

March 19, 2025

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 25-19

The purpose of this All County Letter is to provide guidance regarding updates to the California Work Opportunity and Responsibility to Kids (CalWORKs) Expanded Subsidized Employment (ESE) reporting requirements.



JENNIFER TROIA
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

March 19 2025

ALL COUNTY LETTER NO. 25-19

TO: ALL COUNTY WELFARE DIRECTORS
ALL CALWORKS PROGRAM SPECIALISTS
ALL WELFARE-TO-WORK COORDINATORS
ALL COUNTY REFUGEE COORDINATORS
ALL COUNTY CALFRESH SPECIALISTS
ALL CONSORTIA REPRESENTATIVES

SUBJECT: **CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS EXPANDED SUBSIDIZED EMPLOYMENT PROGRAM
UPDATED DATA REPORTING**

REFERENCE: [ASSEMBLY BILL \(AB\) AB 161](#) (CHAPTER 46, STATUTES OF 2024)
AND [AB 74](#) (CHAPTER 21, STATUTES OF 2013); [ALL COUNTY
LETTER \(ACL\) 14-17](#); [ALL COUNTY INFORMATION NOTICE \(ACIN\)
I-78-22](#); [COUNTY FISCAL LETTER \(CFL\) 24/25-22](#); [WELFARE AND
INSTITUTIONS CODE \(WIC\) SECTION 11322.64](#)

The purpose of this All County Letter (ACL) is to transmit revised instructions for submission of Expanded Subsidized Employment (ESE) Program data in response to Assembly Bill 161. This data will provide county and state entities with information necessary for budgeting, staffing, and program planning.

Each County Health and Human Services Agency (HHSA) with an ESE Program is required to submit ESE data on an ongoing, quarterly basis, with data reports due 45 days after the end of each quarter. Reporting will begin with Quarter Two (Q2), April 2025 through June 2025, due by August 14, 2025.

DATA REPORTING

AB 161 requires that CDSS gather ESE Program data to provide at least the following information, to the extent available and reportable, to the legislature beginning April 1, 2025:

- The number of CalWORKs participants who participated in subsidized employment for at least three months and a complete list of participating employers of placement, by county.
- Of the participants mentioned in the first bullet, the number of CalWORKs participants in an ESE Program who obtained unsubsidized employment in the quarter following the end of the subsidy, by county, based on wage data and supplemental records available to the Employment Development Department (EDD).
- Of the participants mentioned in the first bullet, the average earnings of the CalWORKs participants in an ESE Program in the quarter prior to their participation in the program, identified by county and industry sector.
- Of the participants mentioned in the first bullet, the average earnings of the CalWORKs participants in an ESE Program in the quarter following the end of the subsidy, identified by county and industry sector.

To meet these reporting requirements, the County HHSA must submit to CDSS the ESE Participant Data Report and the ESE Employer of Placement Report, both of which are available on the [CDSS Report Form and Instructions Webpage](#). More details on these new reports and their use can be found below in the section titled “Implementation of Data Reporting Format.” Examples are also provided in Attachments A and B.

Reporting Requirements

ESE Program reporting is a requirement for each County HHSA receiving an ESE funding allocation. In FY 2024-25, County HHSAs receiving an allocation were listed in CFL 24/25-22. Reporting will follow a quarterly schedule and ESE Program data reports are due 45 days after the end of each quarter.

Participating Employers

The County HHSA must report the participating ESE Employers of Placement and the total number of placements per employer. Recognizing that each County HHSA has different models for implementing the ESE Program, it is necessary to differentiate between the Employer of Record and the Employer of Placement. The Employer of Record is the legal entity responsible for administrative tasks such as payroll, benefits, and receiving government subsidies. The Employer of Record also sends wage information to EDD. The Employer of Placement is the actual company or organization with whom the CalWORKs participant is employed. For example, the Employer of Placement may be a real estate office while the Employer of Record is a temporary staffing agency.

