

DEPARTMENT OF SOCIAL SERVICES  
744 P Street, Sacramento, CA 95814



August 7, 1991

ALL-COUNTY LETTER NO. 91-78

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY GAIN COORDINATORS

SUBJECT: THE CALIFORNIA INDIAN MANPOWER CONSORTIUM (CIMC),  
INDIAN TRIBAL JOB OPPORTUNITIES AND BASIC SKILLS (ITJP)  
PROGRAM UPDATE AND NOTICES OF ACTION (NOA) MESSAGES

REFERENCE: ALL-COUNTY LETTER NO. 90-39  
ALL-COUNTY LETTER NO. 90-98  
ALL-COUNTY LETTER NO. 90-102  
ALL-COUNTY LETTER NO. 91-22

The purpose of this letter is to provide an update regarding the CIMC, Indian Tribal JOBS Program (ITJP) and to transmit Notice of Action (NOA) messages specific to Greater Avenues for Independence (GAIN) deregistration, child care supportive services and overpayment recovery and collection of unused portions of advanced child care payments.

The CIMC is the only organization approved to operate ITJP in California. The program serves Aid to Families with Dependent Children (AFDC) applicants and recipients who are tribal members and live on designated rancherias or reservations. Twenty-two Counties are impacted by this Program: Butte, Colusa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Madera, Mendocino, Modoc, Mono, Plumas, Riverside, San Bernardino, San Diego, Shasta, Siskiyou and Tuolumne.

Manual of Policies and Procedures (MPP) Section 42-760.8 requires those Counties where there is ITJP to:

- o Maintain confidentiality standards specified in MPP Division 19.
- o Refer all AFDC applicants and recipients who are tribal members to ITJP.
- o Impose financial sanctions in accordance with MPP Section 42-786.

- o Provide child care referral and payments in accordance with MPP Section 42-750.2 and .3.
- o Enter into any agreements necessary to carry out the above activities.

Counties must refer to ITJP all AFDC applicants and recipients who are tribal members, even though a County is in cost reductions and serving only certain targeted groups in the GAIN Program. Pursuant to MPP Section 42-750.1, Counties must also provide child care services to any ITJP participant referred to the County by CIMC for child care services.

An explanation of case processing procedures for tribal members is detailed below:

1. A GAIN participant who has been identified as a tribal member living on a reservation or rancheria being served by ITJP must be referred to CIMC when he/she has completed the current component activity. The participant must be sent a timely NOA to deregister him/her from GAIN.

To the extent possible, Counties should coordinate with CIMC to ensure that when a participant is transferring from the GAIN Program to ITJP, the child care slot(s) are not lost. If the participant is expected to enter the next activity within 30 days of their transfer to ITJP, then MPP Section 42-750.37 allows up to 30 days paid child care for this transfer when the slot(s) would otherwise be lost.

2. As with GAIN participants, any time there is an action taken regarding child care supportive services for ITJP participants, i.e., approval, denial, increase, decrease, etc., a NOA must be sent to the participant. Please refer to All County Letters 90-102 and 91-22 for details on when NOAs are to be issued.
3. The CIMC has the responsibility and authority to determine whether or not an individual failed to comply with the requirements of ITJP. The CIMC's ITJP Plan requires that when a tribal member fails or refuses to participate in ITJP and all attempts to conciliate, pursuant to ITJP's requirements, have been unsuccessful, CIMC will inform the participant that the County will be notified to initiate sanction procedures against the AFDC grant. The participant has five days to request a hearing with CIMC on the nonparticipation issue.

If the participant does not request a hearing or the hearing upholds the nonparticipation issue, then CIMC will send a notice to the County requesting that the participant be financially sanctioned for failure to comply with ITJP. The County shall determine the appropriate sanction and issue a sanction notice of action.

If a voluntary ITJP participant is sanctioned, the County will be notified that the volunteer is being excluded from ITJP for six months and child care services are no longer needed. The CIMC will notify the County whenever a tribal member is no longer participating in ITJP Program or there is a change in the IJTP participants' child care needs. The procedures for notifying the County of these changes have been or will be developed between CIMC and each County impacted by ITJP.

The CIMC has completed or is in the process of completing formal agreements with each of the impacted Counties relevant to specific procedures for referring tribal members to CIMC, including AFDC recipient information, providing child care services and sanctioning. The State Department of Social Services will continue to work with the Counties and CIMC, at their request, to ensure that these procedures are finalized.

Enclosure I contains the NOA messages and a reproducible copy of the hearing rights form that are to be used exclusively for tribal members receiving services. The NOA messages are to be used by the County when Tribal members 1) are being removed from the GAIN Program because they are required to participate in ITJP; and 2) are in ITJP and receiving child care supportive services. The NOA messages to be used when financially sanctioning a tribal member for failure to participate in ITJP will be issued under a separate cover.

If you have any questions regarding this letter, please contact your County's GAIN and Employment Services Operations Consultant at (916) 324-6962.



DENNIS J. BOYLE  
Deputy Director

Enclosure (to County GAIN Coordinators only)

cc: CWDA