

## HCDSS Attachment I

### (d) WELFARE-TO-WORK ACTIVITIES

[Reference: WIC Section 11322.(a)J Pursuant to WIC Section 11322.(Cb) No plan shall require job search and work experience of participants to the exclusion of a range of activities to be offered to recipients. [Reference: WIC Section 10531(d) and WIC Section 11322.6]

Welfare-to-Work Activities include but are not limited to:

- Accelerated learning
- Adult basic education (includes basic education, GED, and ESL)
- Apprenticeship
- Community service
- Distance learning
- Education directly related to employment
- Grant-based on-the-job training
- Job skills training directly related to employment
- Job search and job readiness assistance
- Literacy
- On-the-job training
- Open-entry/exit classes
- Self-employment
- Short-term programs/classes
- Subsidized private sector employment
- Subsidized public sector employment
- Supported work
- Transitional employment
- Unsubsidized employment
- Vocational education and training
- Work study
- Work experience

These services will be provided by various agencies and educational facilities in collaboration with the Humboldt County Department of Social Services. The Private Industry Council (PIC) will oversee and guide job training programs in our Service Delivery Area with funding provided by the U.S. Department of Labor. The delay in the actual notification of allocation has hindered the concrete plans for the implementation of service to the **CalWORKs** clients. However, PIC's program is set up to provide Title III Services as well as many training programs. There will be a separate written document for the Local Instructional and Job Training Plan (IJTP) to be submitted no later than March 31, 1998. This will be a collaborative effort between the PIC, College of the Redwoods, Eureka Adult Education, Fortuna Adult Education, Northern Humboldt Adult Education, the Employment Development Department and the Humboldt County Office of Education. The services include:

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- o Assessment services to include testing and evaluation of educational attainment, interests, aptitudes, and skills.
- o Development of a plan to outline an effective strategy for employment and coordination with other agencies and services.
- o Job and career counseling.
- o Access to labor market information.
- o Job search assistance and placement services.
- o Pre-employment services to include: resume writing, application techniques, interviewing techniques, and workshop activities.
- o Out-of-area job search financial assistance.
- o Possible relocation financial assistance as allowed by regulation.
- o Classroom training (ie. College of the Redwoods, Eureka Adult School, Humboldt Regional Occupational Program).
- o Vocational/Occupational Training (ie. National Training Institute, American Truck School, etc.). For vocational certification and usually completed within a short time frame.
- o Basic Skills Training - GED preparation, PIC Computer Lab, EAS.
- o On-the-Job Training - partially subsidized/paid training on the job provided by employer. These activities are designed to provide opportunities for participants to get training in specific areas with a private-for-profit employer anywhere in Humboldt County. These participants are technically an employee of the business, with the employer being reimbursed for up to 50% of the costs associated with the training of the participant.
- o Work Experience Training (WEX). Participants are enrolled in WEX concurrently, or sequentially, with classroom-based training activities. Participants are given an opportunity to apply skills learned in the classroom in a real-work environment.

### College of the Redwoods (CR)

CalWORKs participants at CR will be offered a wide range of programs and services. Additional training opportunities available to CalWORKs clients are the development of non-credit, short-term credit, non-credit vocational

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courses all designed to lead directly to employment. These courses are designed to be no more than one year in duration. Student support services will help clients identify his/her immediate and long-range educational goals in order to develop plans to meet those goals. Special services are available to high risk and disabled clients. Upon successful completion of the training courses, students will be encouraged to explore the next level of education and training that will expand his/her career opportunities.

### Curriculum

The College is committed to providing training and re-training programs to our local communities. The decline in many traditional regional industries has required the college to modify programs to strengthen opportunities in emerging fields such as multi-media and manufacturing. Presently the following programs are available to **CalWORKs** clients.

<i>Addiction Studies</i>	<i>Computer Applications and</i>
<i>Administration of Justice</i>	<i>Programming</i>
<i>    Basic Police Academy</i>	<i>Construction Technology</i>
<i>Agriculture</i>	<i>Dental Assisting</i>
<i>    Business</i>	<i>Diesel Heavy Equipment and</i>
<i>    General &amp; Plan Science</i>	<i>Technology</i>
<i>Automotive Technology</i>	<i>Drafting Technology</i>
<i>Business</i>	<i>    Architecture</i>
<i>    General</i>	<i>    CAD/CAM</i>
<i>    Court Reporting</i>	<i>    Mechanical</i>
<i>    Legal Assistant</i>	<i>Early Childhood Education</i>
<i>    Secretary</i>	<i>Truck Driver</i>
<i>Electronics Technology</i>	<i>Forest Technology</i>
<i>    General</i>	<i>Medical Assisting</i>
<i>    Microcomputer</i>	<i>Multimedia Communication</i>
<i>    Numerical Control</i>	<i>Real Estate</i>
<i>Machine Tool Technology</i>	
<i>    General CADD/CAM</i>	
<i>    Numerical Control</i>	

Additional courses being developed in high demand areas that will lead to employment and which will be available in the near future are:

<i>Child Care Teacher</i>	<i>Home Health Aide</i>
<i>Security Officer</i>	<i>Hotel/Hospitality</i>
<i>Business &amp; Computer Applications</i>	

**CalWORKs** clients will be offered two guidance courses, Guidance 41 and Guidance 8. The Guidance 41 course will be offered frequently throughout the year, as needed. This six-week course teaches job search skills and common factors that contribute to on-the-job success. Activities for this course include introduction to resume writing,

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interviewing techniques. time management. stress control. and defining the work ethic.

Guidance 8 is a course in career planning. This course will cover the basic components of career assessment, job search, planning, resume development, and networking. Students will be required to use the campus Career Center and the Internet.

**CalWORKs** clients will be encouraged to take existing college modular courses such as Business 204 Money Sense: Business 202 Business Skills Lab; Education 202-205 (Basic Education): and Sociology 203 Vocational Training Skills. These courses are designed to develop skills and they provide career education exercises in real-life situations as part of the instruction.