ESE Industry Sectors

CDSS will use the [North American Industry Classification System \(NAICS\)](#) to match ESE Industry Sectors to the Employers of Placement provided by the County HHSA. The NAICS is a standardized classification system commonly used in government to categorize businesses based on their primary economic activity. This standard is also used by EDD

and the California Workforce Development Board (WDB) to classify businesses and industries.

Implementation of Data Reporting Format

CDSS developed the ESE program data reporting process based on the electronic client-level data collection process outlined in ACL 14-17. This process allows CDSS to match participant and employer information to other databases, including the EDD's Base Wage File, improving the ability to measure outcomes and assess the long-term effects of subsidized employment for CalWORKs Welfare to Work participants.

Client-level data must be electronically transmitted to the secured data website, [SAFE \(ca.gov\)](https://safe.ca.gov). The downloadable ESE Participant Data and ESE Employer of Placement report forms are available on the [CDSS Report Forms and Instructions Webpage](#).

- See Attachment A for instructions and details for ESE data reporting due dates and for the required format for ESE participant data uploads. CDSS will use this format to match employer information to the NAICS Industry Sectors.
- See Attachment B for instructions on reporting the ESE employers of placement and the number of ESE participants employed by each entity.

Questions about the reports can be directed to ESEReporting@dss.ca.gov. If you have any questions or need additional guidance regarding the information in this letter, contact the Engagement Bureau at ESEProgram@dss.ca.gov.

Sincerely,

Original Document Signed By

ALEXIS FERNÁNDEZ GARCIA
Deputy Director
Family Engagement and Empowerment Division

Attachments

CALWORKS ESE DATA REPORTING INSTRUCTIONS FOR PARTICIPANT DATA

DEFINITIONS AND DATA ENTRY FORMATS

County: County Health and Human Services Agency (HHSA) reporting the subsidized employment data. Column Header = County; Format = two-digit county code (Text 2).

Quarter: Report quarter of subsidized employment. Column Header = Quarter; Format = single digit representing the calendar year quarter (e.g., Jan – Mar = 1) (Text 1).

Year: Report year of subsidized employment. Column Header = Year; Format = yyyy (Text 4).

Client Identification Number: Participant's Client Index Number. Column Header = CIN; Format = Nine-digit number (Text 9).

Month Participant Entered Subsidized Employment: Month participant started earning subsidized wages under ESE (Month of participant's first day of work). Enter only whole numbers. Column Header = Entered_Month; Format = m for single-digit months (e.g., March = 3) and mm for two-digit months (e.g., November = 11) (Text 1 or 2).

Year Participant Entered Subsidized Employment: Year participant started earning subsidized wages under ESE (Year of participant's first day of work). Column Header = Entered_Year; Format = yyyy (Text 4).

Month Participant Exited Subsidized Employment: Month participant stopped earning subsidized wages under ESE (Month of participant's last day of work). Enter only whole numbers. Column Header = Exit_Month; Format = m for single-digit months (e.g., March = 3) and mm for two-digit months (e.g., November = 11) (Text 1 or 2).

Year Participant Exited Subsidized Employment: Year participant stopped earning subsidized wages under ESE (Year of participant's last day of work). Column Header = Exit_Year; Format = yyyy (Text 4).

Data Submission

The County HHSA will submit a quarterly report which includes all ESE participants in the selected quarter. This includes all current quarter placements and prior quarter placements who may have a start date outside of the quarter being reported on. To report this information, each county must use the ESE Participant Data report form, which is available to download from the [CDSS Report Form and Instructions Webpage](#). If a county has zero ESE participants to report for a quarter, the county must email ESEReporting@dss.ca.gov to inform CDSS, otherwise the Department will reach out to the county for missing/incomplete data.

If there is at least one individual that meets the reporting criteria, the form must be securely submitted through the Secure Access File Exchange (SAFE) site. **Participant-level information is considered personally identifiable and must not be sent through email.**

Name each file sent to CDSS using the following naming format: ESEccmmyy.xlsx (i.e. Alameda submitting their Q2 report: ESE010525.xlsx). County codes are provided below.

