

SAN FRANCISCO DEPARTMENT OF HUMAN SERVICES

Welfare-to-Work Addendum to CalWORKs County Plan

I. San Francisco Welfare-to-Work Grant Program Partners

The San Francisco Department of Human Services (SFDHS) is working in partnership with the local Private Industry Council (PIC) to administer Welfare-to-Work (WtW) Grant Employment and Training Programs. San Francisco's WtW Grant Program consists of three components: Employment Retention Models, Community JOBS, and the Construction Careers Advancement Program. Five Community Based Organizations (CBOs) have been awarded Department of Labor Competitive Grants to partner with the SFDHS and the PIC in administering the Employment Retention piece of the WtW Grant. These CBO's are Arriba Juntos, Jewish Vocational Services, Placement Partnership Initiative, Toolworks, and Walden House.

Each CBO is responsible for providing employment and training services to those CalWORKs recipients who participate in the Employment Retention Models Program. SFDHS has contracted with two CBO's, Goodwill and Community Vocational Enterprises, to provide employment and training services to those who participate in the Community JOBS WtW Grant Program. SFDHS is in the process of selecting the CBO contractors that will provide training and services to those CalWORKs participants who take part in the Construction Careers Advancement Programs. Currently, the PIC is in the process of identifying CBO's to be awarded DOL formula contracts. Additional employment and training services will be made available to WtW Grant Program participants through these CBO's.

II. Coordination of WtW Grant Activities

The San Francisco Department of Human Services

The SFDHS Employment Specialists (ES) are responsible for client assessment; developing initial Individual Responsibility Plans (IRP) in collaboration with the CalWORKs client; and maintaining general case-management functions. As a part of their ongoing case-management responsibilities, the SFDHS Employment Specialists maintain regular contact with clients in order to support and monitor participant progress. Additionally, the ES will use existing information systems to verify that participants are meeting their work requirements. Employment Specialists will subsequently notify those participants who are not meeting participation requirements and take appropriate steps to address the problem.

The Private Industry Council

The PIC is responsible for matching participants with the WtW Grant Program that best meets the goals of the IRP. Once the ES determines a participant's eligibility for the WtW Grant Program, the participant is referred to the PIC. The PIC then refers the participant out to the appropriate CBO for employment and training services. The PIC is responsible for tracking participant outcomes and submitting periodic data and reports to the SFDHS.

Community-Based Organizations

The CBO's have been contracted to provide specific employment and training services to individuals referred by the SFDHS through the PIC. Once the participant agrees to enrollment in a particular training program, the client and the SFDHS ES revisit and finalize the IRP.

CalWORKs Oversight Committee

The CalWORKs Oversight Committee serves as the central oversight mechanism for WtW Grant Programs in San Francisco. The Committee is comprised of representatives from San Francisco CBO's, service providers, the SFDHS, community advocates, recipients, and the PIC. Collaboration between parties responsible for administration of the WtW Grant Program facilitates the identification and remediation of service duplication.

III. Identification and Referral of CalWORKs Participants

Employment Specialists are responsible for determining WtW Grant Program eligibility. Mechanisms to identify recipients eligible to participate in WtW Grant Programs are built into the initial Orientation and Appraisal. Further, CalWORKs employment specialists utilize tools during the Assessment process in order to determine client eligibility for WtW Grant Program participation and in order to incorporate participation into the recipient's IRP. CalWORKs recipients eligible for participation in WtW Grant Programs are identified at the outset, thus ensuring recipients benefit from participation before their 18-24 month clock runs out.

At referral, the SFDHS provides the PIC with written certification of eligibility determination. Certification establishes that

- a. the referred individual is either a current recipient of CalWORKs or a non-custodial parent of a child whose custodial parent is a current recipient of CalWORKs, and
- b. the referred individual possesses the characteristics defined in the WtW Grant guidelines and San Francisco's WtW Formula Plan.

The PIC uses the eligibility certificate to ensure that at least 70% of WtW Grant program participants are "hard-to-employ" as defined by WtW Program Eligibility category 1 criteria and that no more than 30% of participants possess "characteristics of long-term dependency" as defined by category 2 criteria. Once eligibility has been confirmed, the PIC is responsible for referring the participant to the appropriate CBO for WtW grant services.