### **Services**

The Counseling Center at CR will be the initial intake point for **CalWORKs** clients. The college **CalWORKs** Coordinator will meet with each client to determine what additional programs or services *may* be needed. Following are programs and services offered by the college.

#### **Financial Aid**

All **CalWORKs** students will be encouraged to apply for the Federal Title IV aid programs as well as Federal Work Study programs. In addition, **CalWORKs** clients will be asked to file for the California Community College Board of Governors Enrollment Fee Waiver Application (BOG).

#### **Extended Opportunity Program & Services (EOPS)**

**CalWORKs** participants will be screened for initial eligibility during the intake process and referred to EOPS. **CalWORKs** clients referred to EOPS will meet with counselors to develop his/her education plan in the area recommended by the County **CalWORKs** office. These students will also be eligible for additional assistance with books and, in some cases, supplemental child care and transportation grants.

#### **Disabled Student Program & Services (DSPS)**

**CalWORKs** clients referred to DSPS will be eligible for diagnostic testing for learning disabilities and screening for mobility needs. Students requiring academic assistance *may* be eligible for tutoring, note-takers, and testing accommodations.

#### **Career Center/Job Development**

All **CalWORKs** students will be encouraged to use the Career Center in conjunction with their classes. A job developer will be assigned to develop work sites for internships on campus and in

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the community. It is anticipated that 25 work sites will be developed for students in Spring 1998: 25 work sites will be developed in Fall 1998 and 50 work sites will be developed in Spring 1999 for a total of 100 work sites.

### **Child Care**

On campus child care will be available to **CalWORKs** clients. The number of children and families served through the **CalWORKs** funds depends on the ages of the children needing care and the hours of care needed per day. The **CalWORKs** grant could serve between 38 full-time infants and 64 full-time preschool or school-age children. The actual numbers would probably be greater since few families would use full-day child care five days per week.

In addition, the college EOPS/CARE-program will assist eligible students with supplementary grants to help meet the cost of child care. These eligible students will be required to attend one EOPS/CARE workshop per semester. The workshops are on various topics - Parenting Skills, Family Budgeting, Meal Preparation, Time Management, and How to Handle Stress etc.

### **Program Flow:**

#### Initial Point of Contact:

At the initial point of contact the applicant will be given a **CalWORKs** Guidebook that will delineate the eligibility requirements for TANF and the Welfare-to-Work requirements. The applicant will be screened for his/her need for services. The screening process will emphasize the guidebook, employment, and possible diversion services. The applicant will be scheduled for an intake interview the same day if time permits, or scheduled for the following day.

#### Intake Interview for potential **CalWORKs** eligible families:

- o All applicants will be referred to a District Attorney Family Support (OAFS) interview.
- o If the applicant indicates he/she would be exempt from participation in the Welfare-to-Work activities, an assessment would be done at this time. If all verifications are presented during this interview, the case will be handled in the current manner to be granted within the regulation time frames. If verification is required, the applicant will be given a pending letter with a deadline for providing the information.
- o The Eligibility Worker (EW) will grant Immediate Need (IN) if requested and the applicant is "apparently eligible". The IN check will be issued that same day, or the latest the following day. When the applicant is handed the IN check he/she will also

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receive a scheduled Orientation appointment. .

- o The EW will continue the granting process and will continue contact with the assigned Social Worker (SW) for the Welfare-to-Work portion of **CalWORKs**, tracking the applicant for cooperation with the eligibility requirements.

*The EW's process: Establish eligibility during the intake interview process. Pend and control for verification of eligibility, before the application is completely granted. Complete all references needed to DAFS, Child Health and Disability Prevention Program (CHDP), etc. . . . Complete case construction in correct order. Complete case narratives.*

*EW On-going functions: Once the case is granted will entail administration of all case changes, income reports. Special Needs, Homeless Assistance, address changes, and Add-a-persons, etc. will be performed.*

### Orientation:

The Orientation and Appraisal Interview will be assigned to and conducted by a Welfare-to-Work Social Worker. The Social Worker (SW) will cover all of the claimant's rights and responsibilities in regard to the Welfare-to-Work (WtW) process. During this interview the following assessments will be made:

Child Care

Ancillary Supportive Services

Transportation

Assignment to Job Search Activities and beginning of his/her

Active 4-Week Job Search

Assessment if any Physical or Mental Barriers

- o If a mental health or substance abuse barrier is identified, the client will be referred to Mental Health to be assessed for required treatment, referral and tracking.
- o If a physical barrier is identified and the incapacity is expected to last over 30 days and does not involve a referral to MH or ADD program, the client must provide verification. With verification, he/she will be exempt from Welfare-to-Work, and the case must be flagged for review every three months.

A Welfare-to-Work plan, signed by both the client and the

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SW, will activate the clients participation in the Job Search Activities.

*The Social Worker will continually monitor the job search activity and will arrange and/or pay for supportive and ancillary expenses.*

### Job Found:

When a job is found during the 4-week job search the SW will provide post-employment services and will track the client for Job Retention. The SW will inform the EW that the client is working. The EW will need to assess income eligibility at that time. Post-employment services will be provided, by the WtW Social Worker, for up to one year.

### No Job Found:

If no job is found during the 4-week job search the case will be given a full assessment and a WTW plan will be drawn up and signed. The assessment should include:

- 0 Work History: Employment. Skills. Knowledge and Abilities
- 0 Education History: Education Level Completed and/or Education Competency Level.
- 0 Needs - supportive services - referrals made.
- 0 Evaluation of chances for employment comparing skills and local labor market.
- 0 Local Labor Market Information.
- 0 Physical or Mental Barriers - referrals made.
- 0 Identify available resources.

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### Ce) SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT SERVICES

#### Plan for Substance Abuse and Mental Health Services

The Humboldt County Department of Social Services, in collaboration with the Humboldt County Department of Mental Health and the Humboldt County Alcohol and Other Drug Programs, intends to utilize the funds available to ensure the effective delivery of both substance abuse and mental health services. The concerted effort will be to maximize federal financial participation through Title XIX of the federal Social Security Act.

