

CalWORKs Plan Addendum Welfare-to-Work Formula Grant September 1, 1999

The Napa County Board of Supervisors and The Private Industry Council initially approved the WtW Local Plan on May 14, 1998. The WtW Local Plan was developed in coordination with the CalWORKs Oversight Committee. The initial 1999 modification to the Local Plan was approved and submitted May 13, 1999. The modification to the plan contained no significant changes in funding, number of participants, activities or outcomes.

The CWD has worked closely with the PIC/JTPA agency for many years. This addendum to the CalWORKs Plan describes our partnership with the WtW lead agency, the coordination of WtW program activities, the coordination of expenditure of the matching funds, and what mechanisms we have in place for referring participants into the WtW program.

- The Welfare to Work Formula Grant program was implemented as partnership between Napa County Health and Human and Private Industry Council/Training and Employment Center. The partnership from Health and Human Services includes the CalWORKS division and the Women's Recovery unit.
- Napa County Health and Human Services has designated a Staff Services Analyst who is responsible for training staff on the program requirements. Procedures are in place to identify as many potentially eligible candidates as possible. County policy requires a triage approach to case management. Both the Training and Employment Center's case manager and CalWORKs case manager meet with the participant after enrollment to coordinate the WTW activity requirement with the WtW Grant Program options. The Health and Human Services Staff Service Analyst is responsible for monthly tracking of program participation. The participation report is forwarded to Management and line staff of both agencies. All staff is located at the One-Stop,

Napa Job Connection, and cross-referencing of information as required by the State is done on a continuous basis.

- As a member of a One Stop, it is important to constantly review case management practices and other activities to ensure there is no duplication of services as provided by HHS and TEC staff and that funds from different sources are being maximized. HHS and TEC meet regularly to work through these issues.

HHS uses its matching funds primarily for staff time needed to identify potential WtW participants and time needed to refer and consult with TEC case managers about WtW clients. Additionally, to ensure CalWORKs participants are served, the staff services analyst was assigned from HHS to monitor processes and the progress of participants. The activities involved in monitoring, procedure-writing etc. would be funded from the CWD matching funds.

- Napa County HHS obtains monthly an adhoc report to identify and refer any TANF recipient that meets the time-on-aid criteria. Those identified are referred to the local WtW Grant partner. Napa County Health and Human Services staff working on the NCP Project also refers into the program those Non-Custodial Parents that are not eligible for the NCP Project, but could be potentially eligible to WtW Grant. The assigned SSA tracks all referrals and enrollments and also ensures the data is current in the shared case management automated system – GEMS. Please see attached procedure for more detail.