

CalFresh E&T Handbook 90-2.40: CalFresh Employment and Training Program

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New Form Entry	New Page	Import

Summary:

This handbook is being revised to inform Workforce and Benefits Administration (WBA) staff of business process and policy updates to the CalFresh Employment & Training (CF E&T) program. Updates include new and revised forms, revisions to hourly participation requirements and participation tracking, further distinction in processes between General Assistance CalFresh (GA/CF) and Non-Assistance CalFresh (NACF) clients, amendments and clarification in the onboarding and Assessment process for new CF E&T participants, and alignment with business processes for the Career Pathways Employment & Training (CPET) Centers. The Supportive Services section of this handbook has been moved to a separate handbook, CalFresh E&T Handbook 90-2.41 Case Management & Supportive Services.

It is important to note that the CF E&T program was once called the Food Stamp Employment & Training program (FSET) but the name was changed statewide from Food Stamps to CalFresh. CalWIN has not been updated to reflect this change so staff will see the name FSET when updating the Employment Services sub-system in CalWIN.

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I. General:

A. The CF E&T Program is available for the following groups:

1. Employable [General Assistance](#) (GA) and [CalFresh](#) (CF) applicants/recipients;
2. Non-Assistance CalFresh (NACF) Able Bodied Adults Without Dependents (ABAWDs);
 - Note: ABAWDs are Non-Assistance CF recipients who are able-bodied adults, between the ages of 18 and 49 without dependent children.
3. Non-Assistance CF ([NACF](#)) applicants/recipients [who](#) are not receiving a monthly cash grant under CalWORKs; and
4. Clients that are transitioning off of CalWORKs. These Transitional CF ([TCF](#)) recipients who lose their CalWORKs cash assistance are eligible to receive Transitional CF benefits for up to five months with certain exceptions.

Since Alameda County places time limits on employable GA recipients, [staff](#) are required to offer [GA recipients](#) the opportunity to participate in the CF E&T Program.

As part of the application process, all applicants for (GA) are seen by a Social Worker (SW) and are given a mental health screening and an employability screening (refer to [General Assistance Handbook 90-01-42](#) for further information). In addition, applicants [who](#) indicate verbally to a SW that they have a medical condition that prevents them from working are referred to a medical provider [to verify employable or unemployable status due to health reasons](#).

GA/CalFresh applicants and recipients who choose to volunteer to participate in the program will be referred to [Alameda County Social Services Agency \(SSA\) employment staff and local service providers](#) for services. It is important to note that because CF E&T is voluntary, the individual may end their participation at any time [without losing their GA cash aid or their CalFresh food benefits, unless they are a non-exempt CalFresh ABAWD. Non-exempt ABAWDs not meeting the work activity requirement by participating in CF E&T or some other qualifying activity will lose their CalFresh food benefits after 3 months of not meeting the ABAWD work activity requirement. See CalFresh Handbook 63-04.15: Able-Bodied Adults Without Dependents \(ABAWDs\) Time Limit.](#)

The Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) is federal legislation passed in 2014 that re-authorized the Workforce Investment Act (WIA). WIOA establishes local workforce development boards (LWDBs) as administrative oversight bodies of WIOA Title 1 programs. WIOA Title 1 programs are available for eligible adult dislocated workers, and youth job seekers.

The Alameda County Workforce Development Board (ACWDB) is a 27-member employer-led body that provides oversight of WIOA Title I programs in Alameda County (outside the city of Oakland). ACWDB sets local program policies in alignment with the WIOA and ensures that there are comprehensive WIOA services for job seekers, youth, and employers. ACWDB also develops strategic partnerships to address workforce issues.

LWDBs were mandated by the California State Workforce Development Board to establish a partnership agreement with the CF E&T program. This partnership will allow E&T staff to offer participants a referral to WIOA programs and services that may help the participant reach his/her

employment related goals. At the core of the new partnership agreement is co-enrollment between CF E&T and WIOA. The intention of the co-enrollment effort is to offer the participant enhanced and expanded services. Participants may be co-enrolled in both CF E&T and WIOA programs so long as services are not duplicated.

II. Forms

The following chart indicates the forms that are used in this process.

Form Title	Form Number	User	Purpose
Welfare-to-Work or CalFresh E&T (NACF) Self-Appraisal	<u>42-1</u>	Participant	NACF clients and CDS I complete during Orientation and review with CDS I during Assessment.
CalWORKS Employment/Eligibility Communication Form	<u>42-6</u>	EC or EST	Allows EC or EST to communicate change in case information or case status to EST or EC.
Welfare-to-Work or CalFresh E&T (NACF) Social or Health Issues Self-Appraisal	<u>42-92</u>	Participant	NACF clients and CDS I complete during Orientation and review with CDS I during Assessment.
Case Transfer Routing Slip	<u>50-20</u>	EST	Allows Transfer of Cases to District
Employment Services Case Transfer Routing Slip	<u>50-20e</u>	EC	Allows Transfer of Cases from EC to another EC
Referral for Supportive Services	50-160	EST, EC or CDS	Staff may use this form to refer clients to the Social Worker in the Waiting Room to receive help with non-job related supportive services, such as housing,

			domestic violence, mental health, substance use disorders, etc.
Mental Health Screening Tool	50-162	SW	To determine if they need further evaluation by MH Clinician
SSI Advocacy Consent	<u>50-164</u>	SW	Client gives consent to receive SSI Advocacy Services CF E&T Program Option
CF E&T Program Option	<u>63-62</u>	EC	Allows client to continue their Employment Services under CFET
Medical Statement Doctors Confidential Report	<u>90-2</u>	EST	Form to be given to doctor to verify unemployability due to medical issue
Mental Health Clinicians Confidential Report	<u>90-2MH</u>	EST	Form is given to Mental Health Clinician to verify unemployability due to a mental health issue
CalFresh E&T Program Requirements	90-10	SP	Form is given to participant at Orientation GA Case Information Update Request - SW
GA Case Information Update Request - SW	<u>90-14</u>	SW	Communication form
GA FSET Questionnaire	<u>90-28</u>	SW	Allows clients to list their barriers to employment
General Assistance Medical	<u>90-84E</u> <u>90-84N</u>	SW	Gives client appointment information or

