

Sutter County  
CalWORKs Plan  
Addendum  
FY 1999-2000

August 19, 1999

**Federal Welfare-To-Work (WtW) Grants**

*With the availability of the WtW grant and the state WtW grant matching funds, Sutter County Department of Human Services has coordinated efforts with our local WtW grant partner the Sutter County Schools – Career Training and Employment Center (CTEC) to insure non-duplication of services for WtW grant eligible CalWORKs recipients. CTEC is the JTPA granted provider through the Private Industry Council for Sutter County. In accordance with AB 382 (Chapter 6, Statutes of 1998) and as directed in All County Letter 98-90 Sutter County is submitting the following addendum to the CalWORKs plan which describes the coordinated efforts.*

The WtW plan is a local effort to collaborate on how best to help “hard to serve” CalWORKs participants. Staff from the Sutter County Schools – Career Training and Employment Center (CTEC) and Human Services Employment Services Division began meeting on a weekly basis in July 1998 to plan WtW coordinated services. The development of strategy protocols and services included input from administration and line staff. Together we determined how participants would be chosen and referrals process, progress evaluation, methods of communications and feedback, supportive services and all other aspects of services. After a basic plan was designed, several current and former Employment Services participants were invited into the group to review the proposal, give their opinions of the strategies and talk about what helped or would have helped them in their employment endeavors. After receiving input from the participants, elements of the plan were altered based on their input to more effectively serve the target population.

The Welfare-To-Work Grant match – State General Funds for FY 1999-2000 of \$64,074 will be used for the following purposes:

- Researching case files to identify WtW eligible CalWORKs recipients
- Following up on WtW referrals to ensure CalWORKs recipients are being served, attending Grant workgroup meetings and conferences
- Verifying current receipt of CalWORKs cash assistance
- Certifying 30 months on aid
- Establishing linkages between programs and removing administrative barriers

The following is a brief description of the WtW participant selection and referral process:

Employment Services (ES) staff is responsible for the provision of services to assist CalWORKs recipients become employed. ES staff routinely assesses the participant’s skills and identify barriers. If a participant is not successful in obtaining employment, ES will do an assessment to identify barriers that may have been overlooked. ES determines if the participant would be better served

under the WtW program. They will also determine if the individual is eligible for WtW based on federal criteria, including having poor or no work history, no high school diploma and low basic skills and/or substance abuse problems. If determined by the ES to be an appropriate referral, ES and CTEC staff will meet to discuss possible activities from which the participant benefit. If agreed that participant could benefit, a pre-placement conference is held between ES, CTEC and participant to explain WtW plan and create an individual employment plan.

Another joint task was to create a flexible menu of services, which does not duplicate those already available. Agreed upon activities may include some or all of the following:

1. Intensive “hands on” training in work and life skills. Life skills training includes personal skills and problem solving including such things as hygiene, laundry, household maintenance, and determining backup plans for unexpected child care and transportation problems. In work place skills training they are taught things which will help them be successful at their jobs such as how to ask questions for clarification, getting things done in a timely manner and other essentials for success.
2. Assignment of a Mentor or Job Coach (to a participant in a work assignment paid or unpaid) to provide more individualized instruction which enhances work place skills.
3. Job placement with direct job development for individuals with particular barriers.
4. Placement in an apprenticeship program providing employment and classroom training which will lead to a journeyman status in an occupation.
5. A six week “Jumpstart” (work experience with a Temp agency) to get participants into a job setting immediately, and concurrently provide support with classroom instruction to include job retention information, a forum to discuss problems encountered on the job, and life management around starting a new job.
6. Enrollment in an enclave, which is a group of participants learning job skills at a work site, with supervision and training provided by a CTEC counselor.
7. Job readiness services for persons who are illiterate or limited English speaking to enhance ability to enter the labor force by matching appropriate job placement with classroom, hands on instructions.
8. Education or vocational training combined with service(s) listed above. The program became operational in November 1998 and CTEC began accepting referrals and participants. ES and CTEC line staff meet regularly to discuss new referrals as well as active cases. In addition, staff from the two agencies who collaborated to develop the initial plan continue to meet on a regular basis to evaluate the effectiveness of the partnership and make adjustments and enhancements to benefit the services.