

**HUMBOLDT COUNTY**  
**DEPARTMENT OF HEALTH AND**  
**HUMAN SERVICES**  
**SOCIAL SERVICES BRANCH**

**CalWORKs Plan  
Addendum**

**Submitted to CDSS August 28, 2003**

**Revised September 19, 2003**

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### **Addendums** .....

- (a) Collaboration (Submitted per CDSS January 16, 1998)**
- (e) Substance Abuse and Mental Health (Submitted per CDSS January 16, 1998)**
- (g) Child Care (Submitted per CDSS January 16, 1998)**
- (i) Domestic Violence (Submitted per CDSS January 16, 1998)**
- (l) Source and Expenditures of Funds (Submitted per CDSS January 16, 1998)**
- (q) Interaction with American Indian Tribes (Submitted per CDSS January 16, 1998)**
- (d) Welfare-to-Work, provided Self-Appraisal Form (Submitted per CDSS January 16, 1998)**
- (g) Child Care and Transportation Services (Submitted per CDSS January 20, 1998)**
- (p) Compliance with Requirements Truancy (Submitted in compliance with Section 11253.5(a) of AB 1542 to CDSS June 26, 1998)**
- (a) Collaboration: CalWORKs WtW Grant Addendum. (Submitted in compliance with AB 382, Chapter 6, Statutes of 1998; Welfare and Institutions Code Section 10531(q); All County Letter (ACL) No. 01-53, Dated August 3, 2001.)**
- (a) CalWORKs WtW Grant Addendum FY 2003/04. (Submitted in compliance with AB 382, Chapter 6, Statutes of 1998; Welfare and Institutions Code Section 10531(q); ACL No. 01-53 dated August 3, 2001; ACIN No. I-63-02 dated August 22, 2002; All County WtW Coordinators Letter dated March 19, 2003; CFL No. 02/03-62 dated June 30, 2003; 20 Code of Federal Regulations Part 645 et seq.)**

County Plan Addendum  
August 28, 2003  
Total WTW Grant Match Funds FY 03/04 = \$ 276,856.00

|  |
|--|
| Humboldt County Department of Health and Human Services<br>Social Services Branch, CalWORKs/WtW Division |
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Budget for FY 03-04

See attached Exhibit 1.

\$ 276,856.00

Population to be served:

**Priority #1:** Is a custodial parent who is currently receiving TANF/CalWORKs assistance and who have received TANF/CalWORKs assistance for 30 months or more and have exhausted their 18/24 months WtW time-limits.

**Priority #2:** Custodial parent who is currently receiving TANF/CalWORKs assistance and who have received TANF/CalWORKs assistance for 30 months or more and have **not** exhausted their 18/24 months WtW time-limits however, will become ineligible for TANF/CalWORKs assistance within 12 months due to his/her federal lifetime limit on aid.

**Priority #3:** Custodial parent who is currently receiving TANF/CalWORKs assistance and has not received aid for 30 months but the last minor child in the assistance unit will be turning 18 years of age within 12 months.

Services:

Paid WEX or Community Service.

Methods used to identify the population to be served:

MEDS file of Adults found to be on TANF for at least one month during the period July 2002 – June 2003 and had a history of receiving aid for at least 30 months. The MEDS data was searched historically for MEDS data between January 1987 and June 2003 and provides a sum of the months the individual adults were on AFDC/TANF as an adult (18 years of age and older). ISAWS and WDTIP (Welfare Data Tracking Information Program) are acceptable verification of receipt of aid for 30 months or more if a potentially eligible adult is not found on the latest MEDS file.

- ◆ Cross match with WtW Adhoc for cases that are in “Granted” status.
- ◆ Cross match with cases who are in “Granted” status and have exceeded or are approaching their WtW time limits of 18 or 24 months.
- ◆ Cross match with WtW Adhoc for cases who are in “Granted” status against those cases who are within 12 months of becoming ineligible for CalWORKs (48 month CalWORKs Clock Exception Report).
- ◆ Cross match with WtW Adhoc for cases that are in “Granted” status, **has not** received aid for 30 months however, the last minor child in the assistance unit will be turning 18 years of age within 12 months.

