

**County of Orange Social Services Agency
Family Self-Sufficiency & Adult Services Division**

Program/Area: CalWORKs/Welfare-To-Work
Title: **Workforce Development Board (WDB) Vocational Training (VTR/VTC)**
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Approved:

PURPOSE The purpose of this policy is to establish procedures to provide the Workforce Development Board (WDB) Vocational Training (VTR/VTC) Activity to CalWORKs Welfare-To-Work (WTW) participants who meet the referral criteria.

WDB VTR/VTC is a WTW activity provided by three providers:

- Anaheim Workforce Development Board (AN WDB)
- Orange County Development Board (OC DB)
- Santa Ana Workforce Development Board (SA WDB)

This policy will refer to all three providers as WDBs.

DESCRIPTION OF SERVICE WDB VTR/VTC is a post-assessment, transitional, and short-term training activity, not to exceed twelve (12) months, to prepare participants for employment in a specific trade, occupation, or vocation.

Vocational Training is an allowable WTW activity consisting of:

- Vocational Education and Training Core (VTC): 12 months of participation in vocational or educational training may be counted as a core activity and is limited to 12-months in a lifetime.
- Vocational Education and Training (VTR): After completion of the 12-month lifetime limit of participation in vocational or educational training hours, any additional approved vocational training is counted as a non-core activity.

The Case Manager (CM) will utilize the [F063-41-329 Federal Time Limited Activities Worksheet](#) to track the Vocational Education 12-month lifetime limit. Refer to [Policy 207 Welfare-To-Work 24-Month Time Clock](#) for more information.

Note: Any month in which the participant is WTW exempt or the

family meets the required number of core hours in a concurrent activity other than Vocational Education and Training, participation in a vocational education and training activity will not be counted toward the Vocational Education 12-month lifetime limit. The activity will be considered as WDB Education Directly Related to Employment (WDB VTR-ED-NC) or WDB Job Skills Training Directly Related to Employment (WDB VTR-JS-NC).

Vocational Training activities must be provided by vocational-technical schools, post-secondary institutions, proprietary schools, or public institutions.

Vocational Training activities will be made available to participants in areas identified as growth oriented, current or emerging occupations, meeting an unmet community need, or in high demand for new employees.

WDB staff will work closely with each participant to assess needs, career goals, arrange an appropriate WDB VTR/VTC activity at a variety of training sites throughout Orange County, and ensure weekly participation as referred by the WTW CM.

For a description of the services offered by the WDBs, refer to the [Workforce Development Board Services at a Glance](#) document.

REFERRAL CRITERIA

Participants referred for WDB VTR/VTC activities shall meet all of the following criteria:

- Are required to participate, or have voluntarily enrolled, in the CalWORKs/WTW program pursuant to State regulations
- Have not found unsubsidized employment sufficient to meet the minimum required hours of WTW participation. Refer to [Policy 207 WTW 24-Month Time Clock](#) and to [Policy 211 WTW Plan](#)
- Are assessed to be suitable for the activity by WTW staff based on the vocational assessment result and/or other factors
- Continue to meet CalWORKs eligibility criteria
- Reside in Orange County

In the event a WDB participant has previously completed a WDB VTR/VTC activity, the CM will evaluate if a new WDB VTR/VTC referral will increase the participant's opportunity to obtain unsubsidized employment. Contact the designated Family Self-Sufficiency and Adult Services (FSS-AS) Policy and Quality

Assurance (PQA) Manager via chain of command for questions.

REFERRAL PROCESS

When it is determined that the participant meets the referral criteria for WDB VTR/VTC, the CM will:

- Document in CalWIN Case Comments that referral criteria were met
- Confer with the participant to determine which WDB One-Stop Center location is most convenient for the participant

Note: The WDBs accept referrals from all cities within Orange County. It is recommended that the CM and the participant discuss and select the best option.