If the county needs to send a revision to a report, please add R1 (or R2, R3, etc.) to the end of the name of the revised report.

Key for the File Naming Format:

cc = two-digit county code (see table below)

mmyy = month and year file prepared.

TWO-DIGIT COUNTY CODES

01	Alameda
02	Alpine
03	Amador
04	Butte
05	Calaveras
06	Colusa
07	Contra Costa
08	Del Norte
09	El Dorado
10	Fresno
11	Glenn
12	Humboldt
13	Imperial
14	Inyo
15	Kern
16	Kings
17	Lake
18	Lassen
19	Los Angeles
20	Madera

21	Marin
22	Mariposa
23	Mendocino
24	Merced
25	Modoc
26	Mono
27	Monterey
28	Napa
29	Nevada
30	Orange
31	Placer
32	Plumas
33	Riverside
34	Sacramento
35	San Benito
36	San Bernardino
37	San Diego
38	San Francisco
39	San Joaquin
40	San Luis Obispo

41	San Mateo
42	Santa Barbara
43	Santa Clara
44	Santa Cruz
45	Shasta
46	Sierra
47	Siskiyou
48	Solano
49	Sonoma
50	Stanislaus
51	Sutter
52	Tehama
53	Trinity
54	Tulare
55	Tuolumne
56	Ventura
57	Yolo
58	Yuba

Data Reporting

Each County HHSA participating in the ESE Program will include the following data fields in the ESE Participant Data Report:

County [County]

Report Quarter [Quarter]

Report Year [Year]

Client Identification Number [CIN]

Month the Participant Entered Subsidized Employment [Entered_Month]

Year the Participant Entered Subsidized Employment [Entered_Year]

Month the Participant Exited Subsidized Employment [Exit_Month]

Year the Participant Exited Subsidized Employment [Exit_Year]

[] = Data field headings – see section below: **Samples of the ESE Participant Data Report**

File Transfer Protocol Submission Instructions

1. The uploaded file must be in Microsoft Excel (.xlsx) format. The County HHSA must download and use the ESE Participant Data Report available on the [CDSS Report Form and Instructions Webpage](#). There should not be trailing or leading spaces on the data elements. The file format (and values) should match the format example in the definitions section of this form.
2. Sometimes when saving the report, fields may change to a default format. It is recommended that the county turns off automatic formatting (specifically in Excel) when building and saving their reports or thoroughly check report entries to ensure that they are in the required formats before uploading.
3. The first row of the file must be a header row containing all the field names. Field names are not case sensitive (e.g., **ENTERED_MONTH**, **Entered_Month**, and **entered_month**, **entered month** are all treated as the same field name). Having less than the number of required fields will generate a “missing fields” error, while having additional fields will generate an “unknown fields” error.
4. Data in the file is evaluated on a record-by-record basis. If there is an error with an individual record, that record will be rejected, but processing of the file will continue.
5. All data fields must be kept in the order listed on the ESE Participant Data report form (see section below: **Samples of the ESE Participant Data Report**). Any change in the order of the fields will render the report unreadable.

Allowing and Removing Access to the SAFE Site

The County HHSA must upload data files on the secure data website, [SAFE \(ca.gov\)](#). Do not send data via email.

Counties that do not have access to this website or who need to add another user should complete sections 1, 2, and 3 of the form [GEN 1395](#). The requester completes section 1 by checking the “New Access” box for new users, “Change User,” to update user information, and “Terminate Access,” for users no longer with the program or county and enter the county name with two-digit county code. In section 2, user enters their first and last name, and new name if user has a name change, email address, and phone number. The user and the user’s supervisor complete section 3 electronically signing their name in the User Signature, and Supervisor Signature fields and entering the date signed. The “Business Manager,” field is reserved for CDSS. The county will then email a scanned copy of the completed form to ESEProgram@dss.ca.gov.

