

1. Vocational Services Program Overview

1.1 Purpose for Vocational Services Program

The purpose of the Vocational Services (VS) Program is to provide employment assistance to eligible General Assistance (GA) applicants/recipients who are employable and are out of work. The primary goal of this program is to immediately direct applicants/recipients towards the work field in an effort to achieve self-sufficiency. These activities are assigned based on Employment Counselor's (EC) assessments and monitored for compliance."

1.2 Program Overview

As a condition of continued GA eligibility, a recipient classified as employable (able to work) is expected to participate in the assigned activities and shall make a good faith effort towards obtaining and maintaining employment.

1.3 Who is Referred to Vocational Services (VS)

In most circumstances, all GA applicants/recipients classified as able to work (employable), must participate in the Vocational Services Program.

1.4 Persons Exempt from Vocational Services Program

An applicant or recipient who meets any of the following criteria shall be exempt from Vocational Services Program:

1. Persons 18 to 19 years of age who are attending high school, including alternative high school on a full-time basis.
 2. Persons 65 years old or older, unless they volunteer to participate in the program.
 3. Persons who obtain employment and commence work, but are receiving aid pending receipt of their initial wages.
 4. Persons participating in a training or rehabilitation program approved by the Agency.
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5. Persons classified as employable who are determined by the Agency to be temporarily unable to participate in the Vocational Services program.

1.5 Other Exceptions

There are some other exceptions for which applicants/recipients should not be referred to Vocational Services. These exceptions include:

- Clients receiving Employment/Training Commencement (ETC) Payments, Refer to GAHB [[“Employment or Training Commencement Payment \(ETC\) - GA Policy \[275\],”](#) page 26-3]
- Applicants for Return to Residence (RTR). Refer to GAHB [[“Return to Residence,”](#) page 11-1].
- Public Guardian Cases. Refer to GAHB [[“Public Administrator/Guardian/Conservator Procedures,”](#) page 12-1], and/or
- Individuals who are entitled to Cash Assistance Program for Immigrants (CAPI) payments.

1.6 Services Provided by Vocational Services Program

The Vocational Service Program provides services to employable recipients receiving General Assistance. These include, but are not limited to the following:

- Orientation program overview
- Employability assessment
- Deferral determinations
- Good cause determinations
- Referrals to appropriate activities
- Provide supportive services.

1.7 Definitions

1.7.1 Employable

Employable applicants/recipients are those individuals who are physically and mentally able to accept employment. A verbal statement by the applicant that he or she is able to work will be accepted unless there is evidence to the contrary.

1.7.2 Conditionally Employable

Conditionally Employable applicants/recipients are those individuals who:

- Claim to be able to do light work only; or
- Have verified medical limitations because of a temporary or a permanent medical condition which precludes some types of work activities.

1.7.3 Unemployable

Unemployable applicants/recipients are those individuals incapable of engaging in gainful employment because of a physical and/or mental condition.

1.7.4 Service Providers

“Service Providers” are defined as any agency where Vocational Services participants may participate for their required activity.

1.7.5 Deferral

A deferral is a temporary postponement of a participant’s participation in the Vocational Services Program related requirements.

1.7.6 Good Cause

“Good Cause” refers to circumstances which would make it impossible or unreasonable for the participant to have fulfilled his/her Vocational Services program obligations.

1.7.7 Able Body Adult Without Dependents (ABAWD)

Able-Bodied Adult Without Dependents (ABAWD) is a non-assistance CalFresh recipient age 18 to 49 who is able-bodied without dependent children.

1.8 Vocational Services Program Activities

Vocational Services participants are required to participate in one or more of the following activities.

1.8.1 Workfare

The purpose of this activity is to provide hands on work experience, learning new skills and good work habits, especially for participants who have a gap in their work history or lack of work experience. Employable participants shall participate in this activity unless the Employment Counselor determines otherwise.

1.8.2 Self-Initiated Workfare

Participants who reside in shelters where work experience assignment is provided in exchange for services/housing, can satisfy the Vocational Services Program requirements.

1.8.3 Supervised Job Search

Activities under Supervised Job Search include, but are not limited to:

Supervised Job Search

Supervised Job Search may be assigned concurrently with other activities in which case the number of job contacts will be 18 per month. Participants with restrictions who are not referable to other activities may be assigned to Supervised Job Search as a stand alone activity in which the number of job contacts will be 24 per month.

Job Search Training

The purpose of Job Search Training (JST) is to help participants search for work, prepare for work to achieve self-sufficiency. JST consists of various workshops which focus on various areas including self-esteem, motivation, job search strategies, overcoming barriers to employment, creating a resume, job interviewing techniques, and job retention. Employment Counselors provide participants with employment counseling, job search techniques and job leads, followed by structured job search,

networking sessions. Participants have access to job listings and leads, job fair information, resource materials, and office equipment located in the VS Employment Readiness Center.

1.8.4 Vocational Training

Participants who are approved for this activity are provided with various Job skills training that will allow them to move directly into employment.

1.8.5 Education

Participants who have been assessed by an Employment Counselor and is determined that additional education would be beneficial to increase their employability are referred to this activity.

Refer to [\[Refer to Chapter 3, Section "Vocational Services Activities Requirements," page-1\]](#) for more detailed information on the various Vocational Services Program activities.

1.8.6 Substance Abuse

Substance abuse classes are designed to assist participants with an addiction to remove substance abuse as a barrier to employment.

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