[Reference: WIC Section 11325.8]

**CalWORKs** and TANF (Temporary Assistance for Needy Families) bring new challenges and opportunities to do business differently. By bringing mental health and alcohol and drug treatment access together as one team, we are creating an integrated response for **CalWORKs** recipients. The goal of this Alcohol and Other Drugs/Mental Health (AOD/MH) Team will be to reduce the impact of the functional impairments associated with the respective disorders enough to allow for full participation in return to work activities and programs. The results of this intensive intervention will be: Increased productive work hours, increased attendance in mandatory return to work activities, and improved solving abilities to allow for more independent functioning.

Through a combination of goal-directed rehabilitative treatment planning, and strategic skill enhancement, **CalWORKs** participants with substance abuse and/or mental health-related impairments will participate in treatment in the **CalWORKs** setting. The integration of AOD/MH Team resources into the existing **CalWORKs** training and work sites is a critical component of this approach. Of equal importance is the integration of Eligibility and GAIN/Welfare-to-Work staff in the process of triage, case assignment, and monitoring of case outcomes for the AOD/MH/**CalWORKs** intervention caseload.

This interagency approach will promote the development of a partnership between the client, HCDSS, and the AOD/MH Team focused on the development of a productive and independent lifestyle for these **CalWORKs** participants.

As stated, staff from both Humboldt County Mental Health and Humboldt County Alcohol and Other Drugs Programs will form an "AOD/MH Team" and will be out-stationed at the Department of Social Services location. The staffing level will include, initially at a minimum, a part-time Mental Health Clinician, and **CalWORKs** Substance Abuse Counselor, and other staff as needed.

During the eligibility determination of an individual's welfare application, a screening will be conducted by HCDSS to identify any mental health and/or substance abuse problem which creates a barrier to employment. If there is an



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indication that problems may exist. the recipient will be assigned to a "specialized DSS Eligibility Worker/Employment Training Coordinator Team" (DSS Team) consisting of at least one DSS Eligibility Worker/Case Coordinator and at least one DSS Vocational Counselor.

Depending on the results of the mental health and/or substance abuse assessment. the following *may* be included in the welfare-to-work plan and will be provided *by* AOD/MH Team at the DSS **CalWORKs** location:

- o Screening and/or assessment to identify the extent that mental health and/or substance abuse conditions creating barriers to employment and under what conditions the individual is capable of employment.
- o Brief mental health and/or substance abuse counseling focusing on preparing the participant for employment. In order to accomplish this. treatment groups will be established at the DSS location. Individual rehabilitative treatment will also be available when the AOD/MH Team deems it necessary.
- o Mental health and substance abuse education. including warning signs. relapse prevention plans and linkage to available treatment resources will be provided as needed.
- o In an attempt to alleviate *any* employment barriers which may exist. case management services may be provided. Once a participant is employed, "follow along" services such as continuing care groups, self-help groups, etc. may be provided and or recommended.
- o The AOD/MH Team will work closely with the **CalWORKs** Job Training and Job Placement providers in an attempt to insure the individual is placed in suitable employment.
- o Referrals, when appropriate. will be made to Humboldt County Mental Health and/or Humboldt County Alcohol and Other Drugs Program. and/or other community providers for more in-depth treatment. Additionally, the AOD/MH Team will have an extensive understanding of various community self-help resources. and will assist the participant in becoming involved in these programs. Examples include: Alcoholics Anonymous, Narcotics Anonymous. Alliance for the Mental Ill, and Dual Recovery Anonymous.
- o The OSS case coordinator will coordinate the placement of the participants in appropriate work activities that can be scheduled in a manner that allows for the success of the participants to follow through in both their treatment and their work activity.

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- o In addition to providing direct services to **CalWORKs** recipients, the AOD/MH Team will provide training to DSS staff on how to recognize, assess and respond to mental health and substance abuse issues which pose barriers to employment.

Referral may also be made to the AOD/MH Team when mental health and/or substance abuse problems are identified during the recipient's participation in the job search/job training activities. or at *any* other time.

When the AOD/MH Team assessment of the recipient's substance abuse problem indicates that a more intensive treatment is needed, a complete assessment will be made by the Humboldt County Alcohol and other Drugs Program. Depending on the severity of the problem, the clients will be referred to an appropriate level of service.

If more intensive mental health treatment services are needed, a referral will be made by the AOD/MH Team to Humboldt County Mental Health and a complete assessment will be done by the Mental Health Department.

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### **(f) MENTAL HEALTH SERVICES AVAILABLE AFTER TIME LIMITS**

[References: WIC Section 10531(f) and WIC Section 11454]

**CalWORKs** recipients who continue to meet diagnostic and medical necessity criteria after his/her eligibility time for support services has expired will continue to receive mental health services under the current mental health system.

The AOD/MH Team will provide linkage and communication regarding each recipient receiving treatment services at Humboldt County Mental Health and Humboldt County Alcohol and Other Drug Programs. If recipients require specialized AOD services other than what is provided at Humboldt County AOD Programs, treatment progress monitoring will be made *by* the AOD/MH Team and brought back to the DSS Team. This information will be shared with the AOD/MH Team who together will be monitoring the length of time the recipient has been in treatment. Substance abuse treatment services will be limited to a six month period without concurrent participation in the work program.

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### (g) CHILD CARE AND TRANSPORTATION SERVICES

#### Child Care

Successful child care arrangements are seen as a cornerstone to successful Humboldt County clients' participation in **CalWORKs**. Within Humboldt County, a diverse child care service delivery system exists which consists of:

- o Federal and State funds administered by the County (GAIN, Cal-Learn, JTPA)
- o California Department of Education (a well-developed Alternative Payment parent-choice program, Resource and Referral service, and numerous state-subsidized centers throughout the County).
- o Federally-funded Head Start programs.
- o Private non-profit and for-profit providers (200 active, licensed family child care homes and 85 centers).
- o Exempt and in-home providers.