Appointment/Evaluation Due Letter	<u>90-84H</u>		date due information
GA Health Questionnaire	<u>90-88</u>	SW	Allows clients to list any physical disabilities
Informed Consent to Questionnaire	<u>90-151</u>	SW	Client gives consent to complete 90-88 questionnaire
Option to Participate in CF E&T	<u>90-251</u>	EST	Allows client to opt in/out of Employment Services
CalFresh E&T Consent to Release Employment Information	<u>90-254</u>	EC	Client signs this form to allow EC to share their employment information, including IEP and CASAS test results, with the 3rd Party Provider or WIOA Service Provider.
CalFresh E&T Employment Plan	<u>90-255</u>	SP	Also known as the "IEP" - Individual Employment Plan, completed by the client and Service Provider to set client employment goals and action steps before they begin their E&T activity.
CalFresh E&T Verification of Participation	<u>90-256</u>	EC or SP (3rd Party Partner CBO)	Verifies weekly hours completed throughout the month, submitted monthly

CalFresh E&T WIOA and 3rd Party Provider Referral Letter	<u>90-261</u>	EC	Confirms with client the name and contact information of the 3rd Party Provider or WIOA program to which they have been referred, and their responsibility to follow up with the designated SP to begin their CalFresh E&T activity.
CalFresh E&T Informing Notice	<u>90-262</u>	EC	Generate the form in CalWIN to be mailed to client when a client ends their participation in CF E&T. Informs client of discontinuance and how to re- register for CF E&T.

III. Employability Screening Process (GA clients only)

A. When a client applies for GA the Eligibility Support Clerk (ESC) at the Waiting Room Window shall:

1. Receive the application packet for assistance from the client.
2. Register the application.
3. Schedule an appointment in CalWIN for the client to see an [Eligibility Services Technician \(EST\)](#) who will conduct the face-to-face interview.
4. Remove the GA CF E&T Questionnaire 90-28, Informed Consent to Questionnaire 90-151, GA Health Questionnaire 90-88, and SSI Advocacy Consent form 50-164 from the application packet and place them in the designated box for the SW. The rest of the application packet is placed in the designated interview In-box.
5. Transfer QMatic ticket [to the "GA Social Worker Screener" queue](#). Refer to [Generic Process Handbook 50-00.3 Intake Process](#).

B. Social Worker Mental Health/Employability Screening

The SW shall:

1. Receive and review Forms 90-28, 90-151, 90-88 and 50-164 from designated in-box.
2. Call the client via QMatic ticket number.
3. Explain to the client that any information gathered from the screenings will be used to determine if [they need](#) further evaluation to determine their employability status.
4. Conduct the Mental Health Screening using Mental Health [Screening](#) Tool, [Form](#) 50-162.
5. Conduct the Employability Screening using the 90-28 and 90-88.

IV. Unemployable GA/CF Clients

When an employability determination cannot be made at the mental health and employability screenings and further evaluation is needed,

A. The Social Worker shall:

1. Inform the client that they will need an evaluation by a medical provider or Mental Health Clinician.
2. Ask the client if they have their own provider or if they would like to be sent to a provider contracted by the Social Services Agency.
 - a. For clients that wish to see their own provider:
 - Complete the worker portion of the 90-2/90-2MH and give to the client so they can take it to their provider for completion.
 - Generate General Assistance Medical Appointment/Evaluation Due letter 90-84 in CalWIN via the Client Correspondence Window, print and give to the client.
 - b. For clients that wish to be referred to a provider contracted with SSA:
 - Schedule the medical or mental health appointment on the provider appointment roster located on the designated office shared drive.
 - Generate a 90-84 appointment letter in CalWIN and give to the client.
3. Complete the county use section of the forms 90-2, 90-2MH, and 90-28.
4. Ask the client to have a seat and wait to be called by EST.
5. Transfer the QMatic ticket [to the "Appt: Checked In" queue](#) to the EST to complete the face-to-face interview.
6. For clients that are being scheduled to a county provider place the 90-2/90-2MH in the designated medical appointment box for clerical to retrieve and send to provider.
7. [Indicate Unemployable status in CalWIN case comments.](#)
8. Place the 90-28, 90-88, and 50-164 in the designated box for imaging.

B. The ESC shall:

1. Retrieve the 90-2/90-2MH form from the designated medical appointment box.
2. Print a copy of the provider appointment roster on the designated office shared drive and attach the 90-2/90-2MH to the roster and send to the provider.
3. Schedule appointments for clients that miss their initial appointment and are in need of another one.
4. Complete case comments in CalWIN when rescheduling client appointments.

V. Employable GA/CF Clients

A. The Social Worker shall:

1. Provide Form 63-61, CalFresh Employment & Training Flyer, to clients when the client has been deemed employable and is in the office and inform them that they will meet with an EC next, who will give them information on CF E&T Employment Services (ES).

2. Explain to the applicant that GA is time-limited and the CF E&T program provides opportunities to gain skills, training, and experience that may help them find and keep a good job, increase their income and improve their employment prospects and career opportunities.
3. Inform the applicant that they are not required to participate in CF E&T, but may participate if they choose to do so, and are determined to be employable.
4. Explain to the applicant that if they choose to participate, they will be expected to follow all program requirements but may end their participation at any time and they will continue to receive the entire amount of the GA/CalFresh benefits that they are entitled to receive. However, if they are non-exempt from the CalFresh ABAWD work requirement, they may lose their CalFresh food benefits after 3 months if they are not participating in CF E&T and do not fulfill the work activity requirement outside of CF E&T.
5. Give Form 90-251, Option to Participate in CF E&T, to applicant to sign and to indicate whether they choose to participate.
6. Complete Case Comments in CalWIN
 - Indicate employability status
 - Document if client has opted in or out of CF E&T
7. Transfer the QMatic ticket to the "Appt: Checked In" queue for the Eligibility Services Technician (EST) to complete the face-to-face interview.
8. Place Forms 90-28, 90-151, 90-251, 90-88 and 50-164 in the designated box for imaging.
9. Direct client to the designated area to meet the EC of the Day to get ES information.
10. Email to the designated email box for ES engagement with CF E&T in the subject line.

VI. Non-Assistance CalFresh (NACF) Applicants in the Waiting Room

Clerical staff in the Waiting Room shall complete the following steps for new NACF applications:

- A. Screen new NACF applications for SSI when clearing MEDS.
- B. Register application and schedule appointment. Refer to [General Process Handbook 50-00.3 Intake Process](#).
- C. If the applicant is not receiving SSI, provide Form 63-61, CalFresh Employment & Training Brochure to the client and direct the client to the designated area to meet the EC of the Day to get ES information. Email to the designated email box for ES engagement with CF E&T in the subject line.
- D. Transfer the QMatic ticket to the "Appt: Checked In" queue for the Eligibility Services Technician (EST) to complete the face-to-face interview.

