

Tips for Qualifying for the California Training Benefits Program



WHAT IS THE CALIFORNIA TRAINING BENEFITS PROGRAM?

The California Training Benefits (CTB) program allows you to continue collecting Unemployment Insurance (UI) benefits while you are in school or training if there are no jobs available that require your current skills or experience, and retraining or upgrading your skills would make you more employable.

If the Employment Development Department (EDD) determines your training or school attendance meets the CTB eligibility criteria and you continue to meet all other UI eligibility criteria, you are not required to look for work or be available for work while you collect UI benefits. To help you assess your eligibility for CTB, EDD offers the following tips.

→ GETTING STARTED

Understand how school or training attendance could potentially affect your eligibility to receive UI benefits:

- ✓ Know what is needed for CTB approval by reading this tip sheet.
- ✓ Go online to www.labormarketinfo.edd.ca.gov to explore career and employment information and projected growth occupations when selecting a training opportunity.

→ QUALIFYING FOR CTB

The EDD cannot approve your training plan under CTB until **after** you are enrolled and attending school or training and have a valid UI claim. The EDD will schedule you for a phone interview to determine your eligibility for CTB. There are two types of approval criteria EDD uses to determine CTB eligibility.

Authorized Training Provided By Special Government Programs

If your training is authorized and verifiable by one of the following state or federal programs, EDD will approve your CTB participation if you meet all other UI eligibility criteria:

- ✓ Workforce Investment Act (WIA)
- ✓ Employment Training Panel (ETP)
- ✓ Trade Adjustment Assistance (TAA)
- ✓ California Work Opportunity and Responsibility to Kids (CalWORKs)

You can learn more about some of these programs by reviewing the EDD Web site at www.edd.ca.gov or by visiting a local One-Stop Career Center.

Other Training

If you secure training on your own and your training is not authorized by one of the above noted programs, EDD must then determine if you meet specific criteria to be eligible for the CTB program including:

- ✓ You must currently be eligible for UI benefits.
- ✓ You are unemployed or partially unemployed for four or more continuous weeks or you are unlikely to return to your most recent work place for certain reasons. For example, you are unemployed due to a plant closure, a disability preventing use of your skills, or technological changes in your occupation.
- ✓ You are unemployed due to a lack of demand for your current skills in your local labor market.
- ✓ Your selected training can successfully be completed in one year from the beginning date of CTB approval, even if your UI benefits run out or are no longer available.
- ✓ Your training occupation is in demand within your local labor market.
- ✓ Your training is full-time (typically 20 hours a week or 12 units a semester).
- ✓ Your beginning date of training is three years or more after the beginning date of any prior CTB participation.

Review the law and entire criteria for the CTB program used by EDD to make determinations at www.edd.ca.gov/UIBDG/Miscellaneous_MI_85.htm.

Tips for Qualifying for the California Training Benefits Program



→ **PREPARING FOR A JOB IN DEMAND**

The EDD also reviews your most current occupation and the occupation you are training for on the EDD Labor Market Information Web site to determine if there are job growth opportunities in those fields. To qualify for CTB, your training must provide you with marketable job skills to make you more employable when you finish training.

- ✓ Be sure your training prepares you for an occupation that is in demand by reviewing projected job growth occupations.
- ✓ Check job growth occupation statistics by visiting www.labormarketinfo.edd.ca.gov. This is same information used by EDD to determine your CTB eligibility.

→ **CONTACT EDD**

Once you start school or training, you must notify EDD of your start date and training plan when you file a claim (doing so through EDD's Web site remains the most convenient method), or after you have filed a claim by doing one of the following:

- ✓ When submitting your continued claim form (DE 4581) for the week you actually begin attending school or training, or
- ✓ E-mailing EDD at www.edd.ca.gov and selecting "Contact EDD," or
- ✓ Calling EDD using one of its toll-free telephone numbers.

→ **PREPARING FOR YOUR CTB TELEPHONE ELIGIBILITY INTERVIEW**

Once EDD is aware of your school attendance and you have a valid UI claim, you will be mailed a notice with the date and time for a CTB telephone eligibility interview. It is very important that you are ready to provide all the necessary information to help EDD determine your CTB eligibility.

- ✓ Be sure you are available for the interview or provide EDD with an alternative phone number if necessary. The EDD cannot determine your CTB eligibility without talking to you.
- ✓ Be ready for your eligibility interview by having the following information:
 - Dates of enrollment
 - Type of training and training occupation
 - Days and hours of attendance and number of units for the entire period of training
 - Name, address, and telephone number of the school or training facility
 - Name and contact information of the individual who will verify your enrollment information
 - Dates of all school or training holidays and school breaks
- ✓ Be sure to provide the name, title, and phone number of the program representative who can verify your training if that training is authorized by one of the special government programs.
- ✓ Be sure a school contact is willing to verify your training enrollment if you found the training on your own instead of through one of the special government programs.
- ✓ Be sure you sign and deliver the Training Provider Letter, (DE 3100D), that you receive in the mail to your school or training contact person as an authorization to release information to EDD. This form must be kept on file with the training provider.

Following your telephone eligibility interview, you will be notified by mail of your eligibility for the CTB program.