It is envisioned that all local child care resources will need to be considered in developing an individualized child care plan for each **CalWORKs** participant. To promote this coordination, the Humboldt County Department of Social Services will subcontract all Stage I child care responsibilities to the Humboldt Child Care Council (HCCC). HCCC is the Alternative Payment child care contractor for the California Department of Education Stage II and III funds, and also the local Resource and Referral agency.

HCCC is a community-based organization which has been providing county-wide child care and development services since 1975. In addition to using the Alternative Payment and Resource and Referral agency for Humboldt County, it also operates sixteen state-funded centers. Since 1988, HCCC has continuously managed all GAIN child care services for the County. In 1995, HCCC also began managing all Cal-Learn child care services to Cal-Learn teen parents. In addition, HCCC has managed all JTPA-related child care services through the Humboldt County Employment Training Department (PIC) since 1975.

Philosophies behind the proposed child care service delivery to **CalWORKs** clients include:

1. Support of parent choice regarding his/her selection of providers.
2. Ensuring payments are within 1.5 Standard Deviations of the Mean Market Rate or current applicable guidelines, and that opportunities for fraud are minimized.

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3. Assistance to parents while "navigating" the child care system so that they will be better able to do so independently when not receiving public assistance. or during transitions among Stages I. II. and III child care.
4. Coordinating local child care resources on behalf of the client to the extent possible to ensure continuity of care.

When each **CalWORKs** client receives his/her initial assessment by the Department of Social Services, the general child care needs of the individual will be identified. The client will be referred to HCCC staff who will be co-located on site (as has been the case since 1988) with Department of Social Services personnel.

In addition. backup HCCC staff are located at HCCC's Family Eligibility Services offices two miles away. An electronic link is already in place.

HCCC child care services staff will offer services based on the present, very successful GAIN child care system. (Fewer than 2 percent of local GAIN clients, historically; have had to be deferred due to child care issues).

Each **CalWORKs** client will:

1. Meet or communicate with HCCC staff to verify the precise. allowable authorized child care schedule.
2. Receive-information regarding what to look for in quality child care. and receive any required consumer education materials developed by the state.
3. Receive assistance, through HCCC's staff use of CareFinder (child care referral software which has a comprehensive data base of all local providers and child care programs) in selecting a provider. if the family has not already selected a provider. At least four referrals will be offered (provided there are four providers in the geographic area). HCCC will ensure that referrals reflect the parents' preference. Parents will be allowed to select a licensed or licensed-exempt center, licensed family child care home, or exempt provider.
4. Receive assistance and support communicating with his/her provider regarding the payment process and information about Trustline (for exempt providers). HCCC staff also usually come in contact with providers.
5. Receive easy-to-understand information in English or Spanish regarding **CalWORKs** child care program rules. Videos explaining rules will also be made available as needed.

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6. Have the opportunity to participate in group child care orientations if necessary.

In addition, HCCC staff will:

- (1) Immediately place all Stage I **CalWORKs** clients on the Stage II eligibility (waiting) list and assist the client to also get on the waiting list for Stage III programs and California Department of Education-funded Alternative Payment. centers, and preschools.
- (2) Maintain provider files containing licensing information, Trustline information, provider fee/rate schedules, provider and client verification of receiving child care program rules, fraud statement, etc.
- (3) Ensure an updated provider data base is used, including the number of vacancies per provider.
- (4) Work with the local child care planning council, College of the Redwoods, Humboldt County Employment Training Department and other subsidized providers, so as to maximize the use of Stage I funds.
- (5) Make required child care program reports to the local child care planning council.
- (6) Maintain communication with **CalWORKs** staff so that child care payments reflect authorized schedules, including when changes occur.
- (7) Process all vouchers according to the standards set forth in AB1542. pay providers directly using the Alternative Payment delivery mode, and bill the County for payments and related services. (Clients will be required to sign a declaration that they are accepting responsibility for meeting minimum wage and tax requirements when HCCC is paying an in-home provider.)
- (8) To support clients, HCCC staff will be co-located physically and electronically with **CalWORKs** staff. In addition, a separate child care voice mail box will be set up to facilitate clients' or providers' emergency communication about child care arrangements. HCCC has a sufficient number of trained staff to serve as backup to the co-located staff (in case of illness, vacation, etc.). and to address child care situations requiring complex or brokered referrals (for example, for children with special needs).
- (9) Maintain a log of parental complaints modelled upon the system previously used to document complaints from families served under Federal Block Grant and IVA funds.

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- (10) Offer training opportunities to providers to enhance his/her skills and capacity.
- (11) Offer the fingerprinting and Trustline application process on site and by appointment in outlying areas.
- (12) Use electronic methods and phone support to assist families in outlying areas. and schedule on-site visits to clients/providers in the outlying areas as resources permit.

Transitions from County-funded services to the larger child care system will be facilitated by:

- (1) Immediately placing each client's name (explaining to him/her why) on the Stage II and III waiting lists, and on the waiting lists for all other appropriate subsidized services. including Alternative Payment, General Child Care Program, State Preschool, Head Start, etc. Placement on the Stage II and III list will occur through modem.
- (2) Educating the client as to how to use existing community child care services, including Resource and Referral.
- (3) Collaborating with the local child care planning council regarding developing a centralized waiting list.
- (4) Working with College of the Redwoods and other local subsidized centers to attempt to avoid using Stage I funds to purchase space which is under contract with the California Department of Education or Chancellor's office.
- (5) Planning ahead with **CalWORKs** staff regarding the individual child care needs of the client as he/she changes activities within the program.

Any parents of an infant under six months of age will be exempted from participating if he/she has the primary responsibility for caring for a child. The County will use the following criteria, on a case-by-case basis to extend this exemption to six months (or up to one year for the first child), and for up to six months for the second and later children:

- (1) Availability of appropriate licensed or licensed-exempt child care services.
- (2) Whether or not the parent (if a mother) is breast-feeding her child.
- (3) Special needs of the infant which can only be met by the parent as

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primary caregiver.

- (4) Unavailability of employment, community service, or other opportunities recognized by **CalWORKs**.

Access to the Resource and Referral agency (HCCC) will occur through the continued co-location of HCCC staff with Humboldt County Department of Social Services **CalWORKs** staff. Parents will also be referred to the Resource and Referral Toy Lending and Resource Libraries.

