


# CalWORKs Welfare-to-Work Policy & Procedures

	Component & Functions:  <i>WtW Job Services</i>  Subject:  <i>Self-Employment</i>	No: <b>315</b>  Date: <b>9/15/98</b>  Replaces: <b>New</b>  Page <i>1</i> of <i>2</i>
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## I. GENERAL

- A. Authority: EAS Manual Sections
- B. Limitations: Self-Employment shall be reviewed at 3 months and if the participant is showing progress toward self-sufficiency can be extended for three (3) additional months, not to exceed six (6) months.

## II. DEFINITIONS

- A. "Employment" means work that is compensated at least at the applicable state or federal minimum wage. If neither wage rate applies, the work must be compensated in an amount equivalent to the lesser of the two.
- B. "Welfare-to-Work Plan" means a plan developed by the CWD and the participant that specifies the program activities in which a participant shall engage and the services that will be provided to the participant.
- C. "Hours of Participation", for an adult in a One-Parent Assistance Unit shall participate each week in welfare-to-work activities for a minimum average of at least 32 hours each week. For an adult in a Two-Parent Assistance Unit, unless exempt from participation, an adult recipient whose basis for aid is unemployment (underemployment) shall participate in at least 35 hours of welfare-to-work activities each week that will meet the hours of participation required under current and future federal law. (EAS Manual 42-711.4)
- D. "Net Profit" is the profit made after allowable self-employment expenses are deducted.
- E. "Self-Employment Development" means activities determined by the county and the participant to assist the participant to earn a net profit at least equal to the minimum wage times the hours of required participation, through self-employment.

### III. PROCEDURE OR POLICY

A. Humboldt County Department of Social Services Policy for self-employed individuals shall be:

1. Upon referral to assessment, a participant shall work with the CWD to develop and agree on a welfare-to-work plan based on the viability of the participants self-employment plan. The plan may include appropriate self-employment development activities. Participants shall be required to participate in all agreed upon self-employment development activities equal to their required work participation hours.
2. As part of the approved Welfare-to-Work Plan the participant will be scheduled for an appointment after three months to assess their progress towards a net profit of at least the minimum wage for the number of hours they are required to participate (see EAS Manual Section 42-711.4). If the participant is determined to be making progress towards this goal they can receive a three month extension.
3. At the three month review, if it is determined, based on the assessment, that the individual is more likely to become economically self-sufficient by participating in Welfare-to-Work activities other than the self-employment development activities in which the individual has been engaged, and the participant has not made progress towards earning a net profit equal to the minimum wage, the Welfare-to-Work Plan shall be amended and the individual assigned to other activities up to the total number of hours required under Section 42-711.4.
4. If after the six month review the participant has not reached the minimum wage requirement for the required number of hours of participation, their Welfare-to-Work Plan needs to be amended to other work activities that will lead to self-sufficiency.

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