



COUNTY OF SACRAMENTO  
DEPARTMENT OF HUMAN ASSISTANCE

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*community services*

December 19, 1997

Ms. Diane Just  
Regional Advisor  
California Department of Social Services  
744 "P" Street - 1444  
Sacramento, CA 95814

Dear Ms. Just:

Thank you for your assistance with our Sacramento County CalWORKs Plan. In line with your suggestions, we have incorporated the following revisions:

**#1, Page 12, Child Care**

We clarified our statement about the Stage 1 Request for Proposal (RFP) to indicate that the RFP process and all program elements will be in place by the time CalWORKs begins; therefore, interim procedures won't be necessary. Procedures are in place. Along with Child Action (the Local Resource and Referral Agency) we have developed extensive documentation and training for staff to utilize when working with clients on child care issues.

**#2, Page 16, Outcomes**

We added a reference to specify California State University Sacramento as the entity we were consulting with on the broad social outcome measures. We specified that at this time we do not have these measures and will update our plan as they are developed.

**#3, Page 23, Hourly Requirements**

We added language as to the conditions under which the statutory hourly minimum participation rate would be exceeded. We also added the fact that sanctions imposed on any participant would be subject to cause determination.

**#4, Page 24, Interaction with American Indian Tribes**

We have added the statement that there are no federally recognized tribal lands in Sacramento County.

**#5, Page 9, Welfare-to-Work Activities**

We have adjusted our diversion program start date to January 1, 1998; with the caveat for a full plan to be developed based on our experience, by March, 1998 with full implementation by July, 1998.

Finally, on one additional item voiced by Mr. Tom Burke, CDSS County CalWORKs Plan Coordinator, we have adjusted page 14 (Community Service) to delete the reference to Community Work Experience (CWEP). We agree with Mr. Burke's observation that this could cause confusion because there is a separate work experience component within CalWORKs.

Revised pages are attached to this correspondence.

Please let us know if any additional changes or items are needed. We would be glad to reply expeditiously to any further concerns. Please call Jane Canty of my staff, (916) 875-3522.

Sincerely,



Cheryl S. Davis  
Director

CSD:JC:at

Attachments

cc: Lynn Frank, Deputy Director  
Jerry Plummer, Division Manager, Planning and Evaluation

Sacramento

SACRAMENTO COUNTY BOARD OF SUPERVISORS'  
GRIEVANCE REVIEW PROCEDURES FOR GREATER AVENUES FOR  
INDEPENDENCE PROGRAM (GAIN)

This Grievance Review Procedure has been established for the GAIN program. The Manual of Policy and Procedures (MPP) Sections 42-720.34 and 42-787, makes provision for the review of complaints by participants in the GAIN Program related to any program requirement or assignment considered by the participant to be in violation of his or her contract with the Sacramento County Department of Social Services (SCDSS) or inconsistent with the provisions of the GAIN Act of 1985 (Chapter 1025). The SCDSS has been elsewhere referred to in this plan as the CWD.

I. Definitions

- A. Grievance - A complaint or expression of dissatisfaction about requirements of the GAIN Program or assignment to one or more of the GAIN Program components as required by the participant's contract with the SCDSS.
- B. Participant - A person who is registered for and participating in the GAIN Program. This person may be either an applicant for or recipient of Aid to Families with Dependent Children (AFDC).
- C. Review Officer - The County shall designate an independent, impartial Review Officer to conduct the Grievance Reviews and to render the written decisions.
- D. Parties to the Grievance Review - GAIN participant requesting the Review and a representative of the SCDSS responsible for presenting the County's position.
- E. The Representative - An individual, including an attorney-at-law, relative, friend, or other person authorized by the complainant or by the SCDSS to act for and represent a party to the Review in any and all aspects of the Grievance Review process.

II. Review Exclusions

No Review under this procedure shall be granted for the following issues:

- A. The results of an assessment made in developing an employment plan.

- B. The requirement to sign a basic contract.
- C. To appeal the outcome of a state hearing.

### III. Process for Requesting Review

- A. Any request for review shall be filed in the form of a completed Grievance Review Request form. The form may be completed by the complainant or the complainant may, by his or her signature, authorize a representative to complete the form and act on his/her behalf in any and all aspects of the Grievance Review process.
  - 1. A Grievance Review Request shall be completed as described in the preceding paragraph and shall be sent to the address provided on the form.
  - 2. The SCDSS shall assist in preparation of the Grievance Review Request if such assistance is requested or needed by the complainant.
  - 3. The SCDSS shall provide a copy of the grievance procedure to the complainant.
- B. The Grievance Review Request shall set forth the reasons which the complainant believes provide a basis for reversal of the SCDSS's action(s).
- C. The SCDSS is responsible for having all relevant parties present at the Review. If the client feels other persons are necessary, the client shall request their presence and state the reason.
- D. A Request must be filed within ninety (90) days after the participant learned of the action/problem complained of.

### IV. Right to Grievance Review

The SCDSS shall explain the right to, the implications of, and the effect of a Grievance Review to participants as follows:

- A. During the orientation/appraisal interview.
- B. Each time the Basic Contract between the participant and the SCDSS undergoes an amendment.

V. Scheduling and Notification of the Review

- A. Scheduling - The Review shall be held promptly, but no later than forty five (45) calendar days from the date the written Grievance Review Request is received by the SCDSS.
- B. Notification - Written notice of the date, time, and location of the Review shall be mailed so as to be received by all parties not less than twenty (20) calendar days prior to the Review. The intent of the County is to provide bi-lingual notices whenever possible to non-English speaking complainants.
1. Notification will include complainant's right to an authorized representative, to have witnesses on his/her behalf, and to examine all evidence to be introduced.
  2. Notification will state that complainant has the right to appeal the decision of the Grievance Review through the State Fair Hearing process.
- C. SCDSS Position Statement - A written statement of the facts and basis of the SCDSS's position will be available to the complainant or his or her authorized representative two (2) working days in advance of the Review date.

A translation of the position statement (in writing and/or capacity made available to interpret orally) shall be provided by SCDSS through a qualified translator/interpreter for those complainants with limited English communication skills who request a translator/interpreter no later than five (5) days prior to the Review.

VI. Review Rescheduling

The Review Officer may reschedule the Review upon the request of the complainant, his or her authorized representative, or other party.

The Review Officer shall reschedule the Review upon the request of the complainant, his or her authorized representative, or other party upon a showing of good cause. Examples of good cause include but are not limited to: illness of the complainant or authorized representative, illness of the complainant's child, lack of transportation to the Review, failure to receive notice of the Review, or other similar situations.

## VII. Conducting the Review

- A. All Reviews shall be conducted by the designated Review Officer in an informal atmosphere.
- B. All parties and authorized representatives shall be permitted to examine all evidence to be introduced by parties to the Review at least two (2) working days in advance of the Review.
- C. The parties and their authorized representatives, and witnesses, while testifying, shall be the only authorized persons present at the Review. The Review Officer shall exclude unauthorized persons from the Review unless all parties and the Review Officer agree to their presence.
- D. All testimony shall be given under oath or affirmation and all parties shall have the right to present evidence and to question all witnesses.
- E. Testimony shall be recorded by audio tape recorder or other means capable of reproduction or transcription. All documents and physical evidence which are accepted as evidence at the Review shall be retained as part of the Review record.
- F. The record of the Review shall be retained for one (1) year from the date of the decision.
- G. If additional evidence or witnesses are necessary for the proper determination of the issue, the Review Officer may continue the Review for as long as is reasonably necessary to produce material evidence.
- H. A qualified interpreter shall be provided by SCDSS for those complainants with limited English communication skills who so request no later than five (5) days prior to the Review.

## VIII. Review Decision

- A. Within thirty (30) calendar days after the record has been closed, the Review Officer shall render a written decision.
- B. The decision shall be based only upon the evidence, both written and oral, presented at the Review.

Where an ambiguity exists concerning the definition of good cause the Review Officer shall refer to the

established definition of good cause in an employment situation under Unemployment Insurance law.

- C. The Review Officer's decision shall contain a summary statement of facts, the issues involved, findings, the basis for the decision, and an order setting forth the decision.
- D. The right of the complainant to appeal the Review decision through the State Fair Hearing process as well as a copy of the State Hearing Request form, shall be included with the Review Officer's written decision.
- E. Within five (5) calendar days of rendering a written decision, a copy of that decision shall be sent to:
  - 1. Each party to the Review.
  - 2. The authorized representative of each party to the Review.

The formal Grievance Review Procedure established by the Sacramento County Board of Supervisors is one of four ways you can protest a GAIN program or participation requirement with which you do not agree. The process you choose depends on the situation you wish to protest. Each process is described for you in your GAIN Participant Contract and/or can be explained to you by your GAIN worker. NOTE: Situations which can be protested under Grievance Review process can also be protested under the State Hearing process. A major difference exists between these processes: Under the Grievance Review process - if you do not continue to participate in the GAIN program, money management or financial sanctions will be applied; under the State Hearing process - if you do not continue to participate in GAIN and have requested a State Hearing before money management or sanctions start, money management or sanctions cannot be applied until after the Hearing is decided.

#### RIGHT TO REQUEST A GRIEVANCE REVIEW

1. You must be a participant in the GAIN program to request a Grievance Review under the County Grievance Procedure. This means that you must have signed the GAIN Basic Contract.
2. You have the right to request a Grievance Review if (1) you do not agree with a GAIN program requirement, and/or (2) you believe an assignment is in violation of your contract.
3. You must continue to participate in the GAIN program throughout the Review process or money management or financial sanctions will be applied.

