

DATE: March 13, 2014

OPERATIONS MEMORANDUM #14-03-03 Employment & Training

SUBJECT: Removal of Annual and Lifetime Limits for Contractor Referrals

TO: Executive Directors

FROM: Tom Strickler
Director
Bureau of Operations

PURPOSE

To inform County Assistance Offices (CAOs) of a change to the criteria used when determining Road to Self-Sufficiency through Employment and Training participation referrals to contracted Employment and Training (E&T) activities.

BACKGROUND

As of July 1, 2011, contractor referrals were limited to one (1) time in a year and three (3) times in a lifetime. [OPS 120702](#) excluded the Work Ready program from these lifetime referral limits.

DISCUSSION

To ensure that cash recipients engage in work and move themselves and their families off of cash assistance, E&T programs need to be kept available to help assist these individuals. Effective immediately, the annual and lifetime contractor referral limits are being lifted for all E&T programs. This change applies to all individuals, regardless of negative program terminations.

NEXT STEPS

1. If you have any questions regarding this memo, contact the Bureau of Policy, Division of Employment and Training Programs Unit Staff, at 717-787-1302.
2. Retain this Operations Memorandum until the information is incorporated into the Cash Assistance Handbook.