Humboldt County has created the Humboldt County Child Care Planning Council. Individual names were submitted for those who were interested in participating in the Council. The criteria used in the selection process were:

- o Individuals representing a variety of communities - five different cities are represented from the selection.
- o Child Care Providers - a representative from two types of child care facilities: Licensed Exempt Center (After-school daycare), Family Day-Care Provider.
- o Active members of their respective communities.
- o Public Agencies
- o Consumer (AFDC Recipient)
- o Other - two grandmothers

The goal of the planning council is to ensure that the County is meeting the child care needs as the **CalWORKs** recipients move from Welfare to Work.

### **Transportation**

[Reference: WIC Section 10531(9)]

The transportation policy for **CalWORKs** recipients is as follows:

- A. **CalWORKs** will pay for reasonable transportation costs that are:
1. Required in order to participate in Welfare-to-Work activities or to accept employment opportunities.
  2. Requested and incurred by participant traveling to and from Welfare-to-Work assignment. including travel to and from a



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- child care provider, or by participant's children traveling to and from childcare.
3. Within established mileage, parking and public transportation limits.
  4. Least costly form of public transportation that would not preclude participation in **CalWORKs**:
    - a. Public transportation rate if participant lives within one mile of bus route. whether or not private vehicle is used.
    - b. Mileage rate commensurate with the current Jury Commissioner's rate if public transportation exceeds the two-hour limit or three hours including child care travel.
    - c. Mileage rate commensurate with the current Jury Commissioner's rate if no public transportation is available.
- B. Participants will be reimbursed for authorized transportation expenses on receipt of proof of costs. which include:
1. Mileage logs or other self-certified records submitted by participant.
  2. Attendance records submitted by service providers.
  3. Parking receipts (for other than parking meter fees) .
- C. Advance payments may be made if requested and participant would be unable to attend the Welfare-to-work activity without having some funds advanced.

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### (h) COMMUNITY SERVICE PLAN

[References: WIC Section 11322.6 and WIC Section 11322.9]

The Humboldt County's Community Service program will provide participants an opportunity to develop or improve skills while gaining a connection to the workforce. The Department will develop placements in collaboration with local public and non-profit agencies, local education agencies, organized labor, recipients of aid, and government and community based organizations providing job training and economic development. The Community Service assignments will be coordinated by local public and non-profit agencies and the Department of Social Services. Fiscal administration and case management will be the responsibility of HCDSS. Entities providing community service positions will assist case managers by effectively monitoring and reporting participants attendance, participation and progress. The projects that will be selected will be based on the merits that they will support the betterment of the community.

With the current time constraints, the County's Community Service Plan is not complete. Currently the HCDSS staff have begun an outreach program focusing on the remote areas of the County. Letters have been sent requesting interest in offering or developing any Community Service Jobs. Phone contacts have been made to offer presentations to Chambers of Commerce and community service organizations as well as school districts. The 33 school district superintendents met to discuss the school enrollment issues in regard to the changes brought about by Welfare Reform. During that meeting the Office of Education opened the discussion of community service jobs and dealing with the child care issues. Once all the potential Community Service job sites have been identified, Humboldt County will submit an addendum to the **CalWORKs** plan.

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### (i) WORKING WITH VICTIMS OF DOMESTIC VIOLENCE

[Reference: WIC Section 10531Ci)J

Until regulations are adopted by California Department of Social Services in consultation with the Taskforce on Domestic Violence established by the Welfare-to-Work Act of 1997, the County may utilize other standards, procedures, and protocols for determining good cause to waive program requirements for victims of domestic violence, for example, those now used in the Greater Avenues to Independence (GAIN) Program. [Reference: WIC Section 11495 .15]

Domestic Violence is not only a major barrier to families finding stability in employment - but a barrier to a stable and safe home life. The department will be contracting with the University of California Davis Extension Department for training of staff in the identification and referral process for appropriate services. The HCDSS staff may be the first County employee to identify and/or provide initial services to victims of Domestic Violence. The Humboldt County Mental Health Department will be available for training and assistance in the area of domestic violence. The County plan links the Department of Social Services, Humboldt County Mental Health, Humboldt Women for Shelter, the Humboldt Family Service Center along with the appropriate law enforcement and the Humboldt County Victims Witness - a branch of the Humboldt County District Attorney's Office. The **CalWORKs** staff will utilize existing GAIN deferral criteria for providing exemption from participation in welfare-to-work activities. Verification of domestic violence through use of police reports or direct referral to treatment will be used to place alleged victims in exempt status. The Department believes it is extremely important for the healing process, that the victim be involved in either counseling or other treatment to deal with the issues for the parent and the child's well-being. Whenever possible, the family will be offered welfare-to-work services as a part of its rehabilitation and treatment.

HCDSS Attachment 1

**(j) PERFORMANCE OUTCOMES TO MEET LOCALLY ESTABLISHED OBJECTIVES**

The following outcome objectives were identified during the CalWORKs plan development process. The table indicates how this information will be tracked. [Reference: WIC Section 10542]

Outcome to be Measured	Data to be Collected	Method of Collection
Reduction in the number of families on welfare	Number of families receiving TANF funds	<b>ISAWS</b>
Increase in the number of job placements	Number of job placements	Employment Management Data Collection System (GEMS/GAIN 25)
Increase in earnings of families on welfare	Number of households with earnings; earnings of families on welfare	To be determined
Increase in the number of families going off aid due to earnings	Number of families going off aid due to earnings	<b>ISAWS</b>
Reduce repeat clients and increase job retention	Number of families returning to aid after job loss; number of families retaining job after six months and one year.	ISAWS or Manual Count from Intake
Increase hours worked and average wage level	Average hours worked and average wage level for those individuals in unsubsidized employment	Employment Management Data Collection System (GEMS)
Increase work participation rates	Number of individuals participating the required number of hours in a "qualified" work activity	Employment Management Data Collection System (GEMS)

HCDSS Attachment 1

Outcome to be Measured	Data to be Collected	Method of Collection
Increase support from non-custodial parent	Number of non-custodial parents paying child support, amount of child support collected	To be determined (OAFS)
Demand for child care services	Number of families/children receiving child care services	Child care reports and waiting list
Demand for mental health services	Number of families/individuals receiving mental health services	Mental Health Reports
Demand for domestic violence services	Number of families/individuals receiving domestic violence services	To be determined
Demand for substance abuse services	Number of families/individuals receiving substance abuse services	Mental Health Reports
Increase in reports of child abuse	Number of child abuse reports	To be determined (CWD)

**(k) PUBLIC INPUT TO THE COUNTY PLAN**

[Reference: WIC Section 10531(k)J

- The following is a list of the committees and groups who have worked extensively on the effort to put Humboldt County's **CalWORKs** plan together and those who will be assisting the process to ensure positive outcomes.