#### YOUR RIGHTS IF YOU FILE A COUNTY GRIEVANCE

1. You have the right to designate an Authorized Representative to represent you in any and all aspects of the Review process.
2. You, or your Authorized Representative, have the right to examine the case file, set up by the Review Officer, by contacting the Hearings and Complaints Unit, 1725 28th Street, Sacramento, CA 95816.
3. You have the right to have witnesses on your behalf.
4. You have the right to request a language interpreter within 5 calendar days of the Review, through the Hearings and Complaints Unit.
5. You have the right to give evidence and question witnesses. All persons will testify under oath.
6. The County staff person, responsible for presenting the County's position will be present at the hearing. You have the right to request the attendance of other persons you feel may have important information for your case.
7. You have the right to appeal the Grievance Review decision through the State Hearing process.

#### HOW TO REQUEST A GRIEVANCE REVIEW

1. Complete the form on reverse side and mail original to: Sacramento County Department of Social Services, Hearings and Complaints Unit, P.O. Box 487, Sacramento, CA 95803.
2. The information you provide on the form is necessary to process your request; processing may be delayed if the request is incomplete.

#### GRIEVANCE PROCESS

1. The Grievance Review will be held no later than forty-five (45) calendar days after your request is received.
2. You will receive a written notice of the date, time, and place, twenty (20) calendar days prior to the Review.
3. A statement outlining the County's position will be available to you at the Hearings and Complaints unit, within two (2) working days of the Review.
4. You and/or your Authorized Representative will be allowed to examine all evidence at least two (2) working days prior to the Review by contacting the Hearings and Complaints unit.
5. During the Review, only involved persons and witnesses shall be present. Unauthorized persons shall be excluded by the Review Officer unless all parties and the Review Officer agree to their presence.
6. The Review will be held in an informal manner.
7. A copy of the written decision will be mailed within thirty-five (35) calendar days after all of the evidence is received by the Review Officer.
8. All testimony will be recorded and documentation retained for one year, along with all other documents and physical evidence.

You have the right to seek legal advice to assist you with your grievance. If you need this assistance, contact:

LOCAL LEGAL AID OFFICE - 444-6760 - 515 12th St., SAC, CA 95814

LOCAL WELFARE RIGHTS ORGANIZATION - 442-2901 - 1900 K St., SAC, CA 95814

Remember that problems are usually solved quickly when they are pursued initially at the first and lowest levels. Be sure to check with your instructor, program administrator, or case manager as to complaints mechanisms already in existence within the program where you are enrolled.



NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

I AM REQUESTING A GRIEVANCE REVIEW BECAUSE I DO NOT AGREE WITH A GAIN PROGRAM OR PARTICIPATION REQUIREMENT. THE REASON(S) FOR MY REQUEST ARE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I HAVE TROUBLE UNDERSTANDING/SPEAKING ENGLISH; THEREFORE, I REQUEST AN INTERPRETER FOR MY REVIEW: LANGUAGE \_\_\_\_\_ DIALECT \_\_\_\_\_  
(The County will provide the interpreter at no cost to you)

CHECK ONE: \_\_\_\_\_ I WILL CONTINUE TO PARTICIPATE IN THE GAIN PROGRAM  
\_\_\_\_\_ I WILL NOT CONTINUE TO PARTICIPATE IN THE GAIN PROGRAM  
\_\_\_\_\_ I CANNOT CONTINUE TO PARTICIPATE IN THE GAIN PROGRAM

I understand that if I fail to participate in the GAIN program, while I am waiting for the results of this grievance review, I may be placed on money management, or have my cash aid stopped or lowered.

SIGNATURE \_\_\_\_\_ DATE SIGNED \_\_\_\_\_

I AUTHORIZE THE FOLLOWING PERSON TO ACT ON MY BEHALF FOR THE GRIEVANCE REVIEW PROCESS AND AUTHORIZE THE DEPARTMENT TO RELEASE ANY OR ALL INFORMATION ABOUT MY CASE TO THAT PERSON:

NAME OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_

ADDRESS OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_

YOUR SIGNATURE \_\_\_\_\_ DATE SIGNED \_\_\_\_\_

ADDITIONAL COMMENTS:

FOR COUNTY USE

GAIN NUMBER \_\_\_\_\_

GAIN WORKER \_\_\_\_\_

The following chart, which is part of the participant basic contract, describes which process may be used when a participant wishes to protest a program or participation requirement. It also explains when money management or sanctions do or do not apply.

SITUATION	PROCESS YOU CAN USE	DO MONEY MANAGEMENT OR SANCTIONS APPLY?	PROCESS YOU CANNOT USE
You don't sign the basic contract.	State hearing	If you request a state hearing before money management or sanctions start, money management or sanctions cannot be applied until after the hearing is decided.  If you request a state hearing after money management or sanctions start, money management or sanctions apply.	Formal grievance set by the UI Code, or formal grievance set by the board of supervisors, or independent assessment
You disagree with the results of an assessment.	Independent assessment	No money management or sanctions apply.	State hearing or formal grievance set by the UI Code, or formal grievance set by the board of supervisors
You disagree with the results of the independent assessment.	State hearing	If you request a state hearing before money management or sanctions start, money management or sanctions cannot be applied until after the hearing is decided.  If you request a state hearing after money management or sanctions start, money management or sanctions apply.	Formal grievance set by the UI Code, or formal grievance set by the board of supervisors, or independent assessment
You disagree with the results of a state hearing.	State hearing (rehearing)	Money management or sanctions would apply if ordered by the results of the state hearing.	Formal grievance set by the UI Code or formal grievance set by the board of supervisors, or independent assessment
You believe a requirement or assignment doesn't fit your contract or should not be allowed under the program, and you keep participating.	State hearing, or formal grievance set by the UI Code, or formal grievance set by the board of supervisors	No money management or sanctions apply.	Independent assessment
You believe a requirement or assignment doesn't fit your contract or should not be allowed under the program, and you don't participate.	State hearing or formal grievance set by the board of supervisors	If you request a state hearing before money management or sanctions start, money management or sanctions cannot be applied until after the hearing is decided.  If you request a state hearing after money management or sanctions start, money management or sanctions apply.  If you request a formal grievance, money management or sanctions apply.	Formal grievance set by the UI Code or independent assessment

SITUATION	PROCESS YOU CAN USE	DO MONEY MANAGEMENT OR SANCTIONS APPLY?	PROCESS YOU CANNOT USE
disagree with the results of formal grievance.	State hearing	<p>If you did not participate during the formal grievance process money management or sanctions apply.</p> <p>If you participated during the formal grievance process, and you keep participating during the state hearing process, money management or sanctions cannot be applied.</p> <p>If you participated during the formal grievance process, but you stop participating, and you request a state hearing before money management or sanctions start, money management or sanctions cannot be applied until after the hearing is decided.</p> <p>If you participated during the formal grievance process but stop participating and you request a state hearing after money management or sanctions start, money management or sanctions apply.</p>	Formal grievance set by the UI Code, or formal grievance set by the board of supervisors, or independent assessment
disagree with money management or sanctions.	State hearing	<p>If you request a state hearing before money management or sanctions start, money management or sanctions cannot be applied until after the hearing is decided.</p> <p>If you request a state hearing after money management or sanctions start, money management or sanctions apply.</p>	Formal grievance set by the UI Code, or formal grievance set by the board of supervisors, or independent assessment



SACRAMENTO COUNTY

**CalWORKs  
Plan**

January 1, 1998-to-June 30, 1998  
July 1, 1998-to-June 30, 1999

December 3, 1997

Department of Human Assistance  
Cheryl S. Davis, Director

This plan is submitted pursuant to Section 10531 of the  
Welfare and Institutions Code required by the Welfare to  
Work Act of 1997, AB 1542.



COUNTY OF SACRAMENTO  
DEPARTMENT OF HUMAN ASSISTANCE

2433 Marconi Avenue  
Sacramento, CA 95821-4807  
(916) 875-3601

**CHERYL DAVIS**  
*director*

**LIN BATTEN**  
*deputy director*  
*employment and support services*

**LYNN FRANK**  
*deputy director*  
*administration and*  
*community services*

December 9, 1997

Mr. Tom Burke  
Field Operations Chief, California  
Department of Social Services  
744 "P" Street, Rm. 624  
Sacramento, CA 95824

Dear Mr. Burke:

Sacramento County is proud to submit to you our initial CalWORKs Plan. Our local Board of Supervisors voted in a public hearing, December 2-to-3, 1997, to approve the plan. Their Resolution as well as your Plan Certification document are provided to you as our initial attachments, along with the plan document itself.

Sacramento County began its welfare reform planning process in October, 1996. As you can see from the Time Line provided as one of our initial plan sections, we have engaged both internal DHA staff and external, collaborative partner entities in a comprehensive planning process. While the CalWORKs Plan document attached is certainly one of the primary products, we also have developed over time many new systems and products related to intensified employment services and to new methodologies for welfare-to-work services. Status reports and products related to overall Sacramento welfare reform planning are available if desired, to you or to anyone on your staff who might find selected items helpful. We are grateful to the many individuals and community partners for their time and hard work which continues to go into this planning process overall.

Should you have any questions about the CalWORKs Plan, attached, please contact Jane Canty, DHA Planner, at (916) 875-3522. We are eager to be of assistance to you, and anxious to enter the implementation stage for CalWORKs service delivery.