VII. EC of the Day and CalFresh E&T Registration

A. CalFresh E&T Introductory Meeting with the EC of the Day in the Waiting Room

Employable GA clients and Non-Assistance CalFresh (NACF) clients who are not receiving SSI not already assigned to an EC who are waiting in the waiting room to meet with an EST regarding CalFresh will first meet with the EC of the Day to hear about CF E&T before the interview with the EST.

The EC of the Day shall:

1. Monitor the ES Engagement email inbox when the client is in the waiting room and have an ES introductory meeting with participant to promote the various CF E&T services, including Workforce

Investment and Opportunities Act (WIOA) services administered by the Alameda County Workforce Development Board and Oakland Workforce Development Board.

Note: If there are several clients waiting for the same program, the EC may conduct a group ES introductory meeting.

2. Ask the client when their scheduled interview is with the EST to help ensure they do not miss their appointment.
3. Encourage clients to volunteer to participate in the CF E&T program and/or WIOA programs. Meeting topics can include, but are not limited to the following:
 - a. Introduction of CalFresh E&T and WIOA opportunities and supportive services available through participation;
 - b. Mention that the ABAWD work requirement may be met by participation in CF E&T and/or WIOA;
 - c. Provide contact information for Employment Services.
 - c. Enter case comments indicating whether the client chooses to opt-in to participate in CF E&T.
 - d. Inform clients that have opted in that they will receive an appointment letter in the mail for the CF E&T orientation and it is important for them to attend orientation [in order to start receiving employment services](#).

B. CalFresh E&T Registration

When a GA/CF or NACF applicant or recipient attends their intake or recertification interview, whether in-person or by phone, the EST shall:

1. Review SW and EC CalWIN case comments to see if employability status has been updated as a result of the employability or mental health screenings or meeting with the EC of the Day and if the client has opted in or out of CF E&T.
2. Conduct the interview and determine eligibility . (See [CalFresh Handbook 63-03.05 Application Process](#), [General Assistance Handbook 90-01.42 Processing Applications at Intake](#) and [General Process Handbook 50-00.3 Intake Process](#).) for more information.)
3. Screen the client for ABAWD status following instructions in [CalFresh Handbook 63-04.15: Able-Bodied Adults Without Dependents \(ABAWDs\) Time Limit](#).
4. Offer the client the opportunity to participate in CalFresh E&T and ask whether they're interested in participating in this program:
 - a. Explain to clients that the CF E&T program is voluntary and provides opportunities to gain skills, training, and experience that may help them find and keep a good job, increase their income, and improve their employment prospects and career opportunities. They may end their participation at any time, and they will continue to receive the entire amount of their CalFresh benefits that they are entitled to.
 - b. If they are a non-exempt Able-Bodied Adult Without Dependents (ABAWD), then they must meet the work activity requirement to keep CalFresh benefits for more than 3 months. If they are not able to meet the ABAWD work activity requirement outside of CF E&T, participating in CF E&T will allow them to meet the ABAWD requirement and keep their CalFresh benefits after 3 months.
 - c. Ask the client if they would like to participate in CF E&T.
 - d. For clients who opt in, tell the client that they will receive an appointment letter for the orientation.
5. When ready to approve the application, run ES exemptions in CalWIN, [approve or deny/discontinue the clients' FSET or GA FSET program status](#), run EDBC, and print a screen shot of the Display Employment Services Exemption Results.

Note: For drop in visits to the Waiting Room or calls to the Customer Service Call Center, ESTs shall also offer NACF clients the opportunity to participate in CalFresh E&T and register CF E&T following the above steps if the client opts in to participate in the program. For NACF recipients in the Waiting Room that have additional questions about CF E&T, the EST may also refer them to the EC of the Day.

Important CalWIN Entries:

- Update the Employment Services (ES) program "FSET" for NACF and TCF clients. Update the ES program "GA FSET" for GA/CF clients.
- Ensure that the client's FSET or GA FSET status reads "Approved" or "Denied"/"Discontinued" with a current program status date before printing the screenshot - **do not print the screenshot if the ES program is still in "Pending" status or if it is incorrect.**

- The client's FSET/GA FSET status is incorrect if they have opted in to CF E&T, but the FSET/GA FSET program status reads "Denied"/Discontinued, **OR** if they have **opted out** of CF E&T and their FSET/GA FSET program status reads "Approved."
 - The client's status is also incorrect if the ES program begin date for FSET or GA FSET in the Display Employment Services Exemption Results screen does not reflect the current date when the client has opted in or out of CF E&T.
- **Select and save "No Exemption for this Aid" if the client wants to participate in CF E&T, in order to update their FSET/GA FSET status to Approved.**
 - **Select and save "Failed Eligibility Test" if client does not want to participate in CF E&T, in order to update their FSET/GA FSET status to Denied/Discontinued.**

For instructions on how to disposition FSET and GA FSET see: CalWIN How To #436.

Note about Message Code 583:

How-To #436 provides instructions on how to resolve Message Code 583 when manually correcting FSET/GA FSET status in the ES Exemptions process for CalFresh E&T clients. Note that on WTW cases, ESTs should continue to select "No" when receiving Message Code 583. **Only on CalFresh E&T cases, ESTs should select "Yes" when receiving Message Code 583, per instructions in How-To #436.**

6. Place the screen shot of the "Display Employment Services Exemption Results" screen in the designated clerical box for routing to an Employment Counselor (EC).
7. Complete CalWIN case comments.

C. Clerical Staff

The ESC shall:

1. Retrieve screen shot of the Display Employment Services Exemption Results, from designated box.
2. If the Approved or Denied/Discontinued status and status date for FSET/GA FSET on the Exemption Results printout does not match the client's decision to opt in or out, then clerical staff shall inform their supervisor so that forms may be returned to eligibility staff to correct FSET/GA FSET status in the ES Exemptions screen and resubmit a corrected printout. Schedule participant to CF E&T orientation with the Service Provider.
3. Send appointment letter to participant.
4. Route the case to an Employment Counselor (EC).
5. Send an email to the EC notifying them of the case assignment.
6. Complete CalWIN case comments.

D. Discontinued CalWORKs Clients

Welfare-to-Work participants already participating in an employment program component when they discontinue from CalWORKs to Non-Assistance CalFresh have the option to transition directly from WTW to CalFresh E&T. Examples are when the only minor in the CalWORKs Assistance Unit turns 18 or Transitional CalFresh (TCF) when CalWORKs is discontinued. **In these cases**, follow the referral steps below.

