

**Welfare-to-Work (WtW) Addendum to the California Work Opportunity  
and Responsibility to Kids (CalWORKs) County Plan  
September 2001**

**On August 3, 2001, ACL No. 01-53 was issued confirming that WtW Grant operating entities, in collaboration with counties, may develop specific definitions used in determining eligibility to participate in the WtW Grant Program. Any definitions adopted by an operating entity and county are to be included in the CalWORKs Grant addendum.**

There were no specific definitions adopted by the WtW Grant operating entities and Los Angeles County Department of Public Social Services to be used in determining eligibility to participate in the WtW Grant Program.

**The name(s) of the WtW Grant partners CWDs are working with (e.g., 85 percent, 15 percent and 25 percent WtW Grant projects):**

Attached are listings of the WtW Grant partners with whom we are working (Attachments 1 through 6).

**A description of the collaboration and coordination efforts between counties and operating entities to ensure services are not duplicated:**

**! A list of the eligible population(s) the CWD will focus on serving. If there is no specific focus, please indicate.**

Los Angeles County will concentrate on providing the following required CalWORKs employment and training services for CalWORKs participants:

- S An appraisal of the individual's employment history and skills, the need for supportive services and any other information DPSS requires in order to assign welfare-to-work activities appropriately. This includes evaluation of self-initiated programs.
- S Job search activities.
- S Assessment.
- S Development of a WtW plan which includes activities needed to obtain employment.
- S Job retention services including continued case management services and supportive services needed for the individual to retain employment or

advance to new employment that may provide greater income or better benefits.

In addition, in November 1999, the Los Angeles County Board of Supervisors approved the Long-Term Family Self-Sufficiency (LTFSS) Plan which includes 46 projects to serve CalWORKs participants and, in some instances low-income families not receiving CalWORKs, achieve self-sufficiency. Among the projects are the four described below which build on the success of the current GAIN program, while embodying a more individualized approach to helping CalWORKs participants secure self-sustaining employment.

**Project # 1** builds on the success of the current GAIN program, while seeking to more effectively link **pre-employment and post-employment** services through a more individualized approach to the combination of work, education, and training.

Among the services to be offered to CalWORKs participants are the following:

- A) Career Planning and Preparation Seminars
- B) Enhanced Appraisal
- C) Targeted Initial Job Search
- D) Part-time Work with Education/Training
- E) Voluntary Enhanced Motivation

The CalWORKs single allocation will be the funding source for this effort.

**Project #2** is a coordinated effort to increase the availability of **Employer-Linked Education/Training** which is both accessible to the participants (particularly if offered at the work site) and more likely to result in progression to better paying jobs than other education/training.

This effort will include coordinating funding available through the WtW Grant agencies, community colleges, adult schools and Regional Occupational Centers/ Programs (ROC/Ps). CalWORKs Performance Incentives may be used to fund training for low-income parents in non-CalWORKs families if other funding streams are not available to support their training.

**Project #3** will increase utilization of **Transitional Subsidized Employment/Paid Work Experience** for CalWORKs participants. The wage subsidy could come from WtW Grant agencies, community college work study programs, the CalWORKs single allocation, and/or from the participant's CalWORKs grant through grant diversion.

**Project #4** will establish **County Apprenticeship Programs** with the goal of enabling CalWORKs participants to secure permanent jobs as County employees. The project uses a subsidized wage funded by use of the single allocation. A similar program has been implemented by the City of Los Angeles, primarily through the use of DOL WtW Grant funds.

To maximize the effective use of resources and to create a more cohesive, comprehensive, accountable, and customer-focused welfare-to-work delivery system in Los Angeles County, upon enactment of the WtW Grant program the eight service delivery areas (SDAs), under the leadership of their private industry councils (PICs), formed the Los Angeles Regional Welfare-to-Work Collaborative. Participants include DPSS and a business representative from the Welfare-to-Work Leadership Group. The Collaborative developed a joint Welfare-to-Work Grant Program Local Plan which was approved for implementation by the State.

The Collaborative meets at least once a month involving CalWORKs/GAIN staff, General Relief Opportunities for Work (GROW) staff and representatives from the Workforce Investment Boards (WIBs), the State of California Employment Development Department (EDD) Job Training Partnership Division, the California State Department of Social Services (CDSS) and the U.S. Department of Labor.

The purpose of the meetings is to address areas such as agency coordination and interagency communication. DPSS has also developed procedures for identifying and referring eligible participants to the WtW agencies, the WIBs and competitive grantees.

Finally, DPSS is also represented at the bimonthly State WtW Advisory meetings

**A narration describing the CWD's coordination of the State Grant matching fund dollars with local WtW grant partners for WtW activities**

Given the shortfall of funds in Los Angeles County's CalWORKs single allocation, the WtW match was used to finance for three programs that would have normally been financed with single allocation funds. The programs serve the WtW Grant Match eligible population.

The Refugee/Immigrant Training & Employment Program and the Noncustodial parent Employment and Training Demonstration Project are operated by the Los Angeles County Department of Community and Senior Services (CSS). The Domestic Violence Program operated by DPSS was also funded with State Grant matching fund dollars.

**A narration describing the methods counties and operating entities are using to identify, refer and serve WtW Grant Populations.**

Coordination efforts have led to the creation of a Countywide referral process between DPSS, the SDAs, and the competitive grantees (refer to flow charts, Attachments 7 and 8). Other coordination efforts include the following:

- s Development of instructions releasing policy and procedures for referring participants;
- s Utilization of DPSS WtW liaisons in each of the GAIN and CalWORKs eligibility offices to provide single points of contact and to facilitate communication among the various agencies;

- S GAIN Regional offices are coordinating regional meetings with WtW agencies to deal with issues related to operations such as referrals, eligibility, best practices and other WtW services;
- S Creation of a WtW Q&A to distribute to DPSS staff with answers to questions that program staff receives relative to WtW;
- S Dual case management;
- S Joint staff training, development of common automated intake and case management systems;
- S Joint job development and job creation activities; and
- S Focus on training of GAIN staff relative to WtW post-employment requirements and benefits to TANF clients who are eligible to volunteer for the WtW program.
- S Development of a revised Welfare-to-Work Grant Program Certification, a Non-Custodial Parent Certification form and a Welfare-to-Work Program Personal Responsibility Contract which reflect the eligibility changes of HR 3424.

Collaboration between DPSS and the WtW agencies has occurred. Examples include:

- S Collocation of WIB and Grant staff at DPSS GAIN Regions to discuss post-employment services with participants.
- S Collocation of DPSS staff at WIB/One-Stop Centers.
- S WtW Agency recruitment presentations at Job Club sites.
- S Post-employment Services orientations at GAIN offices.
- S Development of WtW paid work experience slots for participants completing job club. The majority of WIBs/Grantees are offering paid work experience. This provides a number of immediate benefits (e.g., receipt of an actual paycheck, EITC, etc.) and it provides a stepping stone to unsubsidized employment.
- S DPSS continually explores new strategies to market WtW programs to participants.