Sincerely,

A handwritten signature in cursive script, appearing to read "Cheryl S. Davis".

Cheryl S. Davis  
Director

CSD:JC:at

cc: Lynn Frank, Deputy Director  
Lin Batten, Deputy Director  
Jerry Plummer, Welfare Reform Project Manager  
Jane Canty, Planner

The foregoing is a correct copy of a resolution adopted by the Board of Supervisors, Sacramento County, California

on December 3, 1997

Dated December 10, 1997

Clerk of said Board of Supervisors

RESOLUTION NO. 97-1435

By Cathie Pater  
Deputy

**RESOLUTION TO APPROVE PLAN DEVELOPED FOR CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS ACT (CalWORKs).**

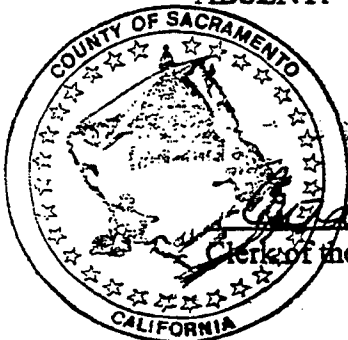
**BE IT RESOLVED AND ORDERED** that the Board of Supervisors hereby approves the CalWORKs plan, developed in accordance with the appropriate federal, state, and county laws and regulations. ~~The terms of this plan, including all certifications within this plan, and all applicable~~ laws and regulations will be followed during the implementation and execution of this plan document.

On a motion by Supervisor Johnson, seconded by Supervisor Dickinson, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento, State of California, this 3 day of Dec. 1997, by the following vote to-wit:

AYES: Supervisors: Collin, Cox, Dickinson, Johnson, Nottoli

NOES: Supervisors: None

ABSENT: Supervisors: None



Gray H. Turner  
Clerk of the Board of Supervisors

Don Nottoli

Chairman of the Board of Supervisors  
of Sacramento County, California

**FILED**

DEC 13 1997

BOARD OF SUPERVISORS  
BY Gray H. Turner  
CLERK OF THE BOARD

In accordance with Section 25163 of the Government Code of the State of California a copy of this document has been delivered to the Chairman of the Board of Supervisors, County of Sacramento, CA.

DEC 03 1997

Sandra Leahy  
Deputy Clerk, Board of Supervisors

CERTIFICATION

THIS PLAN HAS BEEN DEVELOPED IN ACCORDANCE WITH THE APPROPRIATE FEDERAL, STATE AND COUNTY LAWS AND REGULATIONS. THE TERMS OF THIS PLAN, INCLUDING ALL CERTIFICATIONS WITHIN THIS PLAN, AND ALL APPLICABLE LAWS AND REGULATIONS WILL BE FOLLOWED DURING THE IMPLEMENTATION AND EXECUTION OF THIS PLAN.

County Welfare Department Director's  
Signature

Cheryl S. Davis

Chairperson of the Board of Supervisors  
Signature

Don Nettles

(It is expected that the County Board of Supervisors will take a formal action to approve this plan.)

The foregoing is a correct copy of Board of Supervisors Material, which the original is on file with the Office of the Board of Supervisors, Sacramento County, California

Dated

December 2 1997  
Clerk of said Board  
of Supervisors

By

Wendra Leaky  
Deputy Clerk

## EXECUTIVE SUMMARY

Sacramento County's initial CalWORKs plan follows the required format of the State of California, Department of Social Services (CDSS), in responding to plan development requirements of the Welfare-to-Work Act of 1997, AB 1542. This summary lists major program elements, goals and objectives in line with CalWORKs Plan instructions. Major components of the plan include responses to county efforts regarding:

- collaboration to provide necessary Welfare-to-Work training and support services;
- partnerships with the private sector;
- Welfare-to-Work activities checklist;
- substance abuse and mental health agreements for service;
- community service plan options;
- performance outcomes;
- transitional services; and
- job creation.

Also included are budget sections detailing known sources of funds and allocations as well as a description of itemized expenditures to the extent requested by CDSS. It is noted that this plan is non duplicative of other local, planning documents and should be viewed as a chapter in Sacramento County CalWORKs plan development along with future addenda and our overall, strategic planning framework for welfare reform (Attachment I). Major program goals and objectives selected in line with CalWORKs sections 10540 and 10542 are:

- to assist the State in reducing child poverty;
- to reduce dependence on government assistance by promoting job preparation, work, and marriage;
- to support overall State efforts to implement a system of outcomes which include: 1) the extent to which recipients have obtained unsubsidized employment; 2) average wage earnings; 3) job retention;
- to support overall State efforts to maintain outcomes in areas related to child support collection and child well being.

Additionally, in line with Section 10542, the county will continue efforts to establish baseline data to target employment outcomes. The County will be establishing on-going monitoring and evaluation activities in line with protocols called for in the law which must conform with State guidelines (not released as of this writing) and overall statistical evaluation.

Sacramento County is pleased to submit this first CalWORKs plan as well as future addenda and looks forward to working with CDSS and many local partners in its implementation.



Sacramento County  
CalWORKs Plan

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Attachments

- I. Framework for Comprehensive Welfare Reform Planning
- II. Drug-Alcohol Program Listing
- III. Los Rios CalWORKs Plan Summary
- IV. Local Child Care Plan

## Sacramento County CalWORKs Plan Glossary of Terms and Acronyms

<u>Term or Acronym</u>	<u>Definition</u>
<b>AFDC</b>	Aid to Families with Dependent Children, Welfare benefits/assistance -- replaced by (TANF).
<b>Cal-JOBS</b>	California Job Openings Browse System (Cal-JOBS) -- internet based job match project sponsored by EDD in which Sacramento is one of nine pilot counties.
<b>CalWORKs</b>	California Work Opportunity and Responsibility to Kids Act -- California legislation (AB 1542) for welfare reform and welfare-to-work passed August 1997. Also called Welfare-to-Work Act.
<b>CCOIS</b>	California Cooperative Occupational Information System -- Classification and definition system for California occupations.
<b>CDE</b>	California Department of Education (CDE) -- Administers adult education and ROP programs as well as public elementary and high school programs, kindergarten through the twelfth grade.
<b>CDSS</b>	California Department of Social Services, -- State department overseeing CalWORKs, TANF, welfare eligibility, employment, and children's and adult services.
<b>Chancellors Office of the Community Colleges</b>	State administrator of community college districts.
<b>Child Action</b>	Local child care Resource and Referral (R&R) agency.

Sacramento County CalWORKs Plan Glossary of Term and Acronyms - continued

<u>Term or Acronym</u>	<u>Definition</u>
<b>CSPC</b>	Community Services Planning Council -- local community planning agency. Publishes annual inventory of services or directory and maintains Human Services Information System (HSIS).
<b>CWEP</b>	Community Work Experience. Also known as Community Service, Work Experience (WEX), Limited WEX (LWEX), Alternative WEX (AWEX), and Community WEX (CWEX). Required work activity for clients on TANF beyond 18 or 24 months.
<b>DHA</b>	Sacramento County Department of Human Assistance -- Sacramento County welfare department (eligibility, employment and community services).
<b>DHHS</b>	Sacramento County Department of Health and Human Services -- Sacramento County welfare department (children's services, adult protective services, mental health, drug-alcohol, and public health services).
<b>DOL</b>	Department of Labor - federal administrator for job training monies including JTPA and W-t-W block grants.
<b>EDD</b>	Employment Development Department -- California State Job Security agent or office. Administers unemployment insurance, CalJOBS, etc.
<b>GA</b>	General Assistance -- Welfare benefits program to persons without dependents.
<b>GAIN</b>	Greater Avenues for Independence, California Welfare-to-Work program -- replaced by CalWORKs. Locally, the GAIN program is ending January 1998.

Sacramento County CalWORKs Plan Glossary of Terms and Acronyms - continued

<b><u>Term or Acronym</u></b>	<b><u>Definition</u></b>
<b>GIS</b>	GAIN Information System -- GAIN client tracking system, being expanded locally to help meet initial CalWORKs tracking needs.
<b>HUD</b>	Housing and Urban Development -- funding source and administrator for federal housing programs.
<b>JobVANS</b>	Job Vehicle and Neighborhood Services -- DHA mobile job service unit or project.
<b>JTPA</b>	Job Training Partnership Act, administered locally by SETA. JTPA funds employment and training services primarily to low income persons or persons with barriers to employment.
<b>LMID</b>	Labor Market Information Division -- EDD department or section for compiling labor market information.
<b>Los Rios Community College District</b>	Local Community College district - includes Cosumnes River, American River, and Sacramento City colleges - as well as Sierra College in Folsom.
<b>MOU</b>	Memorandum of Understanding, Agreement for services — i.e. DHA/DHHS agreement(s) for Drug/Alcohol and Mental Health services.
<b>One Stop</b>	Collaborative, full service employment programs, combining the resources of partner agencies - to include locally all Sacramento Works Career Center Collaborators with SETA as lead agency.

Sacramento County CalWORKs Plan Glossary of Terms and Acronyms - continued

**Term or Acronym**

**Definition**

**OTAN**

Outreach and Technical Assistance Network -- educational technology network. Sponsors projects related to distance learning, adult literacy and electronic "One Stop"

**PIC**

Private Industry Council -- Board overseeing JTPA programs, with at least 51% private business sector membership. PIC's are also responsible for administering local Welfare-to-Work Block Grant monies funneled through D.O.L. DHA is represented on our local PIC.