The Employment Counselor of Record shall:

1. Identify cases that will receive Transitional CalFresh (TCF) or Non-Assistance CalFresh (NACF) from their caseload in their review of cases that will be discontinued from CalWORKs;

2. Send an informing notice "CalFresh Employment & Training Option to Continue Employment Services" Form 63-62 to inform TCF and NACF recipients about the option available to them under the CF E&T program.
 - a. In addition to sending the notice, ECs shall attempt to contact the client at least 2 times to ask if they would like to continue to participate in the employment program as a volunteer.
 - b. If they are a non-exempt ABAWD, explain that participating in CF E&T will allow them to keep more than 3 months of CalFresh benefits, and without meeting the work requirements or participating in CF E&T, they may lose their CalFresh benefits after 3 months.
3. Explain that they may participate by choosing to continue their current WTW activity as a volunteer until its scheduled end date under the CalFresh E&T program, or by ending their WTW activity and starting a new activity under CalFresh E&T. Close the WTW case and send the case to the closed case bank if the recipient does not respond within 30-days from sending the Form 63-62. Refer to [Welfare-to-Work Handbook 42-7.38: Welfare-to-Work Case Management](#).
4. Send a Form 42-6 Employment-Eligibility Communication Form for eligibility staff to run exemptions and register the participant in FSET for cases when the client responds that they would like to participate in CF E&T and are transitioning to CF E&T.
5. Enter CalWIN case comments.
6. Inform EC Supervisor if the case is transitioning from WTW to CF E&T for the supervisor to determine ongoing case assignment.

For Discontinued CalWORKs Clients that have opted into CF E&T, the EC of record shall:

7. Contact the participant for an introductory meeting or phone call to provide an overview of the CF E&T program, and confirm whether the participant will continue their current WTW activity under CF E&T, or will end their WTW activity and begin a new CF E&T activity.
 - a. If the participant chooses to continue their current WTW activity, the EC shall:
 - i. Review their case file, including their enrolled WTW activity in the Maintain Employment Services Participation screen in CalWIN and their WTW plan.
 - ii. Schedule the participant to Orientation and Assessment for CF E&T.
 - iii. The SP shall complete an IEP with the participant, and the EC will meet with the participant to finalize the IEP, which will include their current WTW activity as their first activity.
 - iv. Schedule their previous WTW activity as a new CF E&T activity in the appropriate category.
 1. For example, if they are continuing a community college course that they began under WTW, the CF E&T EC would select the "Education" activity as their CF E&T activity.
 - v. Provide the necessary CF E&T supportive services to help the volunteer participant continue being engaged in their CF E&T employment activity/service component. Participant will be moved into a new CF E&T activity when the program activity ends. The EC shall follow instructions outlined in Section IX of this handbook to ensure that the client completes the CF E&T Orientation, Assessment and an IEP before beginning the next CF E&T activity. The participant may opt out of the Assessment if they have completed one already for WTW within the last 24 months.
 - b. If the participant chooses to end their current WTW activity and begin a new CF E&T activity, then staff will follow instructions outlined in Section IX of this handbook to assist the client with completing the CF E&T Orientation, Assessment, IEP and their next CF E&T activity assigned by their EC of record.
8. Enter CalWIN case comments.

E. CalFresh E&T Registration for Reverse-Referred Participants from 3rd Party Providers

A reverse referral is a participant who is engaged first by the 3rd Party Provider in their CF E&T program, then sent to ACSSA to complete the CF E&T registration process. To register CF E&T participants reverse-referred by 3rd Party Providers in FSET/GA FSET and assign an EC, follow the instructions outlined in Section XI: "3rd Party Partner Service Providers for CalFresh E&T."

VIII. CalFresh E&T Hourly Requirements

The minimum weekly hours of participation for all CF E&T participants is 20 hours per week, with the following exceptions and qualifications:

1. Participants assigned to CF E&T Workfare will work the number of hours calculated by dividing the household's monthly CalFresh allotment by the highest local minimum wage in the client's city of residence.
 - A. When participating in a CalFresh E&T Workfare activity for the purpose of meeting the ABAWD work requirement, any adult in the CalFresh household who is an ABAWD may complete Workfare hours towards the household's monthly requirement. If there are more than one ABAWD CF adult in the CF household, they may split the hours completed between them towards the total.
 - B. If the participant's chosen CalFresh E&T activity has a pre-established program schedule that requires more than their minimum weekly hours requirement, then the participant must still comply with the established program schedule in order to be enrolled in that chosen activity.
 1. For example, if the participant chooses to enroll in a 40-hour per week, 9-week construction pre-apprenticeship program with the Rising Sun Center for Opportunity as their CalFresh E&T activity, then they must participate in all 40 hours of program activities every week even though these hours exceed the minimum 20 hours for CalFresh E&T.
 - C. More than one activity can be combined to achieve the minimum 20 weekly hours of activity, and the EC will work with the client to identify the appropriate selection of activities to meet their requirements.
 1. Note that CalFresh E&T Workfare cannot be combined with any other activity to meet the 20-hour requirement.
 2. Hours spent on Job Search must be less than half of the total hours spent, or up to 9 hours per week.
 - a. An exception to this is that stand-alone Job Search done through a WIOA (Workforce Innovation and Opportunity Act) program may be done 20 hours per week to fulfill the 20-hour requirement
 - D. EC's may at their discretion approve an exception to participate for less than 20 hours per week for non-ABAWD participants only who demonstrate barriers to meeting this minimum requirement.
 1. If this exception is granted, the new minimum weekly hours and reason for granting the exception must be documented in case comments
 2. The exception must also be noted as an update on the participant's IEP with the new approved minimum weekly hours, reason for the approved exception, end date for the exception, EC signature and date of signature, and sent to WebFiles
 3. The new minimum hourly requirement cannot be below 12 hours per month.
 4. The approved exception to minimum hours should have an end date, at which time the EC and participant will evaluate whether it will benefit the participant more to extend the period for the exception or increase their hourly participation to the standard 20 hours per week.
 - E. Participants who are non-exempt ABAWDs may not participate for less than 20 hours per week or 80 hours per month. Exceptions to this minimum requirement cannot be granted to non-exempt ABAWDs because they must meet this minimum participation requirement in order to keep their CalFresh food benefits beyond 3 months.
 - F. Time spent studying and completing class assignments may be counted towards the weekly hourly participation time in an approved Education activity. Up to 2 hours of homework/study time may be counted for each hour of scheduled class time.
 - G. Time spent on approved remote learning modules via phone or computer will be counted by the number of hours logged in the learning module, in addition to any time spent communicating with a coach/teacher or EC to follow up on learning done when online.