Develop criteria for determining the selection process – based on the maximum number of participants who can be served using the limited funds of \$ 276,856.00.

### Criteria

Serve those who:

- \* have exhausted their WtW time limits of 18 or 24 months,
- \* approaching their 60-month State Clock limit (within 12 months),
- \* have been receiving aid for the greatest number of months and are currently participating in un-paid Community Service.
- \* has received aid for less than 30 months but the last minor child in the assistance unit will be turning 18 years of age within 12 months.

### Budget for FY 03-04

See attached Exhibit 2 for expenditures July 2002 through July 2003. \*\* Note: Due to no allocation of the DOL WtW Grant funds received for FY 02-03 the Humboldt County Department of Health and Human Services/Social Services Branch committed to continue the concept of extending services to long-term welfare recipients using a portion of the single allocation. The attached Exhibit shows that during FY 02-03 an average of 20 participants per month were participating in Paid Community Services as their activity after their WtW Time-Limit had been exhausted. The total expended for FY 02-03 was \$172,323.03. As the number of participant’s whose TANF/CalWORKs clock nears exhaustion the County anticipates the numbers to continually increase.

**Fiscal Provisions**

**ETD Payroll Services will include:**

- A. Process payroll related paperwork as they are received from CalWORKs/WtW including, W-4 (Employee’s Withholding Allowance Certificate), Oath Statement and Time-cards.
- B. Mail all paychecks to the appropriate site supervisors for distribution. supervisors will distribute the paychecks to WEX and CS clients who will sign the Warrant Release form to document receipt of the check. The site supervisors will sign the Warrant Release form to document proper distribution of paychecks. The Warrant Release form will be submitted with the next payroll timecards and forwarded to ETD.
- C. Make available Inter-branch information necessary to meet the needs of the participants and employers in order to establish continuity and elimination of duplication of effort.
- D. Provide CalWORKs/WtW with a list of ETD Training Sites including information on the expiration of the \$1 Million Dollar Certificate of Liability Insurance naming the County of Humboldt as additional insured.

**WEX and CS Wage Reimbursement:**

Employment Training Department (ETD) will provide a monthly invoice in the format shown in Exhibit 3, with copies of the payroll printout attached as backup documentation.

Billing shall be submitted to:

HCDHHS/SSB/CalWORKs WtW  
Suzanne Riley-Barri, JA02  
929 Koster Street Eureka, CA 95501

The invoice shall be received by CalWORKs/WtW no later than twenty (20) days following the end of each month.

CalWORKs/WtW will reimburse ETD, the wages for Paid WEX and Paid CS enrollments, upon receipt of an invoice on a monthly basis. Payment of Invoice will be made by depositing the amount due in the ETD revenue fund (to be determined and specified on the invoice) no later than thirty (30) days after receipt of the invoice. A copy of the transfer request will be sent to ETD.

**ETD Administrative Costs:**

Payroll services will be reimbursed quarterly. CalWORKs/WtW will pay ETD on a quarterly basis \$5,000.00 flat fee for up to 60 participants enrolled per quarter. If concurrent enrollment exceeds more than 60 participants on any one payroll, ETD will charge an additional \$50.00 per participant per quarter up to 120 total participants.

CalWORKs/WtW will coordinate the cost for Workers’ Compensation Insurance

covered directly through the Risk Manager's office.

CalWORKs/WtW responsibilities include:

- A. Enroll participants in paid work experience and paid community service activities. Complete necessary payroll documentation as outlined in the Transmittal of Work Experience Payroll Client – Payroll Begin.
- B. Determine start date and duration of paid Work Experience or Community Service.
- C. Forward documentation to ETD using the WEX Payroll Client Transmittal no later than noon the Thursday of the week time sheets are due.
- D. Collect and review time sheets for accuracy and completeness. Forward reviewed timecards to ETD no later than noon on the day designated by County Payroll. (Normally this will be the last Friday of the pay period.)
- E. Verify, as needed, with site supervisor, any discrepancies in hours worked in the time period and provide information to ETD no later than 5 p.m. the following Monday.
- F. Notify ETD of any changes in participant status.
- G. Make available Inter-branch information necessary to meet the needs of the participants and employers in order to establish continuity and elimination of duplication of effort.