<b>WELFARE REFORM AD HOC COMMITTEE MEMBER/AGENCY</b>	<b>SUB-COMMITTEE</b>
<b>Jeff Arnold</b> , Department of Public Health	Public Health
<b>Patty Berg</b> , Area I Agency on Aging (AIM)	Private Non-Profit
<b>Louis Bucher</b> , County Office of Education	Education and Training
<b>Ben Fairless</b> , Humboldt State University	Education and Training
<b>John Frank</b> , Department of Social Services	Committee Chairman
<b>Linda Hartman</b> , Dept. of Mental Health	Mental Health & Drug/Alcohol
<b>Carol Hill</b> , Humboldt Child Care Council	Child Care
Bill Honsal, Eureka Police Department	Law Enforcement
<b>Rodney Kaloostian</b> , College of the Redwoods	Education and Training
<b>David Lehman</b> , Probation	Law Enforcement
<b>Kathy Montagne</b> , Northcoast Children's Services	Child Care
<b>Bob Morelli</b> , Housing Authority	Housing
<b>Margaret Powell</b> , Hoopa Valley Tribe	Job Placement
<b>Rod Sandretto</b> , Employment Development Department	Job Placement
<b>Nancy Schwarz</b> , Social Security Administration	Naturalization & Citizenship
<b>Farrel Starr</b> , Employment Development Department/Private Industry Council	Job Training
<b>Lloyd Throne</b> , Redwood Community Action Agency	Private Non-Profit

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WORKFORCE DEVELOPMENT COMMITTEE	AGENCY/COMPANY
Jon Sapper	Humboldt County Office of Education - Regional OccuRation Centers/Programs
Kim Kellenburg	Eureka Adult School
Rod Sandretto	Employment Development Department
John Frank	Humboldt County Department of Social Services
Delores Smith	College of the Redwoods
Pat Quinn	Humboldt County Department of Social Services
Farrel Starr	Private Industry Council
Ron Halverson	Private Industry Council
Carol Hill	Humboldt Child Care Council
Greg Aslanian	Eureka City Schools
Hilda Ranton	Humboldt County Office of Education - Regional Occupation Centers/Programs
Rick Wallance	College of the Redwoods
Maren Rose	College of the Redwoods
George Waldheim	College of the Redwoods

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HUMBOLDT COUNTY CHILD CARE PLANNING COUNCIL
D. Bracco-Springer
Aubrey Cunliffe
Elaine Gray
Carol Hill
Sydney Larson
Brian Lovell
Teresa McAllister
Kathy Montagne
Michael Moreland
Carole Nilson
Ronda Olson
Margaret Reed
Christie Splitstone
Star Fishel
Wendy Rowan

<b>PRESENTATIONS</b>	<b>   DATE</b>
Welfare Reform Ad Hoc Committee	February 19, 1997
Welfare Reform Ad Hoc Committee	March 19, 1997
Board of Supervisors	April 1, 1997
Welfare Reform Ad Hoc Committee	April 16, 1997
Tribal Meeting - Yurok Tribal Office	April 29, 1997
Welfare Reform Ad Hoc Committee	May 21, 1997
Mental Health Department Meeting	May 22, 1997
Humboldt County Whole Child Advisory Council	June 16, 1997



HCDSS Attachment 1

<b>PRESENTATIONS (CONT.)</b>	<b>DATE</b>
Women's Resource Center Fortuna	June 18, 1997
Welfare Reform Ad Hoc Committee	June 18, 1997
Local Indian Tribes - PIC	June 23, 1997
Welfare Reform Ad Hoc Committee	July 16, 1997
Women's Resource Center Eureka	July 16, 1997
Welfare Reform - PIC	July 23, 1997
Welfare Reform Ad Hoc Committee	July 24, 1997
Welfare Reform Sub-Committee	July 31, 1997
Garberville - Discussion of Outstation	August 5, 1997
Welfare Reform Ad Hoc Committee	August 13, 1997
Education & Work Force Prep. Committee	August 13, 1997
Hmong Community with Congressman Riggs	August 17, 1997
Board of Supervisors	August 27, 1997
Education & Work Force Prep. Committee	August 28, 1997
HCCC Planning	September 3, 1997
Humboldt Beacon Interview	September 3, 1997
Humboldt State University	September 4, 1997
Education & Work Force Prep. Committee	September 5, 1997
Humboldt Area Foundation	September 19, 1997
REPMA	September 12, 1997
College of the Redwoods - <b>TANF/CalWORKs</b>	September 22, 1997
PIC Subcommittee	October 2, 1997
Alcohol & Drug Advisory Board	October 8, 1997
Board of Supervisors	October 8, 1997
Education & Work Force Prep. Committee	October 9, 1997
Board of Supervisors	October 14, 1997
EDD <b>CalWORKs</b> Meeting	October 14, 1997

