

## Welfare-to-Work Handbook :. 42-7.33 Supervised Job Search

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### Summary:

The purpose of the handbook is to inform Workforce and Benefits Administration (WBA) staff on how to refer participants to Supervised Job Search and the roles and responsibilities of Employment Counselors, Career Development Specialists I, and Job Developers.

### I. General:

Effective April 1, 2010 Career Development Specialist I (CDS1) and Job Developers will facilitate the Supervised Job Search (SJS) component. Supervised Job Search is an organized method of seeking work, which includes access to phone banks, job orders, and direct referrals to employers. It is overseen, reviewed, and guided by a Career Development Specialist I and a Job Developer, who has been trained or has experience in job placement activities.

The SJS activity is six (6) weeks in length within a twelve (12) month period. This can be extended for an additional 6 weeks since California is currently identified as a needy state (refer to section III). The Employment Counselor (EC) identifies and refers CalWORKs participants to the activity, and works with the Career Development Specialist I and the Job Developer on monitoring participant progress and providing assistance.

A participant is assigned to SJS when:

- The four-week Job Club/Job Search has been completed and the participant will benefit in participating in SJS for additional weeks, or
- A participant needs job search activity and never attended a Job Club/Job Search; or
- Assessment and the Welfare to Work Plan (WTW2) has identified the need for SJS, or
- There is concurrent enrollment in Welfare to Work (WTW) activity and SJS is identified as the activity to meet hours of participation.

Upon beginning this activity, the participant receives an orientation to SJS and immediately begins working with the Job Developer to access job information and to conduct job search activities. Participants track their weekly participation hours on the Job Club/Job Search Attendance Form 42-11J. The Job Developer monitors and verifies the participant's hours of participation (refer to section VII. C.5).

### II. Participation Requirements:

For State participation requirements:

1. Single parent households with a child under 6 are required to participate 20 hours per week, with 20 hours in a core activity.
2. Single parent households with no child under 6 are required to participate 30 hours per week, with 20 hours in a core activity.
3. Two-parent households are required to participate 35 hours per week, with 30 hours in a core activity.

If a participant is enrolled in other WTW activities, his or her participation in SJS will be part-time. Hours of participation will vary depending the hours spent in the other WTW activities.

### III. Determining Allowable Hours of Participation

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A participant is limited to six (6) weeks of job search activities not to be exceeded in a twelve (12) month period. The fifth week is not countable. \*When California is identified as a “needy State” the number of weeks allowed for job search activities is up to twelve (12) weeks. The “needy State” status is determined by the unemployment rate for the State. Program Planning and Support (PPS) will send notice to WBA staff informing them when California is identified as a “needy State” to extend job search activities and / or when the State’s status has changed to non-needy and the 6 week job search is in effect.

**Note:** When there is a change, it will be in effect for new participants assigned to SJS. Participants scheduled in SJS prior to notice from PPS will continue in activity as initially scheduled.

Under the Work Verification Plan, weeks for Job Search/Job Readiness activities can be converted to hours. Based on federal participation requirements, the hours of participation in job search activities are converted as follows:

- For single parent households with child under six the total converted hours for job search activities are 120 (20 hours X 6 weeks) / \*240 (20 X 12 weeks)
- For all other families (two-parent household/single parent with child over six) the total converted hours for job search activities are 180 (30 hours X 6 weeks) / \*360 (30 hours X 12 weeks)
- Each participant in a two-parent household has a total of 180 hours that counts toward Job Search/Job Readiness activities.

These are the maximum total of hours a participant can receive participation credit for Job Search/Job Readiness activities.

Employment Counselors must view CalWIN for a participant’s prior participation and the number of hours in Job Search activities or other “Job Readiness” type activities, which can include Orientation/Appraisal, Assessment, and/or Mental Health/Alcohol and Other Drugs/Domestic Violence to ensure that a participant is scheduled for the appropriate number of weeks or converted hours allowed for SJS.

An online Job Readiness Calculation Worksheet form 42-109 has been created to assist staff in determining the number of hours a participant may or may not be allowed to participate in the SJS activity.