- Complete sections I, II, and III of the [F063-41-322 Referral for WDB Employment Services](#)
 - Follow instructions on the referral form to attach the “Assessment Test Results and Interpretation” section of the vocational assessment report and send via secure email to the corresponding WDB
 - Provide a copy of the referral form to the participant as a reminder.
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CM RESPONSIBILITIES

The CM will:

- Communicate to the participant the purpose of the WDB VTR/VTC assignment
- Address barriers and supportive service needs and make appropriate referrals
- Develop and sign a new WTW Plan with the participant
- Initiate a referral [F063-41-322](#) to VTR/VTC activity and work with WDB staff and the individual to determine the appropriate placement
- Provide a copy of the “Assessment Test Results and Interpretation” section of the vocational assessment report to the WDB via secure email or fax
- Schedule the participant to the appropriate “WDB Vocational Training (VTR/VTC)” activity in CalWIN
- Enter actual WDB Vocational Training (VTR/VTC) attendance hours in CalWIN and monitor the participant’s attendance and progress
- Review the participant’s supportive services needs and make appropriate referrals. (See [Policy 301 Childcare](#), [Policy 310 Transportation](#), and [Policy 315 Ancillary](#))

- Enter appropriate case comments in CalWIN, including supportive service needs
- Coordinate with WDB staff for the participant's attendance and progress via email or phone
- Work with WDB staff to ensure participants are in compliance with the WDB VTR/VTC and any other WTW activity in the WTW Plan
- If there is suspected fraud, contact the FSS-AS PQA Manager prior to initiating a fraud referral.

**WDB STAFF
RESPONSIBILITIES**

WDB staff will:

- Receive the referral for WDB VTR/VTC and the "Assessment Test Results and Interpretation" section of the vocational assessment report via secure email
- Meet one-on-one with the participant to evaluate his/her skills and supportive service needs
- Work with the CM and participant to determine the appropriate WDB VTR/VTC placement
- Provide workshops, training, case management and coaching services to assist the participant in maintaining satisfactory attendance with the goal of obtaining and retaining employment
- Assign the participant to an appropriate WDB VTR/VTC activity within seven (7) business days of the referral
- Complete Section IV of the referral with information related to the WDB VTR/VTC placement and return to the CM via secure email or fax within one business day from the date the participant is assigned to a training program
- Monitor the participant's attendance and progress by communicating every two (2) weeks, or more often if needed, with the participant and activity provider
- Communicate with the CM and the activity provider as employment barriers are identified, so that appropriate referrals for employment supportive services can be made
- Report monthly attendance and progress of each participant to the CM by the tenth (10th) calendar day of the following month via the [F063-41-380 EPP/VTR/WEX Attendance Report](#)
- Report problems related to attendance or other issues about participant's assignments to the CM within twenty-four (24) hours of each occurrence
- Continue to engage the participant in job search activities for

forty-five (45) days after completion of the activity.

Note: Participant should still be enrolled in the WDB VTR/VTC activity during this period. WDB staff will ensure the participant meets the required participation hours.

- Report any suspected fraud to the FSS-AS PQA Manager who will review the situation and initiate a fraud referral if needed.

ATTACHMENTS

[F063-41-322 Referral for WDB Employment Services](#)
[F063-41-380 EPP/VTR/WEX Attendance Report](#)
[Anaheim WDB VTR Flyer](#)
[Santa Ana WDB WEX VTR Flyer](#)
[OC DB WEX VTR Flyer](#)
[WDB VTR Staff Contact Information](#)
[Workforce Development Board Services at a Glance](#)
[WTW Plan Example](#)

REFERENCES

EAS 42-701, 42-716
[ACL 12-67](#)
[ACL 12-69](#)
[Policy 207 WTW 24-Month Time Clock](#)
[Policy 211 WTW Plan](#)
[Policy 223 Vocational Education and Training](#)
[Policy 301 Childcare](#)
[Policy 310 Transportation](#)
[Policy 315 Ancillary](#)