IX. CalFresh E&T Introduction, Orientation, Assessment, Individual Employment Plan (IEP), and Referrals to Activities

A. CalFresh E&T Introductory Meeting and Post-Meeting Case Management by Employment Counselor

The EC of record shall:

1. Review the Maintain Employment Services Participation screen to ensure that:

- a. The participant's FSET or GA FSET program status is correctly updated to Approved with the correct begin date.
 - b. The "Voluntary" option has been selected from the dropdown menu in the "Participation" field in CalWIN and saved to correctly indicate voluntary status. All CF E&T participants are voluntary participants, and there are never mandatory participants.
2. Identify whether the participant is a non-exempt ABAWD.
3. Schedule an introductory meeting about CalFresh E&T, and schedule the meeting in CalWIN. The introductory meeting shall be scheduled on or before the date of the scheduled orientation on the client's appointment letter.
4. Conduct the introductory meeting with participant before or on the day of orientation to review:
 - a. Inform them that they will receive an appointment letter in the mail and must come to orientation in order to complete their CF E&T registration.
 - b. The CF E&T program and employment services resources available to them, including a brief overview of CF E&T in-house (upfront) and 3rd Party-provided employment and training options, and the hourly participation requirements.
 - c. What to expect in the orientation, assessment and employment plan process, and the importance of completing this process in order to start receiving employment services.
 - d. The EC's role and availability to the participant as their employment services case manager, and ensure that the participant knows how to contact the EC. Describe the supportive services available to them if they stay in the program, and explain how to request these.
 - e. Review of the upcoming weekly/monthly meetings with the Program Support Team (PST) which will include the EC and SP, and if needed the CDS 1 and Job Developer as well. Let them know that the first PST meeting will take place within one week after completing their Individual Employment Plan (IEP), and their family members are welcome but not required to join them for the PST meetings.
 - f. If the participant is a non-exempt ABAWD, review the impact of the ABAWD time limit rule and work activity requirement on the participant's ability to keep their CalFresh food benefits beyond 3 months, and the importance of maintaining their participation in CF E&T or another qualifying activity in order to keep their CF food benefits.
5. Issue supportive services if the participant needs any allowable supportive services, such as transportation assistance, in order to participate in their next activities (orientation, assessment, and IEP). Ask the participant if they anticipate needing certain supportive services in order to maintain their participation in CF E&T at least 20 hours per week after completing the orientation and assessment process.
6. Orientation rescheduling and no shows
 - a. If the participant is unable to attend their scheduled orientation, they should contact their EC to reschedule.
 - b. If the participant is a "no show" to the orientation, the EC shall contact the participant to ask why they missed it and reschedule the appointment. The participant may be rescheduled for orientation up to 2 times, and the EC shall identify any barriers to attendance that they may help the participant overcome, and stress the importance to the participant of attending orientation and following activities in order to start receiving employment services and continue receiving supportive services.
 - c. The EC shall schedule the participant into an available orientation slot with the Service Provider (SP).
 - d. If the participant misses their scheduled orientation twice, then the EC shall disenroll them from their CalFresh E&T activity and update their registration screen to Closed status.
 - e. The client must contact an Eligibility Services Technician in order to re-register for CalFresh E&T and be reassigned to an EC.

Note: When a client contacts an EST to re-register in CalFresh E&T, follow the same process to register in CF E&T outlined in Section VII(B) "CalFresh E&T Registration."

7. Update CalWIN
8. Enter CalWIN case comments.
9. After the introductory meeting, follow up with the participant, other SSA employment staff and the SP by:
 - a. Maintaining the case. Work with the Service Provider, Career Development Specialist (CDS), Job Developer (JD) and WIOA Career Service Provider as needed to support the participant's employment and training needs, personal and professional development, referrals and job placements.
 - b. Leading the coordination of scheduling the weekly/monthly PST meetings with the participant, EC and SP, and if needed the CDS 1 and JD as well. The first PST meeting should be scheduled within one week of the Individual Employment Plan (IEP) being signed.
 - c. Issuing supportive services as needed.
 - d. Reviewing CalWIN to check progress of client in their assigned activity
 - e. Contacting those clients who "No Show" to an activity to ask why they missed the activity, and if they still wish to participate. Allow up to two re-schedules if client wishes to continue participating.
 - f. Closing out CF E&T case if participant decides to stop participating in program
 - g. Documenting all updates to the case in case comments.

See CalFresh E&T Handbook 90-2.41 Case Management & Supportive Services for further detail about CF E&T case management responsibilities by the EC.

B. CalFresh E&T Orientation and CASAS Testing by Service Provider

All CF E&T participants - must complete the CF E&T Orientation as their first activity. The Orientation will be conducted by the Service Provider (SP).

The Orientation meeting will include:

- An overview of the CF E&T Program, including different types of employment and training services and program activities offered by SSA staff, the County's service providers, 3rd Party Partner community-based organizations, and WIOA service providers
- Overview of the benefits that clients will gain from participating in CalFresh E&T
- Explanation of the 3 countable months CalFresh ABAWD rule, and how lack of participation in CalFresh E&T or another qualifying work activity may affect the client's ability to keep their CalFresh food benefits past 3 months if they are an ABAWD
- Explanation of the participation requirements of 20 hours per week, which may be more or less hours depending on the factors described in Section VIII "CalFresh E&T Hourly Requirements" in this handbook.
- Monthly hours reporting requirements
- Review of the CalFresh E&T Program Requirements (Form 90-10)
- Completion by the participant of the following forms:
 - Form 90-10 CalFresh E&T Program Requirements
 - Form 90-254 CalFresh E&T Consent to Release Employment Information
 - NACF and TCF participants only will complete these forms during the Orientation and bring them to the Assessment next to review and discuss with the SSA Career Development Specialist (CDS):
 - Form 42-1: Welfare-to-Work or CalFresh E&T (NACF) Self-Appraisal
 - Form 42-92: Welfare-to-Work or CalFresh E&T (NACF) Employability: Social or Health Issues Self-Appraisal
 - Application for WIOA services
- Instructions to the client that they will meet with SSA Career Development Specialist (CDS) next to complete their Assessment.
 - NACF/TCF participants should bring their completed Form 42-1 and Form 42-92 with them to the Assessment interview.

After the completion of the Orientation, the SP will administer the CASAS test to CF E&T participants, and document test results in CalWIN. After completion of CASAS testing, the SP will mark the participant's Orientation activity complete in CalWIN and enter case comments, then email the CDS to inform them that the client has completed Orientation and CASAS testing and is ready for their Assessment. The SP will instruct the participant to meet the CDS next for their Assessment, and let them know that they will see the participant again after Assessment is completed.

