

**Amador County CalWORKs
Community Service Plan Amendment
W & I Code Section 11454**

- The intent and projected outcome of community service in Amador County is to provide participants, who are enrolled in the Welfare-To-Work Program and who have reached their 18- or 24-month time limits, with basic job skills and job related training. These in turn will assist individuals participating in community service to develop essential work behavior skills and positive work habits and attitudes which will lead the individual to long term self-sufficiency through unsubsidized employment. While the community service program shall be primarily for those participants reaching their 18- or 24-month time limit, individuals living in remote areas who have not reached their 18- or 24- month time limit shall also be placed in community service activities. Placements for remote individuals shall be within one mile of the individual's residence whenever possible.
- All participants who have reached their 18- or 24-month time limits and are unable to obtain unsubsidized employment shall be required to participate in community service. Employed clients in unsubsidized employment for hours less than the minimum required hours of participation shall be required to participate in community service as well, after the county has certified that no job is currently available to meet the minimum required hours of participation. The phrase of "no job available" is defined to mean that an individual has taken all the steps necessary to obtain or retain employment, will continue to apply for all appropriate employment opportunities, and has not refused any offer of appropriate employment without good cause. Individuals who fail to cooperate will be subject to sanctions.
- Individuals shall be required to participate in community service for the minimum required hours of participation under the Welfare-To-Work Program, or shall be required to participate concurrently in community service if employed only part-time in unsubsidized employment. No individual shall be required to participate more than the minimum hours of participation in community service or in a combination of unsubsidized employment and community service.
- AmadorWORKs continues to maintain a strong collaboration with other agencies in the design and implementation of Welfare-To-Work activities, including community service. Amador County Work Services is currently co-located with many of these agencies at our local One-Stop Center, Job Connection Amador (JCA). Some of the agencies which are co-located together at the JCA or have their services available are: Mother Lode Job Training Agency (WIA), the Employment Development Department (EDD), Green Thumb, Regional Occupational Program (ROP), Child Care Resources, Vocational Rehabilitation, Amador Economic Development Corporation, and Amador Library Literacy and Independence Educational Programs. Also, participants enrolled in the Welfare-To-Work Program are solicited for their individual input to the community service component through a formal survey, as well as through topic discussion on community service offered during the course of the "Upfront Job Search Workshop".

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- The major focus of community service in Amador County is to assist recipients of AmadorWORKs become self-sufficient through unsubsidized employment and to become independent of public assistance through the attainment of basic job skills and job training. There is also major emphasis placed on meeting various community needs through the community service activities in which participants are placed and the community service duties and functions they perform. Some of the community service activities to be performed by WTW participants which will meet community needs, although not limited to, are: county park restoration and beautification; forestry restoration and replanting; maintenance and landscaping of the faith facilities; assistance to local food banks; expansion and increased availability of day care centers and local pre-school programs; and increased supervision at local schools.

- While the goals of community service are to provide skills and training to participating individuals and to provide services to the local community, all placements are considered temporary and transitional. They are expected to have a duration period of six months, or until the individual finds unsubsidized employment that meets the minimum required hours of participation, whichever comes first. If an individual has not secured a position in unsubsidized employment prior to the end of the community service placement, a re-assessment of the placement shall be conducted by the case manager and program specialist to determine if there is a more appropriate community service placement for the participant. It is the intent of the AmadorWORKs Welfare-To-Work Program to provide the means for all participants to transition into unsubsidized employment prior to reaching their maximum TANF/CalWORKs time limits of 60 months. After initial placement of a participant in a community service activity, they are evaluated after the first week for progress, attendance, and suitability to the placement by the case manager and the program specialist. Ongoing evaluation of attendance, progress, and suitability are then reviewed on a monthly basis. Supportive service needs, such as transportation, child care, and ancillary expenses are further evaluated at this time to insure that the participant is not experiencing any problems due to the lack of any necessary supportive services. All supportive services, including child care, transportation, and ancillary expenses shall be provided to all participants assigned to community service.

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- Training or educational activities which are pertinent to an individual's activity shall be allowed for an individual who is participating in community service and determined to be in need of other related training or education. The training and/or educational activity shall be necessary for the individual to learn the duties of the position and for advancement to other related positions.
- Individuals who are within three months of reaching their 18- or 24-month time limits shall be referred to a pre-community service assessment that will be completed by the assigned Welfare-To-Work case manager. For those individuals who are not working in unsubsidized employment, or who are not meeting the minimum required participation hours in unsubsidized employment, the case manager shall develop a community service WTW Plan with the participant, whereby the participant shall be allowed an initial 30 days to search and develop their own community service placement. If a public or private non-profit placement is found by the participant, it will be researched by the case manager and the program specialist to determine if it is an appropriate and allowable community service worksite placement, based on the criteria in the participant's WTW Plan and county policy. If the participant is unable to find an appropriate community service placement within the initial 30 days after assessment, the case manager and the program specialist shall develop an appropriate placement in a public or private non-profit organization or agency. All phases of community service placements, including the planning, development, administration, and management, shall be the responsibility of the county welfare department.
- For individuals who are returning to cash assistance after a break in aid of 30 or more days, the Welfare-To-Work case manager shall determine whether to require the individual to participate in the community service activity or in other more appropriate Welfare-To-Work activities, based on the assessment and WTW Plan. If community service is determined to be the appropriate activity, concurrent educational or training activities, if necessary and pertinent to the placement, shall be developed. These individuals shall also have all necessary supportive services available to them, including transportation, ancillary, and child care supportive services. Mental health, substance abuse, and domestic abuse supportive efforts shall also be provided to all participants in the community service program.

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- Community service placements will not cause the displacement of regular employees, and Amador County will comply with the anti-displacement provisions set forth in the MPP Section 42-720. Further, all community service worksites shall have the displacement provisions posted in a common and visible area accessible to all regular employees. A listing of the posted displacement provisions are as follows:
 - ◆ Displacement or partial displacement of current employees including, but not limited to, a reduction in hours of nonovertime and overtime work, wages, or employment benefits.
 - ◆ The filling of positions that would be promotional opportunities for current employees, unless such promotions are routinely filled through an open process in which recipients are provided an opportunity to compete for the job.
 - ◆ The filling of a position prior to compliance with applicable personnel procedures or provisions of collective bargaining agreements.
 - ◆ The filling of established unfilled public agency positions, unless the positions are unfunded in a public agency budget.
 - ◆ The filling of a position created by termination, layoff, or reduction in work force, caused by the employer's intent to fill the position with a subsidized position.
 - ◆ A strike, lockout, or other bona fide labor dispute, or violation of any existing collective bargaining agreement between employees and employers.
 - ◆ The filling of a work assignment customarily performed by a worker in a job classification covered by a collective bargaining agreement in that specific worksite, or the filling of a work assignment in any bargaining unit in which funded positions are vacant or in which regular employees are on layoff.
 - ◆ The termination of a contract for services, before its expiration date, that displaces or partially displaces workers performing contracted services and which is caused by the employer's intent to fill the vacancy with a subsidized welfare-to-work participant.
 - ◆ The denial to a participant or employee of protections provided other workers on the worksite under state and federal workplace health, safety, and representation laws.

- The true goal behind community service, and the projected opportunity and challenge for the participant, is for the individual and their family to become self-sufficient, to become independent of public assistance, and to enjoy a higher standard of lifestyle.