The CDSS will notify the county via email of each user’s ID and password. Each County HHSA may have a total of four users for the ESE Program and a separate GEN 1395 is needed for each user. Granting access to the SAFE site takes approximately five business days for processing. The County HHSA should send the GEN 1395 by the fifth of the month prior to the implementation of their ESE Program to avoid any delays in user access. When

staff no longer need access to the uploaded data; the county will send a GEN 1395 to terminate their access as soon as possible.

File Transfer Protocol Submission Due Dates

ESE Program data reports are due 45 days after the end of each quarter's reporting period. For example, reporting for Q3 2025 (July – September), would be due on or before November 15, 2025. Due dates that fall on a Saturday, Sunday, or state holiday are extended to the following business day. Reports are automatically removed 60 days after they are uploaded to the secure transfer file.

Samples of the ESE Participant Data Report

County HHSA ESE reporting file that includes one participant who completed their ESE placement and another participant who is currently in their placement (Exit_Month and Exit_Year are blank for the active participant).

County	Quarter	Year	CIN	Entered_Month	Entered_Year	Exit_Month	Exit_Year
01	3	2025	XXXXXXXXXX	4	2025	7	2025
01	3	2025	XXXXXXXXXX	1	2025		

HHSA ESE reporting file that includes all participants who completed their ESE placements in the reported quarter.

County	Quarter	Year	CIN	Entered_Month	Entered_Year	Exit_Month	Exit_Year
01	3	2025	XXXXXXXXXX	4	2025	7	2025
01	3	2025	XXXXXXXXXX	1	2025	9	2025
01	3	2025	XXXXXXXXXX	10	2024	9	2025
01	3	2025	XXXXXXXXXX	12	2024	8	2025

CALWORKS ESE DATA REPORTING INSTRUCTIONS AND EXAMPLE FOR EMPLOYER OF PLACEMENT DATA

ESE Program Reporting Instructions for the ESE Employer of Placement Report

County HHSAs must use the ESE Employer of Placement Report, available on the [CDSS Report Form and Instructions Webpage](#) to list all participating ESE Program employers of placement and the number of ESE participants placed with each employer. This report must be submitted to CDSS 45 days after the end of each quarter by uploading the report to the [SAFE \(ca.gov\)](#) site.

County HHSAs should update the ESE Employer of Placement Report as needed to add or remove participating employers before each quarterly submission. Below is a list of all required data elements and their descriptions. Please complete the report in full prior to sending it to CDSS.

ESE Employer of Placement Report Elements

Data Element	Description
Employer of Placement	This is the actual business/entity with whom the participant works for. For example, ACME Flowers and Bees could be the Employer of Placement, while a staffing agency is the Employer of Record.
Number of Current ESE Participant Placements	The number of ESE participants who are employed by the specified Employer of Placement in the reported-on quarter
Employer Added Since Last Quarter (Yes or No)	Yes – The employer was not on the last quarterly report. No – The employer was on the last quarterly report.
Employer Status (Active or Inactive)	Active – The employer is participating in the ESE Program. Inactive – The employer has stopped participating in the ESE Program.
Employer Removed Since Last Quarter (Yes or No)	Yes – The employer is “Inactive” under “Employer Status” for the first time and has stopped participating in the ESE Program in the reported-on quarter. No – The employer is “Active” under “Employer Status” and is participating in the ESE Program in the reported-on quarter.
Employer Participation Start Date	The date that the employer began participating in the ESE Program

Sample of the ESE Employer of Placement Report

ESE Program Employer of Placement Report

County Name (Drop Down):

Report Quarter (Drop Down) :

Report Year (Drop Down) :

Employer of Placement	Number of Current ESE Participant Placements	Employer Added Since Last Quarter (Yes or No)	Employer Status (Active or Inactive)	Employer Removed Since Last Quarter (Yes or No)	Employer Participation Start Date
Sample: ACME Flowers and Bees	5	Yes	Active	No	7/10/2025