C. CalFresh E&T Assessment

The CF E&T Assessment is done with the client by the CDS I. The CDS I shall:

1. Review the participant's CASAS test results, which can be located in the CalWIN Maintain Employment Services Information screen in WebFiles. Based on this test of the participant's reading, math, listening, speaking and writing abilities, assess whether the participant needs referral to additional educational services.
2. Review the Orientation packet with participant, and ensure that all required forms are complete.
3. Conduct a CF E&T Assessment interview with the participant, using review and discussion of the participant's responses in Form 90-28 (GA/CF participants) or Forms 42-1 and 42-92 (NACF/TCF participants) to aid in the interview.

Note: Only GA/CF (General Assistance/CalFresh) participants will have a Form 90-28 in their case file from their previous employability screening with the Social Worker - NACF/TCF (Non-Assistance CalFresh/Transitional CalFresh) participants will not have a Form 90-28 in their case file.

4. Write any updates and clarifications to responses in the Form 90-28 or the Form 42-1 and 42-92 on the forms during the interview, based on conversation with the participant.
5. Note on the Form 90-28 or 42-1 recommendations for activities that would benefit the participant, as well as a summary of their strengths, needs and interests identified during the interview.
6. Enter case comments summarizing outcomes of Assessment.
7. Email recommendations to the SP, copy the EC of record on the email, and attach a copy of the Form 90-28 or Forms 42-1 and 42-92. Inform the SP in the email that the participant has completed the Assessment and is ready to complete their Individual Employment Plan (IEP).
8. Send a copy of the completed and annotated Form 90-28 or Forms 42-1 and 42-92 to WebFiles for imaging.

D. CalFresh E&T Individual Employment Plan (IEP)

The SP completes the CF E&T Individual Employment Plan (IEP) with the participant, then the EC of record will finalize the IEP based on recommendations provided by the SP and CDS I.

The SP shall:

1. Before meeting with the participant, review the participant's CASAS test results, their completed Form 90-28 or Forms 42-1 and 42-92, and all recommendations and notes from the CDS I and EC on the Form 90-28 or Forms 42-1 and 42-92 and in CalWIN.
2. Explain to the CF E&T participant that the IEP is an opportunity to identify employment and career interests and goals that they will work towards while participating in CF E&T, as well as forms of support they will need to make progress towards their goals and address any barriers they may have to achieving their goals.
3. Complete the IEP, Form 90-255, with the participant, while building on information in the Assessment to discuss and identify their goals and barriers with them.
 - a. Utilize the CalFresh E&T Employment Services Referral Guide to explain the many employment and training options and supportive services available to the client through CalFresh E&T, and identify which of these services may be a good match for the participant's interests, skills and needs.
4. Note on the IEP recommendations for the participant's next CF E&T activity and supportive services needed, and tell the participant that they will meet with their EC next to finalize the IEP, complete referral to their next CF E&T activity, and begin the process to receive any supportive services needed.
5. Email the participant's EC to inform them that the participant is ready to meet with them to finalize their IEP and begin their next assignment, and attach a copy of the IEP to the email.
6. Send the IEP to imaging in WebFiles.
7. Update the IEP activity as complete in CalWIN
8. Enter CalWIN case comments.

The EC of record shall:

1. Contact the participant to schedule a meeting to finalize the IEP, assign them to their next CF E&T activity, and issue supportive services. If the participant and EC are both available, this meeting may be done on the same day that the IEP was completed with the SP.
2. Before meeting with the participant, review the IEP and recommendations from the SP, as well as the Assessment/ CFET Questionnaire and recommendations from the CDS I.
3. Confirm with the participant that they agree with the recommendations made by the SP and CDS I, and the goals and barriers outlined in the IEP, and discuss as needed.
 - a. Utilize the [CalFresh E&T Employment Services Referral Guide](#) to explain the many employment and training options and supportive services available to the client through CalFresh E&T, and identify which of these services may be a good match for the participant's interests, skills and needs.
4. Assess and note the following in the IEP:
 - a. The number of weekly hours that the participant will participate in CF E&T, following the guidelines outlined above in Section VIII, "CalFresh E&T Hourly Participation Requirements" of this handbook, and in accordance with any barriers that must be addressed.

- i. Note whether the participant is being approved for an exception to participate in fewer than the minimum 20 hours per week, and the reason for the approved exception.
 - ii. If the participant is a non-exempt ABAWD, ensure that their next CF E&T activity or combination of activities meets the minimum 20 hours per week/80 hours per month ABAWD work activity requirement.
 - b. Supportive services that will be issued by the EC of record
 - c. Referrals made to additional supportive services and programs
 - d. Amendments to IEP made after discussion with participant and review of the Assessment and SP and CDS I recommendations
 - e. Referrals to CF E&T 3rd Party Providers and/or WIOA service providers
5. Send the completed IEP to imaging in WebFiles.

E. Assignment and Referrals to Post-IEP CalFresh E&T Activities

Assignment and referrals to CF E&T activities after the completion of the IEP are made by the participant's EC of record, and based on the EC's review of CDS I and SP recommendations. See the CalFresh E&T Employment Services Referral Guide for detailed descriptions of various CF E&T employment and training activities and supportive services available to CF E&T participants, and tips on which participants would be a good match for certain activities.

The EC of record shall follow the processes below for each type of activity assignment/referral that is made:

1. All CF E&T activities:

- a. Select the appropriate activity in the Maintain Employment Services Participation screen and enter a begin date in CalWIN
- b. Verify availability and schedule of the selected activity with the provider before referring the participant to the next activity
- c. Email the provider of the activity to inform them of the new CF E&T participant, and provide the full name and contact information of the participant
- d. Enter CalWIN case comments
- e. Follow any additional instructions below specific to the selected E&T activity

2. Education Referrals:

- a. The EC may work with the CDS I to identify appropriate and available education activities that matches the participant's interests, skills and needs
- b. Ensure that education activities chosen align with goals, activities and barriers identified in the participant's approved IEP
- c. Identify tuition and other class costs that will be paid for by ACSSA as a supportive service

3. Education or Vocational Training program activity led by a 3rd Party Provider:

- a. Check the current program schedule of the participant's potential selected activity on the 3rd Party Provider's website, and call the provider to verify the current schedule to ensure their availability to receive the referral. If the elected activity is not currently "in session," i.e. available to receive referrals, then the EC should work with the client to select another activity that the client can begin immediately or soon after their appointment with the EC.
- b. Once an activity of interest for the client has been confirmed as available, the EC shall notify the 3rd Party Provider of the new referral by phone or email, providing the full name and contact information of the client, so that the 3rd Party Provider may contact the client to set up a first appointment.
- c. Enter CalWIN case comments.
- d. Use [Form 90-261: CalFresh E&T WIOA and 3rd Party Provider Referral Letter](#) to complete this referral, and give a copy of the form to the participant to bring with them when they meet the 3rd Party SP.
- e. Confirm which supportive services the 3rd Party Provider will provide, to avoid duplication of the same supportive services by the EC.

