

Solano County Employment Services and  
Private Industry Council

WtW Grant Program Referral Guidelines

Collaborative efforts are in progress between Solano County Health & Social Services Department and the local Private Industry Council (PIC) to enhance the referral process to the PIC. Solano County's Welfare to Work Program is called SolanoWORKs.

In January 1999, access to the Health and Social Services Department's Client Index (CI) and GAIN Information System (GIS) were made available in two local Private Industry Council offices. This allows screening client information and provides a way to minimize paper use, maximize time, and eliminate the possibility for duplication of services. Use of the GIS tickler system also allows an electronic referral and communication process.

When a SolanoWORKs Assessment Counselor identifies an individual who will benefit most from the PIC WtW Grant program, they complete the necessary screening to determine eligibility. The Assessment Counselor includes the PIC component/activity in the participant's Employment Development Plan (EDP). The Assessment Counselor makes the referral to PIC via the electronic GIS tickler/message communication system. The PIC staff records the participant's progress and attendance on the GIS Attendance (ATNQ) screen.

PIC will notify the Assessment Counselor, by use of GIS, of:

- the progress a participant is making,
- any changes in activities or that affect satisfactory participation,
- the need and reason for extension of PIC activity/component dates,
- when the participant completes the PIC activity,
- when the participant becomes employed,
  - employment information will include the date of hire, rate of pay, any benefit package information known, and expected duration or conditions of employment if applicable, or
- other pertinent information not previously mentioned.

Collaboration is also in progress to develop a plan to notify the PIC approximately 60 days before Self-Initiated Program (SIP) participants complete educational programs. The PIC will have the opportunity to notify the participant of the available program services through PIC. The client and PIC can work together for approximately 6-8 weeks toward the participant finding employment. If the client does not find employment during this time, H & SS's employment services staff will schedule the participant to complete its WtW Intake/Orientation and Job Club/Search activities.

Former SIP participants who choose not to respond to the above mentioned PIC invitation will be scheduled to participate in the County's WtW Intake/Orientation and Job Club/Search activities after completion of SIP activities.