**Example 1:** If a participant with a child under 6 has completed Orientation (1 day/8 hours), Job Club/Job Search (4 weeks/128 hours) and Assessment (1 day/ 8 hours) within the preceding 12-month period for a total of 144 hours, the participant in this instance is over the 120 hours allowed for job readiness activities.

**Example 2:** If a participant with a child over 6 has completed Orientation (1 day/8 hours), Job Club/Job Search (4 weeks/128 hours) and Assessment (1 day/ 8 hours) within the preceding 12-month period for a total of 144 hours, the participant in this instance will be allowed to participate in 40 hours (180-140) of SJS.

**Example 3:** If a participant with a child over 6 completed Orientation, Job Club/Job Search and Assessment and it is longer than the 12-month period, then he/she may be scheduled up to 180 converted hours or 6 weeks of SJS.

### IV. Content of Supervised Job Search Component

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Participants who are referred to SJS will be scheduled to attend SJS Orientation facilitated by Job Developers. The SJS Orientation will be conducted in-group sessions at each Self-Sufficiency Center (SSC). The SJS Orientation consists of:

- Reviewing a participant’s resume and master application;
- Providing an overview of best practices in conducting a successful job search;

- Identifying and resolving any barriers to employment; and
- Discussing a job search plan, responsibilities and expectations during job search activity.

After the SJS Orientation is completed, participants will be required to attend a weekly meeting on a set day and at a designated location at each SSC. If additional meetings with the participant are required the Career Development Specialist I or Job Developer, will schedule meetings on case-by-case basis. Job Developer would meet with the participant relating to employment opportunities, attendance, or resume building.

If a participant needs assistance with career exploration or resume writing, the Career Development Specialist I will work with him/her.

**Activities that will take place during the weekly meeting will include:**

1. Reviewing calendar and activities conducted at One Stop Career Centers and referring participants as needed to these activities;
2. Screening and preparing participants for Job Fairs or job interviewing activities;
3. Discussing topics of interest for job seekers;
4. Reviewing and monitoring job search participation and forms; and,
5. Sharing of job opportunities and networking.

## V. Monitoring Attendance and Progress

Participants are required to record all job search activities on the Job Club/Job Search and Supervised Job Search Attendance form – 42-11J and submit it to the Job Developer on a weekly basis. The Job Developer must explain how the 42-11J is to be completed. Refer to [Attendance Informational Notice for Participant form 42-11J](#) . Additionally the Job Developer will inform the participant that absences during the job search activities must be indicated on the 42-11J form and proof of absence e.g., doctor’s note, appointment notices, or sworn statement, etc. must be submitted along with form. Refer to Welfare to Work Handbook 42-7.34:.. Attendance Procedure

**Important Note:**

In preparing participants for the “world of work”, participants will be required to call his/her assigned Job Developer by 9:00 am when he/she will not be attending the activity and state reason why.

## VI. Forms

Title of Form	Purpose
<a href="#">Supervised Job Search Appointment Letter – 42-106</a>	Form available in CalWIN. Letter notifies participant of appointment for SJS and hours/weeks of participation
<a href="#">Job Search and Supervised Job Search Communication form – 42-107</a>	Form available on Forms site and may be completed electronically. Form used by Career Development Specialist and Job Developer staff to communicate updates to the Employment Counselors.
<a href="#">Weekly Job Search Report - 42-108</a>	Form available on Forms site. Form for participants to record job contacts. Optional form and must not be used in place of attendance form.

[Job Readiness Calculation Worksheet - 42-109](#)

Form available on Forms site.  
Online tool for Employment Counselors to aid in determining allowable hours for SJS.

[Job Club/Job Search and Supervised Job Search Attendance form – 42-11J](#)

Form available on Forms site.  
Required form for tracking participation / attendance in Job Search activities.

