

## CHAPTER 4

### JOB TRAINING AND COMMUNITY SERVICE PROGRAM

Notwithstanding the provisions of any other chapter of these regulations, a General Assistance or Primary Health Care Network applicant/recipient who is unemployed or employed less than twenty-five (25) hours per week, or is employed a minimum of twenty-five (25) hours per week but is not receiving wages, tips and other compensation equal to the applicable federal minimum wage and who does not have a verified physical and/or mental disability which precludes the individual from participating in a job training, vocational rehabilitation or community service program shall be subject to the requirements of this chapter. For purposes of this chapter, the following definitions shall apply:

- 4:100 Approved Job Training Program:** Shall mean vocational training in technical job skills and equivalent knowledge, which program has been approved by the county or its designee as meeting the requirements specified herein.
- 4:102 Community Service:** Shall mean work performed for a governmental agency, non-profit corporation or health care corporation, provided such entity is approved by the County or its designee to participate in the Community Service Program.
- 4:103 Employable Recipient:** An individual who has been approved for General Assistance and/or Primary Health Care Network benefits who is not rendered unable to work, by illness or significant and substantial mental or physical incapacitation, to the degree and of the duration that the illness or incapacitation prevents the person from performing designated vocational, rehabilitation, job training or community service activities.
- 4:201 Job Training Participation:** An employable recipient of General Assistance and/or Primary Health Care Network benefits who is unemployed, employed less than twenty-five (25) hours per week, or is employed twenty-five (25) hours per week or more but is not receiving wages, tips, and other compensation which meet the applicable federal minimum wage requirements and who has not completed an approved job training program within two years prior to the date of application may be required to participate in an approved job training program.
- 4:202 Community Service Participation:** An employable recipient who has completed an approved job training program or for whom an appropriate job training placement is not available, as deemed by a County representative, and continues to be unemployed,

employed less than twenty-five (25) hours per week, or is employed twenty-five (25) hours per week or more but is not receiving wages, tips and other compensation which meet the applicable federal minimum wage requirements, shall be required to participate in the Community Service Program. Provided further, that any employable recipient who has completed an approved job training program within two (2) years prior to the date of application, shall also be required to participate in the Community Service Program.

**4:203 Failure to Participate in Job Training:** Any applicant or recipient who is required to participate in a job training program and who fails or refuses to attend orientation or any other required meeting or who fails or refuses to fully participate and show good-faith effort to excel in a job training program shall be ineligible for General Assistance for a period of three (3) calendar months and Primary Health Care Network benefits for one (1) calendar month. If an employable applicant/recipient reapplies following the period of disqualification, participation in the Community Service program may be required.

**4:204 Failure to Participate in Community Service Program:** Any applicant/recipient who is required to participate in the Community Service Program and who fails or refuses to attend an orientation meeting or any other required meeting or who fails or refuses to complete the specified hours of community service or refuses to cooperate with directions given or complete duties assigned by the Community Service placement site shall be ineligible for General Assistance for a period of three (3) calendar months and Primary Health Care benefits for one (1) calendar month.

**4:205 Exemption from Community Service Program:**

An employable applicant/recipient shall not be required to participate in a Community Service program if:

- a) he/she is a single parent and has legal and actual custody of a child under six (6) years of age;
- b) he/she has not completed an approved job training program within two (2) years prior to the date of application and has not been given the opportunity to participate in an approved job training program; or,

c) his/her presence in the home as a fulltime caregiver has been verified by a physician to be essential for the health and safety of a person rendered disabled by a verifiable medical or mental health condition.

**4:206 Community Service Hours Required:** The required hours of community service shall be determined by dividing the individual's General Assistance received in the prior calendar month by the federal minimum hourly wage, provided that no individual shall be required to perform community service for more than eight (8) hours in any one day or more than sixteen (16) hours in one week. An individual receiving Primary Health Care Network benefits only shall be required to perform forty (40) community service hours per calendar month.

**4:207 Unavailability of Job Training/Community Service Program:** An applicant/recipient subject to the provisions of this chapter may not be denied General Assistance and/or Primary Health Care Network benefits because an approved job training program or an appropriate community service placement is not available at the time assistance is approved.

**4:300 Transitions to Work:** The Transitions phase of the Job Training/Community Service Program allows participants to further utilize the skills obtained through successful completion of a job training program or community service participation to obtain and retain employment. Through the Transitions experience, guidance is provided on what realistic work options may be available for persons entering or re-entering the job market with little or no recent employment history, and/or with multiple barriers to employment. Motivational and educational workshops, individual instruction, and guided job search activities are made available to assist employable recipients in securing employment and developing habits and attitudes that aid in job search, job retention and job progression skills.

**4:301 Transitions to Work (Transitions) Selection Criteria:** Individuals may be designated for mandatory participation in Transitions based on the minimum criteria that a recipient has demonstrated consistent satisfactory participation in community service for at least six (6) months, has been enrolled in the GED program at least one (1) year, has recently left the labor force, or has other similar qualifications. An approved recipient of General Assistance programs may request to enroll in Transitions to increase his/her

employability. The decision to enroll a recipient in Transitions will be made by the Department Director or designee. General Assistance recipients required to participate will be contacted to schedule an individual assessment appointment with a Community Service staff member.

This appointment is to explain that the Transitions requirement is mandatory and may be in addition to any other scheduled Community Service hours or requirements. Each participant deemed ready for Transitions will meet with County staff to design an individual plan for analyzing and removing some employment barriers.

**4:302 Failure to Participate in Transitions to Work(Transitions):**

Any recipient who has been assigned to participate in Transitions but fails to participate in activities as required may be ineligible for General Assistance for a period of three (3) calendar months and Primary Health Care Network benefits for one (1) calendar month, regardless of whether any other Community Service/Job Training requirements have been met.

**4:400 Right to Appeal:** An individual who has suffered a loss or reduction of benefits based upon the provisions of this chapter shall have the right to appeal such adverse action as provided for in sections 1:300 through 1:303 herein.

