in a program that is listed on the Kern County Demand Occupational List and supported by Fosters Assessment.
 1. In addition, clients are also required to submit copies of their **class registration or class schedule** verifying enrollment in courses concurrent with their Education Plan each semester/quarter or at the beginning of each module unit. Registration, class schedule, or other verification of days and hours of expected attendance must be provided.
 2. Only courses listed on a client's Education Plan may be counted towards participation in an approved Welfare-to-Work activity.
 3. Wait listed classes will not count towards participation requirements until the client provides verification of enrollment in the course(s).

- B. Clients returning to a training/education program must provide a copy of their final grades (if applicable).

V. Assigning an Approved Training/Education Activity

Once enrollment verification has been received, the SSW assigns the approved training/education activity in C-IV and issues a WTW 2 Activity Agreement for **one semester/quarter or up to 6 months for module programs**.

- A. Assign an approved training/education activity in C-IV.
- B. Create the post-assessment WTW 2 Activity Agreement and complete as required.
- C. Complete a KCDHS 694 for all schools outside of the Kern County Community College District and Kern County Superintendent of Schools.
- D. Generate a WTW 8 Student Financial Aid Statement when issuing a WTW 2 Activity Agreement for an assigned training/education activity. .

VI. Satisfactory Progress

Satisfactory progress is defined as earning and maintaining at least a 2.0 GPA in the *current* semester/quarter.

- A. **Progress Evaluation** - Satisfactory progress in a training/education program is to be monitored on a monthly basis and evaluated at the end of each term (semester or quarter).
 - 1. Obtain verification of the client's monthly participation via a Monthly CalWORKs Activity Time Sheet (MCAT) or other requested verification. MCAT and scheduled hours should match.
 - ▶ If the client has not been attending classes and meeting hours per the WTW 2, does not have good cause or qualify for an exemption, then begin the non-compliance process.
- B. **Grades** - At the end of each term (semester or quarter), the client must provide grades for the classes just completed.
 - 1. If the client has not maintained a minimum 2.0 GPA for the current term, the training/education program will not be approved for the following term unless the client qualifies for Academic Probation.
 - 2. If the client is eligible to continue participation in the training/education program, they are required to provide a class schedule for the upcoming term. The client will sign a new WTW 2 for the upcoming term.

Note: Only grades contained on the most current report card submitted will be used for grade point average determination. Cumulative GPA will not be used.

For clients in module format training/education programs where the schedule does not change for the extent of the program, grades will be submitted every 3 months to monitor GPA and a new WTW 2 will be signed every 6 months.

- C. **Academic Probation** - If the client earns less than a 2.0 GPA on the current report card and has **a serious and compelling reason** for not meeting requirements, the client can be placed on Academic Probation for the next semester or quarter. A serious and compelling reason includes: Homelessness or imminent risk of homelessness; a lack of safety due to domestic violence; Mental Health and/or Substance Abuse issues.

1. If the client is placed on academic probation, then the following will be required:
 - ▶ The client must provide written verification of the serious and compelling reason for not making satisfactory progress.
 - ▶ SSW will consult with the SSS to determine if the participant will be allowed to continue with the current training/education program. In making a determination the SSW and SSS will consider the following factors:
 - ✓ Does the client have a serious and compelling reason for not meeting requirements?
 - ✓ What is the pattern of attendance for the past semesters or quarters?
 - ✓ Has the client made satisfactory progress in prior classes?
2. If the client is allowed to continue with the next semester or quarter, the SSW will request progress reports from the client on a monthly basis. Failure to provide monthly progress reports without good cause will be considered as not making satisfactory progress and will result in the initiation of the compliance process.
3. At the completion of the probationary period (current term), the SSW will review the client's current report card and participation hours. If the client is earning less than a 2.0 GPA on the report card for the current term, the client will be considered as not making satisfactory progress and the training/education program will no longer be approved.

- D. **Training/Education Program Termination** - A client may have the current training/education program term denied due to not making satisfactory progress the previous term (2.0 or less GPA).

1. The client will be required to participate in alternate post-assessment activities following the denial of a training/education program and will not be provided with supportive service assistance for the unapproved training/education program.

2. The client may provide verification of a 2.0 or greater GPA at any time after a training/education program has been denied for the training/education program to be reevaluated as an approved Welfare-to-Work activity

IX. Process for Denial of Post-Assessment Training/Education Program

If the client's Post-Assessment Training/Education Program does not meet the aforementioned requirements and the program is denied as an approved Welfare-to-Work Activity, the SSW will then: Complete and issued the WTW Denial of Training/Education Program letter.