**R & R**

Resource and Referral Agency -- Child care information and referral agency - in Sacramento the local R & R is Child Action.

**ROP**

Regional Occupation Program -- Vocational skills training and educational workforce preparation program for high school and adult students.

**SACBO**

Sacramento Association of Community Based Organizations -- Local CBO network.

**Sacramento Federation  
of Program Operators**

Local community service and employment network primarily for CBO's, school districts, and other recipients of SETA funding as well as Sacramento Works partners.

**SAORG**

Sacramento Area Occupational Research Group -- State and local program to conduct research on local job market and survey employers.

**SACTO**

Sacramento Area Commerce and Trade Organization -- local economic development agency.

Sacramento County CalWORKs Plan Glossary of Terms and Acronyms - continued

**Term or Acronym**

**Definition**

**SCOE**

Sacramento County Office of Education -- special district and local administrator for high school and adult occupational education services.

**SETA**

Sacramento Employment and Training Agency -- Joint Powers Agency and local administrator for JTPA, Head Start, and Community Service Block Grant programs.

**SHRA**

Sacramento Housing and Redevelopment Agency -- local special district or joint powers agency administering housing and community development programs.

**START**

Sacramento Training and Response Team -- team of local partners set up to respond to employer needs and conduct economic development. Partners include DHA, SETA, EDD, SHRA, the City of Sacramento, and others.

**State Department  
Of Rehabilitation**

Administers State programs for the disabled.

**SVOC**

Sacramento Valley Organizers Committee -- Local organization of the faith community.

**TANF**

Temporary Assistance to Needy Families -- Welfare benefits/assistance, replaces AFDC.

**W-t-W**

Welfare-to-Work, or W-t-W Block Grant -- funded through (DOL) and administered through local PIC's), for moving hard-to-serve welfare recipients to work.

**W-2-W**

Welfare-to-Work pilot project funded under JTPA Title III to provide occupational specific job search. Conducted by SETA in partnership with DHA, Los Rios, EDD, and CBO sites.

**Welfare-to-Work Act of 1997, AB 1542**

Another name for CalWORKs.

## Implementation of Welfare Reform in Sacramento County Time Line

- |                              |  |
|------------------------------|--|
| <b>* August 22, 1996</b>     | <u>Federal Legislation Enacted</u><br><br>Personal Responsibility and Work Opportunity Reconciliation Act signed into law. Creates new federal cash assistance program, Temporary Assistance to Needy Families (TANF). |
| <b>October 1996</b>          | <u>Sacramento County welfare reform planning and process action teams established</u>  |
| <b>* November 26, 1996</b>   | <u>Approval of California State Plan</u><br><br>The Federal government approves the California preliminary TANF block grant plan.  |
| <b>January 1997</b>          | <u>"Visions," Welfare Reform Strategic Planning Document presented to County Board of Supervisors</u>  |
| <b>February - March 1997</b> | <u>County Welfare Reform Policy Board and Steering Committee formed</u>  |
| <b>May to June 1997</b>      | <u>Welfare Reform town halls and community meetings</u>  |

**\*Starred items apply to State or federal requirements or statutes. Remaining items are county initiated, over and above required efforts**

Sacramento County Time Line - continued

- \* August 11, 1997**                      State Legislation enacted
- Governor signs California Work Opportunity and Responsibility to Kids Act (CalWORKs), AB1542. Also called Welfare-to-Work Act.
- August 25, 1997**                      Development of "A Framework for Comprehensive Welfare Reform Planning"
- Local partnership of DHA, SETA, SHRA, Los Rios Community College District, SCOE, and the City of Sacramento produces this document.
- \* September 1, 1997**                      Food Stamps Work Requirement
- New Food Stamps work requirement limiting to three months within a three year period benefits for able bodied adults between 18 and 50, without dependent children. Exempts persons in job training or Workfare.
- \* September 10, 1997**                      State's Planning Allocation Letters
- Issuance by CDSS of planning allocations and county "preprint" plan instructions, 30 days after enactment of AB 1542. Separate allocations received by all counties for CalWORKs, child care, substance abuse and mental health services.
- \* September 10, 1997**                      State training workshop for CalWORKs Plan development



Sacramento County Time Line - continued

- \* **Early October 1997**      Welfare-to-Work (W-t-W) Block Grant information released by Department of Labor (DOL)
  
- October 28, 1997**      Sacramento County "Welfare Reform Strategic Planning Progress Report" goes to County Board of Supervisors
  
- October 31, 1997**      Sacramento County draft CalWORKs Plan released for public review
  
- November 4, 1997**      Sacramento County "Town Hall" public meeting on Welfare Reform
  
- \* **November 12-15, 1997**      State Trade and Commerce Department sponsors Job Creation and Investment Fund Workshops
  
- \* **November 14, 1997**      Community College CalWORKS Plans due to State Chancellor's Office
  
- December 2-3, 1997**      Public Hearing before County Board of Supervisors on Sacramento CalWORKs Plan approximately 40 days prior to State deadline for submittal
  
- December 10, 1997**      Submission of County Plan  
  
County submits plan for implementation of CalWORKs.

Sacramento County Time Line - continued

**January 2, 1998**

Estimated date for State Certification of Sacramento County Plan

CDSS has 30 days to either certify the plan or notify the county that the plan is not complete or consistent with statutory requirements.

**\* Upon Plan Certification**

Enrollment of Applicants into Welfare-to-Work Program

County shall begin enrolling all new non-exempt applicants for aid in the welfare-to-work program no later than six months after the date of the planning allocation letter (or two months after the certification of the county plan), whichever is later.

**\* January 10, 1998**

State deadline for CalWORKs Plan submittal

**February 28, 1998**

Estimated date for submittal of Drug-Alcohol/Mental Health M.O.U.'s.

**\* March, 1998**

State deadline for Education and Job Training Plan section.

**\* May, 1998**

State deadline for Job Creation and Investment Fund section.

**\* January 1, 1999**

Enrollment of Recipients into Welfare-to-Work Program

County must enroll all non-exempt CalWORKs recipients in Welfare-to-Work services.

## Sacramento County CalWORKs Plan

The California Department of Social Services (CDSS) has required each county to develop a plan consistent with State law which describes services available to move CalWORKs applicants and recipients from welfare to work. This plan should not duplicate planning processes on-going within the county but must address plan sections (a) through (q) as specified in this document.

### **(a) COLLABORATION WITH PUBLIC AND PRIVATE AGENCIES TO PROVIDE TRAINING AND SUPPORTIVE SERVICES**

<b>Response</b>
<p>Sacramento County has traditionally collaborated with public and private sector partners to enhance service delivery efforts across the board. Currently this has been done with a special emphasis on CalWORKs required welfare-to-work service efforts. A listing of training and support services efforts and a description of the collaborative entity follows:</p> <ol style="list-style-type: none"><li><b><u>“One Stop” or full employment service career center network</u></b><p>As a full partner in the local Sacramento WORKs “One Stop” Career Center effort, DHA has teamed up with the Sacramento Employment and Training Agency (SETA) to plan for “workforce development or preparation” directions to be supported through JTPA, CalWORKs, the Welfare-to-Work (W-t-W) block grant and additional future funding. Local partners include: SETA; PIC; DHA; Los Rios Community College District; local adult school districts; the Regional Occupation Program (ROP); the Employment Development Department (EDD); the State Department of Rehabilitation; and others.</p></li><li><b><u>Regional “One Stop” network</u></b><p>DHA is part of a collaboration with local partners to interface with Yolo, Placer, and Sutter counties to expand the “One Stop” concept through electronic connectivity.</p></li><li><b><u>Residential, transitional housing and employment services</u></b><p>At our Mather Community Campus, also a “One Stop” collaborative, DHA provides a very large and ambitious employment project with numerous partners including: SETA, Sacramento Housing Redevelopment Agency (SHRA), local school districts, EDD, the State Department of Rehabilitation, Head Start, Child Action, and several community based organizations. A residential employment program for homeless, TANF/AFDC, CalWORKs, and general assistance (GA) clients, the Mather Community Campus is the largest Housing and Urban Development (HUD) funded project of its kind. It is additionally unique in combining employment, social services, economic development and housing with military base conversion efforts.</p></li></ol>

4. **Del Paso Heights neighborhood services**

Sacramento County strategically planned and established "model pilot" or multi-service program sites which function as neighborhood centers for the County Departments of Human Assistance and Health and Human Services as well as SETA/JTPA, and others. These are early "one stop shop" service delivery models developed to experiment with multi-disciplinary services and more cost efficient ways of providing eligibility, employment and support service access at local neighborhood levels. The Del Paso Heights pilot is located in a DHA welfare office and brings together staff of SETA, welfare eligibility, employment, and human services through several county departments and community programs. The pilot is overseen by a neighborhood based Mutual Assistance Network, comprised of area residents, local partners and other interested parties.

5. **New Helvetia/River Oaks project**

The New Helvetia/River Oaks pilot is located in a public housing development and involves the same partners as Del Paso but includes as well on-site clinic services. An advisory body comprised of client/resident representatives, the staff of local elected officials and on-site providers oversees the project in terms of general guidance related to neighborhood concerns.

6. **Oak Park Multi service site**

The Oak Park pilot is located within a county health clinic and provides a multi-disciplinary or integrated team of workers from a variety of programs including the Sacramento City Unified School District. A Head Start site and the Oak Park Community Center round out the provision of services here which also include DHA and SETA employment services.