## VII. Referral Process for Supervised Job Search Program

### A. Employment Counselor

When a participant is determined eligible to participate in SJS the Employment Counselor will do the following:

1. Identify participants who meet the criteria for referral to SJS, and who are job ready but in need of job search assistance;
2. Complete Job Readiness Calculation Worksheet 42-109 to determine the number of hours/weeks a participant will be allowed to participate in SJS component;
3. Inform participant that he/she will need to have his/her master application and resume available;
  - o If participant doesn't have copy of last completed master application or resume from Job Club/Job Search, the EC shall request designated Specialist Clerk I to locate copies in WebFiles.

**Note:** If participant's master application and/or resume are not located in WebFiles, the Job Developer or Career Development Specialist I will refer participant to the One-Stop workshops for assistance in completing resume and / or master application.

4. Refer and schedule participant to SJS component in CalWIN;
5. Request Supervised Job Search Appointment Letter 42-106 in CalWIN (Other Correspondence) and complete manual variables: number of SJS hours per week, and number of weeks the participant is assigned to this activity;
6. Send or give participant letter 42-106;
7. Print out copy of letter 42-106 and locate master application and/or resume and forward both to Specialist Clerk 1.
8. Authorize and approve supportive services and send appropriate notice of action(s);
9. Track and monitor participant's progress and attendance, and work with the Career Development Specialist I and Job Developer to help resolve problems with participation;
  - If participant fails to attend the SJS Orientation or does not complete the SJS activity, the Employment Counselor will initiate the non-compliance process when appropriate.
  - The attendance form must be reviewed by Employment Counselor to determine if participant is meeting participation requirements. If not meeting the requirements, the Employment Counselor will initiate non-compliance process when appropriate.
11. Update information in CalWIN regarding activity completions, no shows, and job placements or enter or submit request to enter attendance hours;
12. Enter CalWIN Case Comments; and
13. Forward forms to designated in-box for imaging in WebFiles.

### B. Career Development Specialist I

When a participant is referred for SJS the Career Development Specialist I will do the following:

1. Assist identified participants with career exploration, resume review / writing and interview skills;
2. Make recommendation to Employment Counselor if job search is to be extended;
3. Conduct SJS Orientation with referred participants individually or in a group setting; and

4. Complete the Job Search and Supervised Job Search Communication Referral Form 42-107 to notify the Employment Counselor of:
  - Identified barriers to job search;
  - Needed supportive services;
  - Employment placement,
  - Other information; or
  - Activity status – no show, completion, termination.

### **C. Job Developer**

When a participant is referred for SJS the Job Developer will do the following:

1. Review session roster and resume, master application and letter 42-106 for each participant scheduled for SJS and number of hours/weeks assigned to activity;
2. Conduct SJS Orientation with referred participants individually or in a group setting;
  - Use session roster to verify and track which participants attended activity or not.
3. Supervise participant's job search activities and provide participant with guidance and assistance;
4. Explain to participant requirements in completing and submitting the Job Club/Job Search and Supervised Job Search Attendance form – 42-11J.
5. Review participant's form 42-11J as proof of attendance, collect from participant, sign and submit to Employment Counselor at end of job search and / or no later than the 5th of the following month;
6. Review participant's Weekly Job Search Report 42-108 to monitor participant's success in applying for jobs and/or attending interviews;
7. Complete the form 42-107 to notify the Employment Counselor of:
  - Identified barriers to job search;
  - Needed supportive services;
  - Employment placement,
  - Other information; or
  - Activity status – no show, completion, termination.
8. Monitor participant's progress and work with the Employment Counselor to help problem solve when issues arise.

### **D. Specialist Clerk I**

When a participant is referred and scheduled for SJS the designated Specialist Clerk I will do the following:

1. Receive and review letter 42-106
2. Access SJS session roster in CalWIN of scheduled participants for SJS activity;
3. Make reminder calls to scheduled participants for SJS Orientation appointment;
4. Forward 42-106, session roster, master application and / or resume to the assigned Job Developer; and
5. Forward for imaging of designated documents in WebFiles.

### **References:**

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**EAS 42-711.531-.535**

**Work Verification Plan**

**Yolanda Baldovinos, Director  
Social Services Agency**