<b>PRESENTATIONS (CONT.)</b>	<b>DATE</b>
Humboldt Child Care Council - <b>CalWORKs</b>	October 14, 1997
<b>CalWORKs</b> Northern Region Workshop - Redbluff	October 15, 1997
Office of Education <b>CalWORKs</b> Meeting	October 17, 1997
Humboldt County Whole Child Advisory Council	October 20, 1997
County Mental Health/Drug & Alcohol	October 21, 1997
PIC <b>CalWORKs</b> Meeting	October 23, 1997
Northern Counties <b>CW</b> Coordinator Meeting - Redding	October 24, 1997
Private Industry Council	October 28, 1997
Humboldt Child Care Council	October 29, 1997
Institute of the North Coast	October 30, 1997
Workforce Development Committee	November 14, 1997
Private Industry Council	November 17, 1997
Humboldt County Schools	November 18, 1997
Employment Development Department	November 18, 1997
Humboldt Transit and Eureka Transit	November 18, 1997
CWDA Regional Meeting - Redding	November 19, 1997
College of the Redwoods	November 19, 1997
Dept. of Public Health - Healthy Moms Program	November 24, 1997
College of the Redwoods	November 19, 1997

**HCDSS Attachment 1**

**(1) SOURCE AND EXPENDITURES OF FUNDS**

Section 15204.4 which specifies that each county shall expend an amount for these programs (administration and services) that, when combined with funds expended for the administration of food stamps, equals or exceeds the amount spent by that county for corresponding activities during the 1996/97 fiscal year. [Reference: WIC Section 10531(1)]

**COUNTY PLAN BUDGET  
1997/98 STATE FISCAL YEAR**

	TOTAL	TANF/ STATE GENERAL FUND	CCDBG	TITLE XIX	COUNTY FUNDS	OTHER
<b>TOTAL CalWORKs</b>	6,025,169					
(TOTAL CalWORKs Single Allocation	4,665,33				<b>469,918</b>	
Benefit Administration		1,859,354				
Program Integrity (Fraud)		118				
Staff Development/ Retraining		153,375				
Welfare-to-Work Activities		2,123,401				
Callearn		158,640				
Child Care 1st half 1997/98			370,442			
Other Activities						
Child Care 2nd half 1997/98		714,208				
Mental Health Treatment		47,490		47,490		
Substance Abuse Treatment		56,988				"123,745

\* Block Grant (Fed Substance Abuse Prevention & Treatment - for specific substance abuse)

HCDSS Attachment 1

COUNTY PLAN BUDGET  
1997/98 STATE FISCAL YEAR

	TOTAL	FCS	STATE GENERAL FUND	COUNTY FUNDS	OTHER
Food Stamp Administration (For County MOE Purposes)	2,230,813	968,567	970,958	291,288	

- \* When combined with food stamp administration, the total level of estimated county funds for **CalWORKs** administration and services should meet the requirement of Section 15204.4 of the W&I Code which specifies that counties expend an amount for these programs that, when combined with the amount expended for the administration of the food stamp program, equals or exceeds the amount expended for corresponding activities in 1996/97.
- \*\* If other sources of funding are being made available for an activity, please identify on a separate page.

(FCS share assumes 50% share of Basic Allocation. \$677,997)

Total = 2,230,813      96/97 Total Exp. = 2,103,730

## HCDSS Attachment 1

### (m) ASSISTING FAMILIES TRANSITIONING OFF AID

[Reference: WIC Section 10531Cm)]

Humboldt County Department of Social Services will provide: Case Management, Retention/Re-employment and Transitional Services for up to one-year once the individual goes off aid. The focus will be on job retention and rapid re-employment. Participants who may lose their job will have access to services such as: assistance with job leads: use of telephones and job search assistance in addressing the reasons the first job ended.

Case Management Services will be provided for up to one year and will include:

- o Assistance in accessing community-wide servfres.
- o Job search and development assistance for re-employment.
- o Job hot-lines.
- o Job/education counseling for career advancement.

Retention and re-employment support services will include:

- o Budgeting.
- o Interacting with supervisor and co-workers and general problem solving.
- o Peer support groups.

Transitional Services:

Participants will have access to the following transitional and work-related service benefits:

- o Child care.
- o Medical assistance.
- o EIC (Earned Income Credit)

### Services after 60-month limit expires

There will be no required Welfare-to-Work activities once an individual has been removed from the assistance unit after exhausting his/her 60-month time limit. Additional Welfare-to-Work services may be provided to the individual on a voluntary basis. If the county provides services to the individual after his/her 60-month limit has been reached, the individual must participate in community service to receive those services.

## **HCDSS Attachment 1**

### **(n) JOB CREATION**

The Humboldt County Economic Development Department will coordinate the effort for application from the Job Creation Investment Fund. They will use this money to develop a strategic plan for securing new, private, unsubsidized employment for Humboldt County.

## HCDSS Attachment 1

### (o) OTHER ELEMENTS

Pilot projects: Include a description of any pilot projects that the county may wish to pursue and submit a separate proposal for, as part of its CalWORKs Program. Should the county later determine an interest in a pilot proposal, this information could be submitted as an addendum to the County Plan.

**1. Hybrid specialized CalWORKs unit to handle both Income/Eligibility functions as well as Employment Services.**

Humboldt County will submit a demonstration project to create a specialized unit that is capable of handling eligibility issues as well as employment issues. The idea is to better serve the applicants. Addressing the employment issue immediately during the intake process will aid in the identification and movement of the client back into the workforce and to self-sufficiency.

**2. Diver sion for Recipients.**

The need for a provision to assist recipients beyond the parameters of the monthly cash aid amount is essential. When a recipient is trained and has acquired a marketable skill and there is no employment within the county, it would be advantageous to assist that recipient in the cost of re-locating when there is a job offer out of the area.

**3. On-site child care for CalWORKs clients during up-front job search.**

Child care is a major barrier to employment within Humboldt County. There is a great need for quality, safe and convenient child care. If it were possible to create an on-site child care facility - or very near the facility, it would greatly enhance the effectiveness of the initial 4-week job search period. Thereby increasing the number of clients obtaining employment within that time period.

**4. Extension of Transportation Services to include remote areas.**

Another critical barrier to employment within Humboldt County is transportation. Creative and innovative ideas are necessary in a County such as Humboldt. There is a need to move the population that is not currently being served by public transportation. The HCDSS will be working with the Humboldt and Eureka Transit Authorities to come up with some of those creative and innovative ideas.