7. **Education (Community College)**

Los Rios Community College District and DHA share liaison staff to assist welfare participants in accessing training and vocational education through the local community college system. Los Rios received a JTPA 8% grant this year to redesign long term training programs to the shorter time limits allowed by CalWORKs and is partnering with DHA to ensure curriculum needs are met relative to local labor market needs.

8. **Elementary school board collaboratives**

Over a dozen Healthy Start collaboratives have been initiated at local elementary school sites. These combine the services of education, health, eligibility, employment

and parenting classes. DHA has also begun a “mentor-buddy” project in the elementary schools to provide tutoring and truancy prevention services to the children of TANF/CalWORKs applicants and recipients.

9. **Education (Adult Education)**

DHA partners with five local school districts (Sacramento City, San Juan, Elk Grove, Folsom, Cordova, and Grant), to provide clients with needed basic skills, English as a Second Language and vocational training to move into the job market.

10. **Education (Occupational Skills)**

DHA has partnered with the Sacramento County Office of Education (SCOE) Regional Occupation Program (ROP) for special on-site enrollment efforts, job development linkages and — most recently — vocational education “repackaging” to shorter classroom training limits. DHA and SCOE-ROP also partner on a number of related projects including education technology and the establishment of an on-site training center at our Mather Community Campus facility.

11. **Education (Technology)**

DHA supports and partners with the Outreach and Technical Assistance Network (OTAN) toward the development of electronic One Stop linkages, distance learning alternatives for clients and staff development, and electronic portfolio enhancements to TANF/CalWORKs participant job search.

12. **EDD Job information pilot and labor market analysis**

DHA has had a long term collaboration with EDD and is involved in the statewide Cal-JOBS pilot. We have participated for several years on workforce development policy and “One Stop” service teams involving staff of multiple programs at state and local levels. For several years we have within DHA collocated EDD staff and job match systems as a precursor to the “One Stop” concept.

13. **Child Care**

DHA closely coordinates with our local Resource & Referral Agency, Child Action, to study child care availability; fill gaps in care where possible; design cooperative child care where needed; and conduct appropriate referrals. This past year DHA funded Child Action to develop staff training protocols related to welfare reform, to conduct the training, and to explore cooperative “non traditional” and off hours alternatives for child care.

Child Action and DHA also partner in the local Child Care Coalition and Planning Council comprised of providers, administrators, and trainers within the child care community. On November 13, 1997, DHA co-hosted with Child Action and local partners a workshop on developing child care in the faith community and other facilities.

14. **Community planning**

The county has a long standing partnership with the Community Services Planning Council (CSPC) to ensure neighborhood based welfare reform planning which takes into account all human services elements within the community. CSPC also works each year to maintain "Infoline Sacramento" and update a local human services inventory. They also maintain the Human Services Information System to provide local demographic or "trends and issues" analysis to partner entities and any interested party.

15. **Community based organization development and support**

As a member of the Sacramento Association of Community Based Organizations (SACBO), DHA has been working to ensure local service collaboration and CBO development at the neighborhood level to include the faith community and other efforts.

DHA is also represented on the Sacramento Federation of Program Operators, an organization of local employment and human service providers primarily funded by SETA.

16. **Grantsmanship**

DHA funds and works with the Non-Profit Resource Center to ensure the provision of technical assistance and grantsmanship training so emerging CBO's may have the opportunity to develop funding bases as appropriate within the community. This effort ultimately focuses on maintaining client support service access at neighborhood levels.

17. **Welfare Reform Task Force - Welfare-to-Work Policy Board - Welfare Reform Executive Committee**

DHA worked with CSPC, SETA, SHRA and the City of Sacramento, local school districts including ROP and Los Rios, and CBO's to form these collaboratives whose efforts directly target local planning for welfare reform. The task force consists of welfare support service organizations; the Policy Board recommends broad welfare-to-work efforts; and the Executive Committee is comprised of decision makers at the entities named to create for cross-agency Welfare-to-Work policy and issues analysis.

18. **Human Services Coordinating Council**

DHA has been working with the council on welfare reform issues related to substance abuse, homelessness, hunger, mental health and other community concerns.

The CDSS plan outline asks if our county has a Refugee Employment Service Plan and requests we respond to the following:

Yes                       No                      Sacramento County has such a plan.

If so, please certify that welfare-to-work activities will be coordinated with the County Refugee Services Plan.

Response
<p>The County is the recipient of local Targeted Assistance and Refugee Employment Social Services funding which is passed on to SETA for local administration. DHA and SETA closely coordinate efforts in the annual development of this plan.</p> <p>While we do not at this time know specific changes to TA and RESS which may be forthcoming, we can expect future changes in the light of both federal and State welfare reform. The County, SETA, and the TA/RESS provider community will work together to address these as they arise. At this time we plan to continue joint planning efforts as commenced earlier this year to increase communication linkages electronically and to increase multilingual job search assistance. We also are looking to expand job development and placement efforts to refugees by continuing to leverage TA/RESS and GAIN/ CalWORKs funding.</p>

**(b) PARTNERSHIPS WITH THE PRIVATE SECTOR TO IDENTIFY JOBS**

Outlined below are some of the County's partnerships with the private sector (including employers, employer associations, the faith community, and central labor councils), along with a brief explanation of how these efforts will assist in identifying jobs for CalWORKs program recipients or preparing them for work.

<b>Response</b>	
<b>1.</b>	<p><b><u>Economic Development/Employer Response</u></b></p> <p>DHA in partnership with EDD, SHRA, SETA, Los Rios Community College District, and the City of Sacramento, formed the Sacramento Training and Response Team (START) to provide fast track employment and economic development services to businesses. The team was responsible for example, for meeting the employment needs of Packard Bell as it relocated to Sacramento. Other employer services include recruitment and screening for hiring purposes, customized training and recruitment, provision of space for testing or interviewing purposes, tax credit information and processing, and a variety of information and referral services related to business retention and expansion, marketing, and technical assistance.</p>
<b>2.</b>	<p><b><u>Occupational Research</u></b></p> <p>The Sacramento Area Occupational Research Group (SAORG) was formed initially as a partnership between EDD, Yolo County Community Partnership Agency, Sacramento County Office of Education, SETA and DHA Employment Services. The group has grown into a steering council comprised of representatives of the above agencies as well as Los Rios Community College District, Yolo Office of Education, Yuba College, Golden Sierra Job Training Agency, UC Davis, California State University Sacramento, and LEED Sacramento. The group meets on a regular basis to discuss regional labor market trends and to facilitate an annual survey of employer needs and job information. SAORG also produces the annual <u>Occupational Outlook and Training Directory</u>.</p>
<b>3.</b>	<p><b><u>School to Career Regional Consortium</u></b></p> <p>DHA has partnered with local school districts and the Linking Education and Economic Development (LEED) Sacramento project to form an educational consortium in response to school-to-career funding options. Financial, banking, and health occupations have been targeted through the project.</p>



4. **Chambers of Commerce**

DHA is joining the Sacramento Metropolitan and local Chambers of Commerce to network with business for community service and job development purposes. Such chambers include Galt, Citrus Heights, Rancho Cordova, Elk Grove, Folsom, and as well as the Hispanic and Asian Pacific Chambers.

5. **Faith Community**

DHA has seats on both the Sacramento Association of Community Based Organizations (SACBO) and the Federation of Program Operators which include such entities as the Interfaith Service Bureau and United Christian Centers. We also coordinate with the Sacramento Valley Organizing Committee (SVOC) on employment and child care issues. SVOC's members include over 300 churches in the Sacramento area.

6. **Central Labor Councils**

Through our close association with the ROP, we work with a number of trade associations and partner in hosting a "non-traditional" or Trades Association Job Fair.

7. **Sacramento Area Trade and Commerce Organization (SACTO)**

DHA has partnered with SACTO, an organization of local business and economic development to target the creation of 4,000 private jobs for CalWORKs clients. SACTO for years has been a timely and major source of labor market and business data relative to updating our local labor market needs assessments.

8. **Sacramento County Economic Development Office**

The County recently formed an Economic Development Department to interface with the city neighborhood and economic development and SHRA economic and community development efforts for the purpose of serving business needs through both recruitment and expansion services. As the office develops, it will partner with DHA on employer information as well as service provision.

9. **Small Business Roundtable**

The County recently contacted the "Roundtable" to coordinate information about, and job development for, small business owners within the Sacramento labor market area. The Small Business Roundtable is developing a strategic plan to interface with city and county efforts and has agreed to work with DHA to assist us in meeting personnel recruiting needs of local small businesses.

### (c) LOCAL LABOR MARKET NEEDS

The CDSS plan requirements ask counties to list the sources used to identify local market needs.

