

COMMUNITY SERVICE PLAN

Addendum to the
**Human Resources Agency
Santa Cruz County
CalWORKs Plan**

OVERVIEW

Pursuant to Assembly Bill 1542 and Welfare and Institutions Code Section 11320, Santa Cruz County will operate a Community Service Program which provides CalWORKS participants who have exceeded the 18-24 month time limit with supervised placements in public and private non-profit agencies, thereby expanding employment skills and promoting transition to full time unsubsidized employment. Initially, the Community Service Program will operate on an unpaid basis. A grant-based on-the-job training component may be integrated in to the program at a later date, consistent with Assembly Bill 1233 .

COMMUNITY SERVICE PLAN DEVELOPMENT

The Human Resources Agency (HRA) has served as the lead agency in the planning and development of Santa Cruz County's community service component. Pursuant to Welfare and Institutions Code Section 11322.9(d), a planning committee was convened, composed of representatives of local education agencies, organized labor, the local Workforce Investment Board, recipients, advocates, and community based organizations, which assisted in the development of the community service plan. The planning committee identified child care services and immigration services as some of the unmet community needs which might be met through community service activities. Given the small number of participants initially entering community service, HRA will be responsible for the administration of the Community Service Program including fiscal aspects of the program. This effort will incorporate the agency's CareerWorks case management services with the array of supportive and job-readiness services available in the County's three One-Stop Career Centers. CareerWorks is HRA's Employment and Training Services Division responsible for the operation of Workforce Investment Act/Department of Labor and CalWORKs programs.

PROGRAM PARTICIPANTS

Participants who have exceeded 18-24 month Welfare To Work time limit as specified in Welfare and Institutions Code Section 11454 will be assigned to community service. Participants who are within the 18-24 month time limit may be assigned to community service to the extent work site placements are available. Prior to referral to community service, HRA will certify that no job is currently available to fulfill the minimum required hours of participation, in accordance with Welfare and Institutions Code Section 11322.8. It is expected that many CalWORKs participants entering community service will be working part-time, and that a significant portion of this population has limited English skills. Accordingly, work site placements (some with bilingual Spanish supervisorial capacity) will be developed to accommodate full-time community service placements (20-32 hours per week), as well as part-time placements (5-12 hours per week). Consistent with state and federal wage laws, hours of work in community service per month will not exceed the projected result of the total of the current month's assistance and food stamp benefits, divided by minimum wage. Additional hours to meet the 32-35 hour standard may be completed with other supplemental Welfare To Work activities, consistent with the participant's Community Service Plan. In the event a paid community service option is implemented, participants will earn at least minimum wage for hours worked, and the advanced earned income credit will be included in the wage check.

HRA will ensure that community service is integrated with HRA's other Welfare To Work activities. Following a participant referral to the community service, employment training staff will complete a community service assessment, which includes a review of prior Welfare To Work activities, employment barriers, skill level, and work history. The participant will then enter into a Community Service Plan, a plan to achieve unsubsidized employment which includes the required and available supportive services, as needed, as well as supplemental educational and training activities relevant to the Community Service Plan. The full range of supportive services and Welfare To Work activities will be available to community service participants, with the exception of paid adult work experience and paid on-the-job-training (OJT) (unless authorized by state law), and vocational training.

In partnership with the participant, employment training staff will enter into an agreement with a placement work site to accept the participant for community service assignment. The placement work site will collect time cards and provide this information to the employment training staff. For full-time community service participants, an independently contracted job site facilitator will be assigned to the placement, in order to maximize skill development opportunities, and to resolve any issues arising in the placement.

Community service activities will be assigned in six month increments or less. A participant may transfer to another work site within the six month period. A participant who has not secured full-time unsubsidized employment upon the completion of his or her six month assignment will

be re-assessed to determine the effectiveness and benefits of continued participation in the community service assignment. In the event of nonparticipation in the community service assignment, the program shall utilize established CalWORKs procedures for good cause, conciliation, and if necessary, sanction.

WORK ACTIVITY LOCATIONS

The purpose of the Community Service Program is to provide temporary and transitional work experience which will lead to unsubsidized employment. The primary goal of the program is to build job skills and credentials, and thus raise the participant's level of employability. Consistent with these goals, the job placements will:

- Be located in any type of public or private non-profit agencies
- Be temporary and not replace permanent positions or unfilled vacancies, in accordance with the non-displacement provisions of Manual of Policies and Procedures (MPP) Section 42-720
- Add real value to the community
- Ensure skill building for participants
- Provide strong training and supervision components
- Not involve religious, political, or electoral activities

Placements will be available in both North and South Santa Cruz County, and placement sites will also be available to accommodate limited English proficient participants. Work sites will also be available for participants engaged in part-time unsubsidized employment.

A work site agreement will be developed which includes a job description, the job skills the participant will develop, and the appropriate level of supervision. The work site will also maintain participant time records and perform periodic evaluation of the participant's progress.