4. Education or Vocational Training program activity led by a WIOA Service Provider:

- a. The EC shall confirm the WIOA referral with the participant using [Form 90-261](#).
- b. The EC shall contact the selected WIOA SP to obtain the upcoming orientation schedule and confirm with both the WIOA SP and the participant which orientation the participant will attend.
- c. The EC shall send copies of the participant's completed IEP, Assessment (Form 90-28 or Forms 42-1 and 42-92), CASAS test results, and Form 90-254 to the WIOA SP via email.
- d. Participant will attend the WIOA orientation at the selected WIOA jobs center.

- e. Participant will work with WIOA SP staff to complete a WIOA application, or review the WIOA application that was already completed during the ACSSA CF E&T orientation.
- f. The WIOA SP will review the participant's completed IEP, Assessment (Form 90-28 or Forms 42-1 and 42-92), CASAS test results, and Form 90-254 provided by their EC of record, and make any clarifications, updates or modifications together with the participant.
- g. Participant and WIOA SP decide on WIOA-based activities and programs that the participant will enroll in next, as well as any reimbursements required for these activities. The WIOA SP may provide more in-depth career counseling at this point.
- h. Participant begins participating in WIOA activities and utilizing services at the WIOA center as needed.
- i. The EC shall confirm which supportive services the WIOA SP will provide, to avoid duplication of the same supportive services by the EC.

Note: Collaboration among ECs, CDSs, WIOA Career Service Providers and local service providers is critical for participants to engage in a preferred career path that leads to self-sufficiency. Specifically, the CDS in collaboration with a WIOA Career Service Providers will determine if a CF E&T participant is suitable for a co-enrollment opportunity.

X. CalFresh Employment & Training Activities

A. CalFresh E&T Employment Services Referral Guide

See the [CalFresh E&T Employment Services Referral Guide](#) for detailed descriptions of current CF E&T employment and training activities and supportive services available to CF E&T participants, and tips on which participants would be a good match for certain activities. The Referral Guide also describes employment and training and supportive services provided by 3rd Party Providers.

B. CalFresh E&T Upfront Activities:

CF E&T upfront activities are provided by local service providers and SSA staff at SSA offices through the Career Pathways Employment and Training centers (CPET) (formerly known as the CECs: Career and Employment Centers) and Limited English Proficiency (LEP) Program Service Centers.

Upfront activities and services provided at SSA offices include:

- Orientation
- Assessment
- Individual Employment Plan
- Supervised Job Search (Formerly known as Job Club, this includes job readiness workshops and job counseling in addition to job search support.)
- Job search
- Job placement services
- Job retention services
- Career counseling
- Education referrals
- Workfare
- Referrals to supportive services to address barriers to employment

Limited English Proficiency (LEP) Program Service Centers provide all of the above services for CalFresh E&T clients needing English language support, in addition to:

- English as a Second Language (ESL) and Vocational ESL (VESL) classes
- Social adjustment support for newcomers and refugees
- Translation and interpretation services
- Assistance with citizenship applications

Current service providers partnering with SSA staff to deliver these services at ACSSA CPET sites are:

Northern Region Service Provider	Central Region Service Provider	Southern Region Service Provider
Lao Family Community Development Inc. 6955 Foothill Blvd. Oakland, CA. 94605	Lao Family Community Development Inc. 6955 Foothill Blvd. Oakland, CA. 94605	Rubicon Programs Inc. 2100 San Pablo Avenue Oakland, CA. 94612
Mai Quach mquach@lfc.d.org (510) 533-8850	Mai Quach mquach@lfc.d.org (510) 533-8850	Tishonda Jones and Michael Quinnine tishondaj@rubiconprograms.org 510-208-0907 michaelq@rubiconprograms.org 510-208-0905

A current list of LEP Program Service Providers can be found in the [Employment Services Handbook 42-6.3: Monolingual and Limited English Proficient Participants Program](#).

C. Description of CalFresh Employment & Training Program Components

All CF E&T participants will be assigned to participate in activities under one or more of the following employment and training program [components](#):

1. Supervised Job Search (formerly known as Job Club):

The Supervised Job Search activity will last from four (4) to six (6) weeks. This activity will include classroom instruction as well as job search during the entire four (4) to six (6) week period. Participants in this activity will receive up to 30 hours of instruction per week for the duration of the activity. The training sessions cover one or more of the following areas: Life Skills, Identifying Personal Strengths, Creating a Career Goal, Retaining Employment, Employer Expectations, Completing Applications, and Writing Resumes.

Job Search: This activity is now a part of the Supervised Job Search component. Those who complete the Supervised Job Search activity may be assigned to continue doing job search concurrently with their other activity. If the participant is a non-exempt ABAWD, hours of participation for Job Search are limited to no more than 49% of the time participating in Education or Training.

The one exception is E&T stand-alone job search activities of 20 hours per week that are delivered through Workforce Innovation and Opportunity Act (WIOA) Service Providers, which satisfies the 20-hour ABAWD work requirement.

Example: John Gray is attending an approved class for 6 hours per week, and spends 8 hours of homework time per week, for a total of 14 hours of approved weekly CF E&T hours. Since the requirement is 20 hours per week, the client meets the hours of participation by adding a concurrent job search requirement for 6 hours per week to the 14 hours per week to equal 20 hours.

All participants assigned to job search must be monitored for compliance. The participant will return a completed job search form at least weekly.

2. Education: Applicants/recipients may be referred and approved to attend [any of the following education activities](#):

- English as a Second Language (ESL) classes
- GED/high school diploma completion programs

- Adult school courses
- Community college courses, including Career Technical Education (CTE) programs
- Vocational training programs

If approved and assigned, this activity is a CF E&T Job Services component and participants shall be given an attendance report to be completed and returned monthly (Form 90-256), so their participation can be monitored. Participants may continue to participate in approved Education activities and receive supportive services for these activities as long as they are approved by their EC of record and continue to align with and demonstrate progress towards the goals in their approved IEP.

Vocational Training: This activity is now a part of the Education component. Applicants and recipients may self-enroll and be approved to attend or be referred to short-term vocational training. If approved or assigned, this activity is a CF E&T component, and attendance is monitored by the provider. Participants must be given an attendance report, Form 90-256, to be completed and returned monthly. [All CF E&T 3rd Party Providers provide Education and/or Vocational/Job Training activities, which may include paid and unpaid work experience and internships.](#)

3. **Workfare:** Assignment to the Workfare component can be made at any time within their CF E&T participation, depending upon the needs of the participant and availability of worksites. Participants will be assigned to perform work in a public service capacity. Participants may be assigned to worksites at community-based organizations or county facilities. The total work hours assigned by month is determined by dividing the household's monthly CalFresh allotment by the higher of the state, city, or county minimum wage associated with the **individual's residence address**. Additionally, workfare **cannot** be combined with any other program to satisfy the 20 hours per week (80 hours averaged monthly) work requirement for ABAWD.