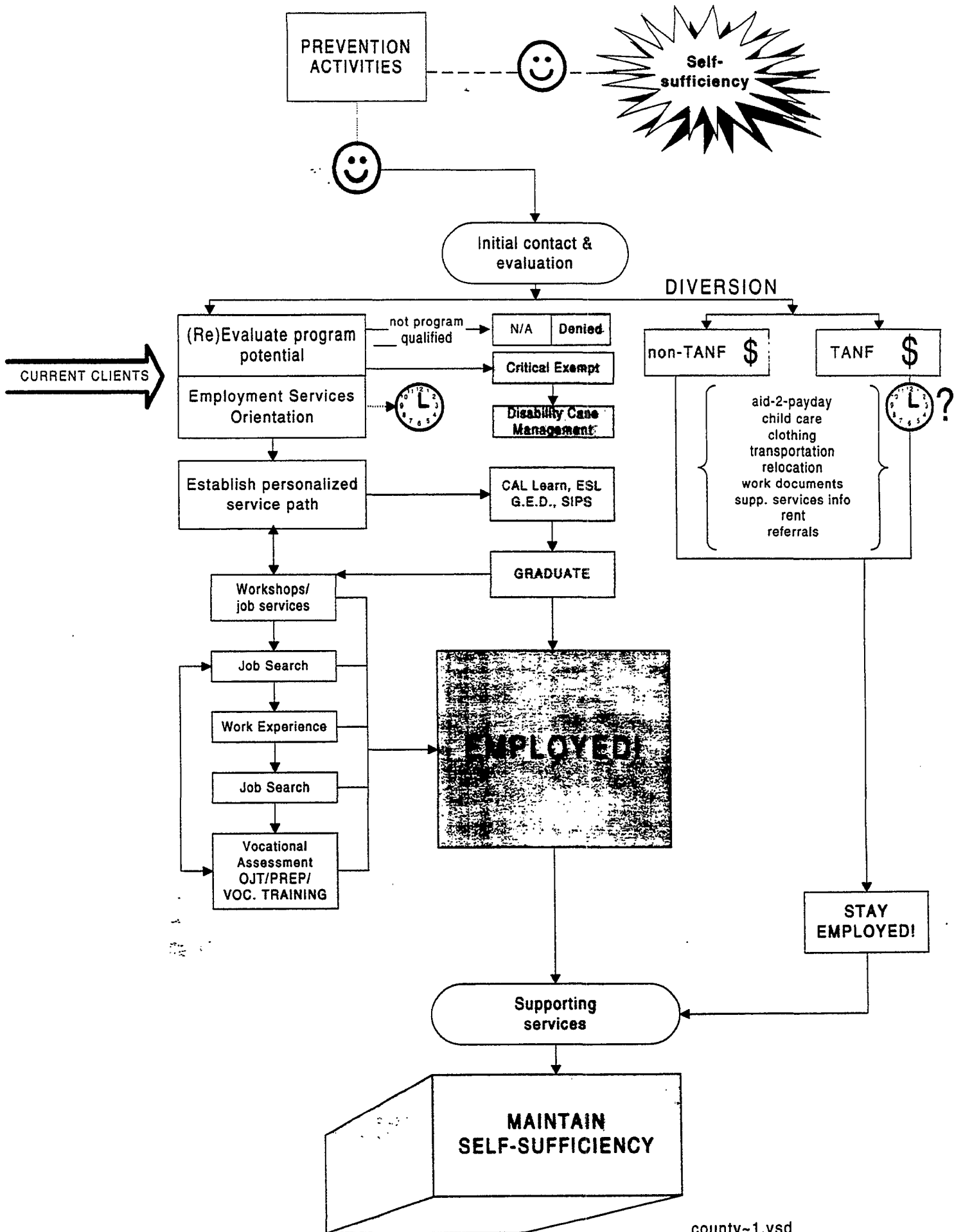
Response
<ul style="list-style-type: none"><li>● The major source of Sacramento local labor market data is EDD's Labor Market Information Division (LMID). We receive updates regularly and have annually updated a labor market survey for our county based on LMID and other data.</li><li>● As a partner in the State and Local LMI project we work with SAORG to annually survey employers and provide occupational projections.</li><li>● We are a member of the statewide Cal-JOBS pilot administered through the EDD in partnership with CDSS. This promises not only to furnish data as to specific and current job openings — but also offers us the opportunity to provide input for the future on the ways such data may be best reflected for client use, as well as DHA's.</li><li>● We consult with the California Cooperative Occupational Information System (CCOIS) to obtain labor market data.</li><li>● We work with City and County Economic Development efforts, SHRA, and the Sacramento Area Commerce and Trade Association (SACTO) to identify jobs and join job creation efforts related to recruitment and hiring services.</li><li>● DHA is one of the few California Welfare departments to employ job developers and employment service specialists who are active in the community to bring in job leads and who interact with the local Job Developers Network (DHA, SETA and other job development staff). Such staff work closely with Vocational Assessment Counselors to understand trends in the local market.</li><li>● Most recently we began working with SETA to engage direct employer contact and job information through a direct marketing campaign. The campaign consists of commercial television "spots" aimed at the employer community for direct hire purposes. We are also developing a marketing video and print materials for public relations and advertising purposes. Through on-going, direct private sector contact, we will continue to enhance local labor market needs assessment efforts through the ability to survey direct employer requirements.</li></ul>

(d) WELFARE-TO-WORK ACTIVITIES

CDSS has asked Counties to complete the following checklist to show the Welfare-to-Work activities planned under CalWORKs.

Response	
<input checked="" type="checkbox"/> Unsubsidized employment	<input checked="" type="checkbox"/> Adult basic education (includes basic education, GED, and ESL)
<input checked="" type="checkbox"/> Subsidized private sector employment	<input checked="" type="checkbox"/> Work study
<input checked="" type="checkbox"/> Subsidized public sector employment	<input checked="" type="checkbox"/> Self-employment
<input checked="" type="checkbox"/> Work experience	<input checked="" type="checkbox"/> Community service
<input checked="" type="checkbox"/> On-the-job training	<input checked="" type="checkbox"/> Job search and job readiness assistance
<input checked="" type="checkbox"/> Grant-based on-the-job training	<input checked="" type="checkbox"/> Job skills training directly related to employment
<input checked="" type="checkbox"/> Vocational education and training	<input checked="" type="checkbox"/> Supported work
<input checked="" type="checkbox"/> Education directly related to employment	<input checked="" type="checkbox"/> Transitional employment
<input checked="" type="checkbox"/> Other (list):	
	<ul style="list-style-type: none"><li>• Other activities that are necessary to assist an individual in obtaining unsubsidized employment (WIC 11322.6r);</li><li>• Substance abuse and mental health treatment services as discussed in item "e" to this plan, page 10;</li><li>• Mental health services after time limits as appropriate, page 11 (item "f");</li><li>• Domestic violence welfare to work services (section "i", page 15);</li><li>• Diversion will be implemented on January 1, 1998. We will begin reviewing applicants for such opportunities at this time, with a full diversion plan for the county developed based on our experience by March, 1998. With State approval, the diversion plan shall be fully implemented in July, 1998.</li></ul>

A service flow chart is provided on the following page.



**(e) SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT SERVICES**

Plan for Substance Abuse Services

Certify that the county's substance abuse treatment services will include at least the following: evaluation, case management, substance abuse treatment, and employment counseling, and the provision of community service jobs.

**Response:**

Within the County structure, DHA is negotiating an agreement with the Department of Health and Human Services (DHHS) for the utilization of new funds allocated for both substance abuse and mental health services respectively. Under this agreement, allocated funds will be jointly administered with both direct and contracted services providing the community outlets for access. Collocation of alcohol-drug counseling staff within DHA facilities will take place to provide individualized and group services. Where possible staff cross trained in drug alcohol and mental health counseling shall be available to cooperatively facilitate client referral or treatment as appropriate. Specific services shall include evaluation, case management, substance abuse treatment, employment counseling, and community service opportunities. DHA staff will continue to receive training from DHHS under the local Alcohol and other Drug Treatment Initiative Project, a four-day training program in understanding, identifying, and screening for chemical dependency and referral protocols for appropriate treatment. DHA is also in the process of hiring an Alcohol and Other Drug/Mental Health Planner to develop and coordinate services to our clients receiving financial aid.

The GAIN program in Sacramento has provided substance abuse referral services for several years — an arrangement determined under collaboration with the Drug and Alcohol Division of DHHS. Within this arrangement, attendance within a required treatment program would count toward client participation requirements and necessitate conciliation and eventual sanction for non-cooperation. It is planned that under CalWORKs this strategy will be retained.

Please see list provided (Attachment II) of the service providers currently utilized. We will additionally furnish a copy of our DHA/DHHS agreement upon completion as an addendum to this plan.

Plan for Mental Health Services

Certify that the county will provide at least the following services: assessment, case management, treatment and rehabilitation services, identification of substance abuse problems, and a process for identifying individuals with severe mental disabilities.

**Response**

Again, the DHHS agreement referenced will be forwarded to CDSS upon completion as an addendum to this document. Mental Health is a separate division within DHHS. Services will maximize federal participation to the extent possible. Specific services anticipated through this agreement include assessment, case management, treatment and rehabilitation interventions, identification of substance abuse problems, and processes for identifying those persons with severe mental disabilities. Again, we will be negotiating the collocation of staff within DHA offices and/or mental health facilities and integrating treatment plans where possible and appropriate.

