

Xochitl Esparza, TANF Manager

**Authorized Signature**

**Number:** SS-AR-12-009

**Issue Date:** 07/06/12

**Topic:** Cash Payments

**Due Date:** 07/31/12

**Subject:** Self-Initiated Training (SI) TRACS Activity Step ends 07-31-12

**Applies to (check all that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> All DHS employees                        | <input type="checkbox"/> County Mental Health Directors                            |
| <input type="checkbox"/> Area Agencies on Aging                   | <input type="checkbox"/> Health Services   |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities                      |
| <input type="checkbox"/> County DD Program Managers               | <input checked="" type="checkbox"/> Other (please specify): Self Sufficiency Staff |

**Action Required:**

Due to JOBS program changes implemented July 1, 2011, the SI (self-initiated training) activity code was made available to track two types of JOBS participants that would be allowed to continue their case plan activity for up to 12 months (ended June 30, 2012). Those groups were:

- Vocational training (VT) clients in a training program as of June 30, 2011, and
- Clients on the Parents as Scholars waiting list (as of July 15, 2011) who were enrolled in courses at two- or four-year post-secondary schools.

There are approximately 265 clients with an SI activity step. Central office will be ending all SI activity steps on July 31, 2012. Central office is sending a list to Self-Sufficiency Program Managers and Line Managers to distribute to case managers so they may review and update case plans before a one-month grace period ends. Appropriate activities should be based on job readiness and/or availability of services.

Because support services were not available for SI activities, a reduction or closure notice is not required.

**Reason for Action:** SI ended effective June 30, 2012, as a JOBS Program activity. All SI coding is being removed from TRACS effective July 31, 2012.

**Field/Stakeholder review:**     Yes     No

**If yes, reviewed by:**

*If you have any questions about this action request, contact:*

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