Workfare is a **household responsibility**, meaning that all non-exempt household members can share the hourly obligation over the course of a month.

Example: Steve and Sharon are both ABAWDs subject to the time limit. They volunteer to participate in a workfare component through the county CF E&T program. Steve and Sharon's monthly CalFresh allotment is \$180.00. The current minimum wage in California is \$10.50 per hour. The county calculates the household's required number of workfare hours by dividing the household CalFresh allotment of \$180.00 by the state minimum wage of \$10.50. The total number of required workfare hours is equal to 17 hours per month (\$180.00 CalFresh benefit ÷ \$10.50/hour minimum wage = 17.14 rounded down to 17 hours of workfare per month). Steve and Sharon share the responsibility of completing these hours. Steve participates in 10 hours of workfare and Sharon participates in 7 hours of workfare and both have satisfied the ABAWD work requirement for the month.

4. **Job Retention:** After a job placement, the participant may be eligible to receive job retention services. This component will allow participants to receive services for a minimum of 30 days and up to a maximum of 90 days from their initial hiring date. The intent of job retention services is to assist participants with overcoming any problems or issues that may arise during this critical period and to ensure further progress toward long-term employment and ultimately self-sufficiency. [To be eligible for Job Retention services the participant must have obtained employment directly from their participation in CF E&T. Staff and service providers are also required to provide case management during the job retention period, which must be documented with case comments and supportive services documentation in CalWIN.](#)
5. **Work Experience:** Assignment to the Work Experience component can be made at any time within their CF E&T participation, depending upon the needs of the participant and availability of worksites. The goal of this component is to enable participants to move into regular employment. Under this component, participants may engage in internships, apprenticeships, and pre-apprenticeships.

XI. 3rd Party Partner Service Providers for CalFresh E&T

Alameda County utilizes 3rd Party Providers in the CF E&T Program that provide training for CF E&T participants. All 3rd Party Providers will enroll participants via a "reverse referral process" in addition

to receiving referrals from Alameda County. For the "reverse referral" process 3rd Party Providers will access the Alameda County Social Services Agency Interactive Voice Response (IVR) system online or by phone to verify CalFresh eligibility for potential participants prior to enrolling them in the training program. Those clients who are not in receipt of CalFresh benefits but who may be eligible, will be directed to complete an online CalFresh application via the Benefits CalWIN (BCW) portal. For the direct referral process, Employment Services staff will refer clients to 3rd Party Providers programs using the Form 90-261 CF E&T WIOA and 3rd Party Provider Referral.

See the [CalFresh E&T Employment Services Referral Guide](#) for detailed descriptions of all current 3rd Party Providers and the services that they provide to CF E&T participants.

A. Registering reverse-referred clients from 3rd Party Providers in FSET/GA FSET and assigning an EC of record:

1. The EST shall:

- a. Receive e-mail or WPR case action in WDT with information in the case notes indicating it is a 3rd Party Provider enrollment.
- b. Run employment exemptions and register the FSET or GA/FSET program, [following the process outlined in Section VII\(B\) "CalFresh E&T Registration" of this handbook, and in How To 436: Run and Disposition Employment Services Exemptions.](#)
- c. Print and place the screen shot of the Display Employment Services Exemption results in the designated clerical box and write 3rd Party Provider enrollment [on the printout.](#)
- d. Enter case comments.
- e. Mark Case Action complete in WDT, if applicable.

2. Clerical Staff shall:

- a. Retrieve screen shot of the Display Employment Services Exemption Results from designated box.
- b. Do not schedule for an upfront activity if the case is enrolled with a 3rd Party Provider.
- c. Route the case to an Employment Counselor (EC).
- d. Complete CalWIN case comments indicating that this is a 3rd Party Provider referral.

3. The Employment Counselor shall:

- a. Receive a case assignment from clerical staff of participants who are enrolled with 3rd Party Providers.
- b. Update the client E&T component in CalWIN for participants who are working with 3rd Party Providers.

Note: Progress reports, [Form 90-256](#), will be sent by the providers to a 3rd Party Provider email inbox, CFET_3rdPartyComm@acgov.org. Clerical staff shall image and route the progress reports to the assigned EC.

- c. Receive a monthly progress report, Form 90-256, from the 3rd Party Provider, monitor client component progress in CalWIN and enter case comments.

Important Note: 3rd Party Providers issue transportation and supportive services for the CF E&T clients they work with. The EC should not issue supportive services while the client is enrolled in the 3rd Party Provider program. The EC enters CalWIN updates for these participants.

XII. References:

[General Assistance Handbook 90-01.42](#) Processing Applications at Intake and Redetermination

[Generic Process Newsletter 10-02](#) Process for Referring cases to the SSI Advocacy Unit

[General Assistance Newsletter 13-05](#) New Process for the General Assistance 90-2 and 90-2MH Forms

[CalFresh Handbook 63-03.05](#) Application Process

[General Process Handbook 50-00.3: Intake Process](#)

[General Processes Handbook 50-0.47: Service Center District Case Action Model](#)
[Generic Processes Handbook 50-0.44 Process for SSI Advocacy](#)
[CalFresh Handbook 63-04.15: Able-Bodied Adults Without Dependents \(ABAWDs\) Time Limit](#)
[CalWIN Work Registration and ABAWD User Guide 1.0](#)
[CalFresh E&T Newsletter 20-01: FSET/GA FSET Employment Services Registration](#)
[CalWIN How To #436: Run and Disposition Employment Services Exemptions](#)
[ACSSA CalFresh E&T Employment Services Referral Guide](#)
[CalFresh E&T Handbook 90-2.41 Case Management & Supportive Services](#)
[CalFresh E&T Handbook 90-7.00: CalFresh E&T Housing Stabilization Supportive Services](#)
[Welfare-to-Work Handbook 42-7.38: Welfare-to-Work Case Management](#)
[ACSSA Career Pathways Employment and Training Matrix](#)
[ACIN I-27-14: Federal Fiscal Year 2015 Plan Template, Preliminary Allocations, and Policy Guidelines for Counties Participating in the CalFresh Employment and Training Program](#)
[USDA-FNS-SNAP Employment and Training Toolkit 2013](#)
[USDA-FNS-SNAP Employment and Training Plan Handbook 2017](#)