**(f) MENTAL HEALTH SERVICES AVAILABLE AFTER TIME LIMITS**

<b>Response</b>
<p>DHA and DHHS will in their MOU for services ensure mental health services remain available to recipients beyond the 18 or 24 month time limit. These services have been available outside CalWORKs and will continue through integrated or direct service or referral. Services include evaluation, assessment, case management, health, and mental health treatment. In line with Welfare &amp; Institutions Code 11325.7, we understand that the State Department of Mental Health is developing a uniform methodology to ensure the mental health allocation funding supplements rather than supplants current expenditures for mental health services for the population. We will comply with related reporting to ensure the continued availability of mental health services.</p>

**(g) CHILD CARE AND TRANSPORTATION SERVICES**

The plan request is to briefly describe how child care services will be provided to CalWORKs participants. We include a description of how the county will be providing child care for families transitioning from county funded providers to non-county funded providers of child care services. As requested, we also indicate the criteria the county will use to determine, on a case-by-case basis, when parents who have primary responsibility for providing care to a child six months of age or younger, may be exempt from Welfare-to-Work participation, considering the availability of infant child care, local labor market conditions, and any other factors used by the County. Additionally we have been asked to briefly describe how the county will ensure parents needing child care services can access the Resource and Referral Agency.

<b>Response</b>
<p>The Department is currently negotiating with our local Resource and Referral Agency and Alternative Payment Agency, Child Action, to collaborate on all three stages of child care under CalWORKs. DHA's policy within its employment programs including CalWORKs, has traditionally been to encourage early client responsibility for considering quality and affordability when choosing care and has developed procedures for staff to use in conjunction with Child Action, to assist clients in this area. For Stage I child care, we released a Request for Proposal (RFP) for services with proposals due December 17, 1997 and the commencement of services by January 1, 1998. An addendum shall be forwarded to show the specific results. In general, procedures shall continue to simulate those currently used in the GAIN program as well as for supplemental and transitional care subsequent to employment, with no need for interim procedures once CalWORKs begins.</p> <p>By continuing to coordinate child care information, referral, and certificate services with Child Action, we will continue to ensure recipients and former recipients of aid receive services effectively and consistently with working families. This is in accord with the Legislature's intent that families reduce their dependence on welfare departments for subsidies as they become more self sufficient. As with current supplemental and transitional child care services, Stage II and Stage III child care assistance shall be decreased as client career growth and job retention occurs. Negotiations are currently underway to ensure that transitions between the three stages of child care do not in any way interrupt career development opportunities as they occur.</p> <p>Sacramento County has no plans at this time to reduce the exemption period for parents who have primary responsibility for providing care for a child six months or younger, to participate in welfare-to-work activities. DHA is currently developing guidelines to extend the six month exemption period for the first child and the 12 week exemption period for subsequent children. All extensions of the exemption period would be considered on a case-by-case basis to include the following conditions: 1) the availability of infant care; 2) transportation issues; 3) domestic violence, mental health, or substance abuse issues; 4) the availability (or lacking) of needed welfare-to-work services; and 5) other issues that make it too difficult to participate in job service activities. The County believes that extensions to the state advised exemption periods are generally not in the best interest of the recipient and will work with the individual to overcome any barriers to participation in required activities within the shortest time possible.</p>

## Transportation

Counties have been asked to briefly describe how transportation services will be provided.

### Response

DHA's policy has been to encourage early client consideration and anticipation of transportation needs. We provide reimbursement for gas and bus passes for public transportation. Where public transportation is available, mileage reimbursement does not exceed the cost of the bus pass. DHA also encourages participants in welfare-to-work activities to car pool or use ride-share alternatives wherever possible.

We additionally are exploring the following transportation alternatives through a coordinated, non-duplicative local effort involving DHA, Regional Transit, SETA, the Sacramento Area Council of Governments (SACOG), the Sacramento Metropolitan Chamber of Commerce, several local Transportation Management Associations (TMA's) and others:

- The negotiation of new public transportation routes;
- A van pool or shuttle service;
- Client "ride-share" or transportation cooperatives;
- Low cost or no-cost options for car maintenance or repair;
- Establishing a centralized transport information data bank with user friendly access at multiple service points;
- Conducting a Transportation Fair;
- Automobile donations for recipients, possibly as a job retention incentive — we know of two local retailers as an example, who have initiated used car donations requiring "purchasers" to pay registration, license, and nominal fees only;
- Private non profit automobile donation programs;
- Research coordination through the Internet as well as through collaborative, local planning;
- Researching programs in other counties and states (i.e. "Bridges to Work") which we may be able to utilize for ideas for Sacramento;
- Other ideas to be developed in response to client needs related to employment and child care transportation logistics.

Finally, we plan to look into possibilities for low cost auto insurance for our clients and to negotiate where possible with local car dealerships, for programs to help clients who obtain jobs. For clients who are unable to get to us for selected job service activities, we have purchased two vans for the purpose of a mobilized job search component—or Job Vehicle and Neighborhood Services (JobVANS).

DHA recently assigned an administrative staff person transportation coordinator responsibility to continue exploring alternative, long term solutions to client transportation issues inclusive of logistical concerns related to both child care and welfare-to-work participation. This assignment was made in response to community concern for a centralized focus or point person within DHA, in this area.



**(h) COMMUNITY SERVICE PLAN**

The plan calls for a brief description of approaches to providing community service activities. This should include a description of the process the county will follow to determine where community services assignments will be located, and the agencies/entities that will be responsible for project development, fiscal administration, and case management services.

<b>Response</b>
<p>Sacramento County's plan for community service includes the provision of a variety of worksite opportunities, from maintenance, to landscaping, to child care, to food service assistance and others. Our expectation is that the list ultimately will be as varied as jobs available within the labor market but primarily at the entry level. DHA has consulted with Richard Schwartz of Opportunity America in identifying options for delivering this component. We also continue on-going efforts to link community service with unsubsidized job development as a transitional activity. Most recently, a coordinator and dedicated staff were identified to concentrate on client and site recruitment for this component. While we are targeting "Unemployed Parent" clients (within two parent families) who have been through a job service activity, we also will look toward the TANF/CalWORKs population as a whole so as not to keep potential sites waiting. Leveraging this activity with work experience and work study options through other welfare-to-work programs as well as self initiated worksite participation, is also a part of our local plan.</p> <p>Community service requests have already been received from a number of city departments, county agencies, community based organizations, school districts, parks departments, and other organizations. Site selection is based upon the ability of the agency or department to provide satisfactory supervision, a training experience for the client, adequate hours per week to meet participation rate requirements, and the potential to lead directly or indirectly to unsubsidized employment. Our goal is to have a simple, uncomplicated site agreement so as to stimulate employer response and not overwhelm sites with cumbersome bureaucracy.</p>

Overall administrative responsibility is charted below:

<b>Effort</b>	<b>Responsible Entity</b>
Community Service Project development	DHA
Site development	DHA
Site agreements	DHA
Fiscal Administration	DHA
Case Management	DHA
Site supervision and recording of hours	Work sites
Hours reporting for work participation requirements	DHA to CDSS

**(i) WORKING WITH VICTIMS OF DOMESTIC VIOLENCE**

<b>Response</b>
<p>DHA will work with Women Escaping a Violent Environment (WEAVE) to ensure adequate training for county workers responsible for working with victims of domestic violence. According to AB 1542, a sworn statement from the recipient stating she/he is a victim of abuse, establishes abuse unless case management staff states in writing that there is independent and reasonable basis to find the client not credible. Only then would a recipient be required to verify abuse through such sources as police records or WEAVE.</p> <p>Criteria for determining good cause for non participation in work activities, will simulate those now used in GAIN; however, such cause will also need to take into account the client's overall need to move on into self sufficiency while balancing on-going time limits relative to the receipt of aid. Pending the outcome of proposed federal legislation, CDSS correspondence number 97-71, states that "time limits and work participation requirements shall not be waived" where domestic violence is concerned.</p> <p>Finally regulations are being developed by CDSS in consultation with a Taskforce on Domestic Violence established by CalWORKs, to be issued by January 1, 1999. In the interim, the county is utilizing other standards, procedures, and protocols for determining good cause to waive program requirements for victims of domestic violence as described. The approach we ultimately take in line with regulations to be issued in the future, will be outlined as an addendum to this plan.</p>

**(j) PERFORMANCE OUTCOMES TO MEET LOCALLY ESTABLISHED OBJECTIVES**

**Response**

Local program outcome objectives shall support the requirements of 10540 and 10542 as set forth in the statute. Additionally, DHA currently sponsors a multi-program team surveying comprehensive data needs related to both outcomes and participant demographics under welfare reform. Any additions in these areas shall be reported to CDSS within six months of plan certification in line with CalWORKs requirements. It is currently anticipated that tracking will take place through the GAIN Information System (GIS) and Case Data, until the new State CalWORKs Information System is implemented. In line with information received from CDSS, this last item replaces the Statewide Automated Welfare System (SAWS) and is not expected to be fully operational for another three to four years. For this reason, the planned interim tracking and reporting systems as discussed, are critical.

In the broader sense, we are currently working on efforts in consultation with California State University Sacramento (CSUS), to develop outcome measures (not yet established) for broader social impacts. We do not have specific outcome measures at this point. We will be updating our plan in the next few months as these measures are developed.

Participation elements to be tracked at a minimum include the dates and locations for:

- registration;
- enrollment;
- enrollment into components  
or activities as listed on page 9;
- completion;
- support service provision;
- job placement;
- wage at placement;
- job retention;
- other termination categories.

**(k) PUBLIC INPUT TO THE COUNTY PLAN**

Briefly describe the means the county used to obtain broad public input in the development of the CalWORKs plan.

**Response**

DHA has distributed its draft plan to a number of entities with whom collaborative relationships have been established (see Section a). After consultation with the CSPC and Human Services Coordinating Council, we held a public "Town Hall" meeting on November 4, 1997. In early December, a public hearing on the plan took place before the County Board of Supervisors. A public notice was published in the Sacramento Bee (newspaper) advertising plan availability, and we additionally have provided any member of the public with a copy of the draft plan as requested for the purpose of incorporating input wherever possible.