## HCDSS Attachment 1

### (p) COMPLIANCE WITH REQUIREMENTS OF CalWORKs

Under CalWORKs counties are required to enroll single parent families in welfare-to-work activities for a minimum of 20 hours per week beginning January 1, 1998, 26 hours per week beginning July 1, 1998, and 32 hours per week beginning July 1, 1999. [Reference: WIC Section 11322.8(a)J

Prior to July 1, 1999, counties have the option to require adults in single-parent assistance units to participate up to 32 hours per week. Does your county intend to exercise that option? [Reference: WIC Section 11322.B(a)J

Humboldt County has opted to require all **CalWORKs** recipients of a single-parent household to participate 32 hours per week. For all two-parent households the requirement is 35 hours per week (and 55 if they are benefiting from any Federally subsidized child care programs).



## HCDSS Attachment 1

### (q) INTERACTION WITH AMERICAN INDIAN TRIBES

Describe the discussions that have occurred with respect to administration for the federally recognized American Indian Tribes located within your county. This should include whether the county will administer the program, whether the tribes will administer their own approved tribal TANF program, or whether there will be joint county/tribal administration. [Reference: WIC Section 10553.2]

The Humboldt County Department of Social Services has discussed TANF and **CalWORKs** with the local Tribal Councils and they have decided that they would not be running their own programs. The department will serve all members of the local indian tribes when they apply for assistance. Any clients that are eligible for the services, through CIMC (California Indian Manpower Consortium, Inc.) under the Native Employment Works (NEW) Program, will be referred.

The HCDSS is working with the Hoopa Valley Tribal Council on a "Home Health Aide Training • Program Proposal" that has been submitted by the Hoopa Tribal Employment Rights Office. The program will be sponsored by Hupa Health Association and the Department of Social Services. The actual training will be done by St. Joseph Hospital Home Health Care. at the Hoopa Tribal Vocational Education facilities and a Skilled Nursing Facility in the Eureka area. There have been many welfare recipients who have expressed an interest in the training, and should they complete the training, it is anticipated that they will have the opportunity to earn a wage above the poverty level. Child care will be provided through the **CalWORKs** child care appropriation for those who qualify. The proposal will recruit 24 individuals of which 16 will be selected for the training. Upon completion of the training these 16 individuals will earn a Home Health Aide Certificate from the State of California.

## HCDSS Attachment 1

The following groups have spent many hours of discussion, planning, and working towards implementation of the County's CalWORKs plan. Thanks go out to all of them.

HCDSS JOINT CalWORKs COMMITTEE	JOB TITLE/UNIT#
Suzanne Riley-Barri, Chairman	SSAII, GAIN/CalWORKs Analyst
Pat Quinn	PMII, GAIN/CalWORKs
Kathy Polifroni	SSAII, Help Desk & AFDC Programs Analyst
Alice Tolman	ES, Medi-Cal
Lois Westfall	SWS, GAIN & Cal-Learn
Michael Hunsinger	ES, AFDC On-going
Jorie Colwell	SWS, GAIN
Jo Ann Mell	ES, AFDC On-going
Angie Cerci	SWII, GAIN
Linda Ward	ES, Medi-Cal
Jannetje Conners	SWIII, GAIN
Sally Call	ES, GR/FS etc.
Sue Liddle	ES, AFDC Intake

HCDSS Attachment I

<b>Management CalWORKs Implementation Team</b>	<b>Position</b>
John Frank	HCDSS. Director
Winston Kavanaugh	Assistant Director
Sid Fauerbach	Programs Manager
Pat Quinn	Programs Manager
Lorraine Davey	Programs Manager
Suzanne Riley-Barri	CalWORKs Coordinator
Kathy Polifroni	AFDC Analyst
Teresa MacClelland	HumanServices Cabinet Analyst
Din.a Furniss	Fiscal Analyst

<b>Welfare-to-WorkCommittee Members</b>	<b>Subcommittee</b>
Laurie Cooke, Chair Jannetje Conners Kathy Hickman Carolyn Albee Carolyn Campbell	Guidebook
Ari Chandler, Chair Joann Ricci Kathleen Pelley Sandra Harbour	Forms
Jorie Colwell, Chair Carolyn Albee Angie Brown	Up-front Job Search
Carol Lyons, Chair Joann Ricci Laurie Cooke Sandra Harbour Sheila Yates	Orientation and Appraisal
Jannetje Conners, Chair Kathy Hickman Angie Brown Brian Frayne	Assessment
Carolyn Campbell, Chair Kathleen Pelley Carol Lyons	Specialized/Banked Caseloads
Elsa Cline, Chair Kathleen Pelley	Clerical Functions
Joann Ricci, Chair Laurie Cooke	Post Employment Services

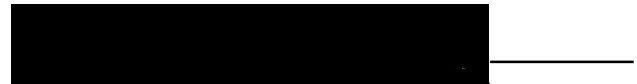
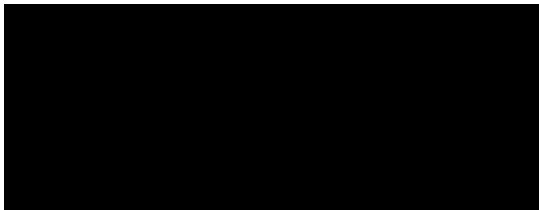
**HCDSS Attachment 1**

**CERTIFICATION**

THIS PLAN HAS BEEN DEVELOPED IN ACCORDANCE WITH THE APPROPRIATE FEDERAL, STATE AND COUNTY LAWS AND REGULATIONS.. THE TERMS OF THIS PLAN, INCLUDING ALL CERTIFICATIONS WITHIN THIS PLAN. AND ALL APPLICABLE LAWS AND REGULATIONS WILL BE FOLLOWED DURING THE IMPLEMENTATION AND EXECUTION OF THIS PLAN.

Director  
County Welfare Department  
Signature

Chairperson  
Board of Supervisors  
Signature



**BONNIENEY**

Chair of the Board

**OEC 16 1997**