**PUBLIC NOTICE**

Published in the Sacramento Bee Legal Notice Section, November 10-11, 1997

**SACRAMENTO COUNTY  
DEPARTMENT OF HUMAN  
ASSISTANCE**

Sacramento County Department of Human Assistance (DHA) announces the availability of the draft plan for services and activities under CalWORKs for welfare reform.

Interested parties may pick up a copy of the draft plan at the DHA office located at 2435 Marconi Avenue, Sacramento, CA 95821.

A public hearing will be held on the plan before the Sacramento County Board of Supervisors on Tuesday, December 2, 1997, 2:30 p.m.

The Sacramento County Department of Human Assistance  
invites you to attend a

# Welfare Reform Town Hall Meeting

**Featuring:** County Supervisor Roger Dickinson  
County Supervisor Illa Collin

**Everyone is invited**

*after  
Page 17*

**hear about...**

- ◆ What you can do to help in
- ◆ Implementing welfare refo
- ◆ Community partnerships to help people get jobs, transportation and childcare

**WHEN:** Tuesday, November 4, 1997

**TIME:** 6:00 p.m.

**WHERE:** Fruitridge Community Center  
4000 Fruitridge Road  
(map on back)

Sacramento County Board of Supervisors  
Supervisor Roger Dickinson, District 1  
Supervisor Illa Collin, District 2  
Supervisor Muriel P. Johnson, District 3  
Supervisor Dave Cox, District 4  
Supervisor Don Nottoli, District 5

County Executive  
Robert P. Thomas



**(1) SOURCE AND EXPENDITURES OF FUNDS**

<b>Response</b>
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Please refer to the attached County Plan Budget (Sections 1 & 2), pages <u>26</u> to <u>29</u> .
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**(m) ASSISTING FAMILIES TRANSITIONING OFF AID**

The County has been asked to describe how it will work with families transitioning off aid. The description should include (1) assistance for those individuals who transition off aid due to time limits, and (2) those who leave aid due to employment.

**Response**

For those who leave aid due to time limits, we will provide referrals to appropriate social service agencies and (prior to leaving aid) assist them with budget, money management, and life skills training. Referrals to other social service agencies as appropriate will also be provided. Such service agencies are those listed in the annual Community Services Directory for the Sacramento area, as updated for the County by the Community Services Planning Council. Specific referral linkages for transitional support purposes will need to be worked out in line with the sixty month "time clock," while every effort will be made to ensure transition to community service work so as to allow the client to keep receiving aid as eighteen and twenty-four month limits begin to be attained by applicants and recipients.

For participants obtaining employment, DHA will make a concerted effort to maintain job retention and grant savings through the provision of post-placement follow-up services for up to one year after the participants' employment start date. Such services--provided in the interest of maintaining performance for both clients and the program overall--shall include employment coaching or counseling, resume and interview preparation for individuals in a career path or job growth mode, on-going placement support workshops, and--to the extent allowable and not available through other resources--assistance with child care, transitional or supplemental Medi-Cal coverage, and transportation. We also are working with local education and training providers to ensure on-going occupational training for clients obtaining job placements in order to provide for upgrading as well as employment retention. We will continue to make available our "Job Talk" sessions developed in GAIN, in part to deal with retention issues. "Job Talk" is a participant directed workshop where clients set the agenda in accordance with their employment needs.

Finally, on the issue of "deferral," DHA is well aware that the "clock will be ticking" even for clients with "allowable" reasons for non participation within the law. For this reason, deferral periods will be retained within the shortest timeframes possible so that services necessary to breaking-down barriers to self sufficiency may continue.

It is noted that this section overall is a work in progress, to be refined as CalWORKs is implemented in the County.

**(n) JOB CREATION**

A description is requested as to the efforts that have been undertaken, or that the county plans to pursue, relating to a job creation plan.

<b>Response</b>
<p>Sacramento County in 1994 established a Human Services Coordinating Council and Economic Development Cabinet, both of which are comprised of county wide representation from various agencies and organizations. In 1995 a Personal Responsibility Task Force was established to examine local options for self sufficiency and economic development linked with welfare reform as anticipated at the time. As the result of the efforts of this group, a local Welfare-to-Work policy board was established, consisting of stakeholders from local government (Sacramento City and County), the County Office of Education, community based organizations, and the local workforce preparation community. Additionally, an "Executive Committee" of leadership from SETA, SHRA, Los Rios Community College District, and the City and County of Sacramento, was formed to explore economic development linkages with welfare reform.</p> <p>The County in 1997 formed a new Economic Development Department, to act as lead agency for streamlining existing and new county service efforts for job creation, business recruitment and expansion, business technical assistance and marketing for Sacramento economic development activities. In keeping with Section 15365.50 (the Job Creation and Investment Fund), it is anticipated that the County Economic Development Office will in partnership with DHA, SETA, SHRA, and the City coordinate a new Welfare-to-Work Job Creation Task Force to evolve from the current Policy and Executive Committee structure in partnership with the Economic Development Department (Section 15365.51).</p> <p>In line with guidelines to be issued from the State Commerce and Trade Agency in early November 1997, it is anticipated that Sacramento County will apply for funding to support the following job creation activities or services:</p> <ol style="list-style-type: none"><li>1) Employer customer relations training and staff development for county or partner agencies as appropriate;</li><li>2) Employer incentive packages for hiring welfare recipients to market tax credit advantages, wage subsidies, medical or health benefit subsidies, and "try-out" employment alternatives using work experience, work study, or service options;</li><li>3) Coordinated job development and placement services to incorporate participant/employee recruitment, assessment, screening and hiring assistance;</li><li>4) Customized training and job retention support services targeting employer needs;</li></ol>



5) Contracting options to strategize welfare-to-work targets;

6) Increasing capacity for neighborhood and community development through Neighborhood Development Corporations formed to the extent possible through existing agencies and service collaboratives;

7) Building economic development services into the current Sacramento Works One Stop Career Center system and modeling upon this system, the concept of a "One Stop" business service network;

8) Participant entrepreneurship and self employment training and technical assistance including pilots for microenterprise development and the small business capitalization loans application process;

9) Establishing a support network for employment counseling, job service provision, adult and vocational training services, community college and ROP course work, and upgrading and retraining, all targeted to employer needs within the local labor market;

10) Labor market analysis and development to ensure all Job Creation and Investment Fund alternatives are targeted in a strategic manner to meet the needs of employers and clients by targeting market needs.

Under this section, it is the intent of the County of Sacramento, to apply for Job Creation and Investment Funds to assist in providing the services outlined briefly above.

**(o) OTHER ELEMENTS**

Pilot projects: Please include a description of any pilot projects that the county may wish to pursue and submit a separate proposal for, as part of its CalWORKs Program. Should the county later determine an interest in a pilot proposal, this information could be submitted as an addendum to the County Plan.

**Response**

Our "Change reporting" pilot has been separately submitted. We are also planning to apply for the microenterprise development pilot for self employment and entrepreneurship outcomes. We have also applied to the Department of Rehabilitation to conduct a pilot for coordinated services to disabled TANF recipients. This latter is intended to concentrate on evaluation and assessment techniques, staff training in these areas, and to target client job placement and retention strategies.

We may over the course of the year apply for other pilot programs and will update this plan document as appropriate upon doing so.

**(p) COMPLIANCE WITH REQUIREMENTS OF CalWORKs**

Under CalWORKs counties are required to enroll single parent families in welfare-to-work activities for a minimum of 20 hours per week beginning January 1, 1998, 26 hours per week beginning July 1, 1998, and 32 hours per week beginning July 1, 1999.

Prior to July 1, 1999, counties have the option to require adults in single-parent assistance units to participate up to 32 hours per week.

<b>Response</b>
<p>The county will ensure the minimum hours required for participation under CalWORKs and under federal legislation: 20 hours beginning January, 1998; 26 hours beginning July, 1998; and 32 hours beginning July 1, 1999.</p> <p>Sacramento County will enroll single parent TANF participants in welfare-to-work activities for up to 32 hours per week beginning January 1, 1998 or upon CalWORKs certification. Conditions for going beyond the hourly minimum for work participation include such rationale as:</p> <ol style="list-style-type: none"><li>1) the participant volunteers to do so;</li><li>2) the work site has the need and the participant agrees;</li><li>3) concurrent activities account for the need for increased hours and the client agrees.</li></ol> <p>Sanctions imposed on any participant would be subject to good cause determination.</p>

**(q) INTERACTION WITH AMERICAN INDIAN TRIBES**

**Response**

This section is not required for Sacramento County where Native American populations are served within mainstream CalWORKs parameters.

There are no federally recognized tribal lands in Sacramento County.

CERTIFICATION

THIS PLAN HAS BEEN DEVELOPED IN ACCORDANCE WITH THE APPROPRIATE FEDERAL, STATE AND COUNTY LAWS AND REGULATIONS. THE TERMS OF THIS PLAN, INCLUDING ALL CERTIFICATIONS WITHIN THIS PLAN, AND ALL APPLICABLE LAWS AND REGULATIONS WILL BE FOLLOWED DURING THE IMPLEMENTATION AND EXECUTION OF THIS PLAN.

County Welfare Department Director's  
Signature

Cheryl S. Davis

Chairperson of the Board of Supervisors  
Signature

Don Nettles

(It is expected that the County Board of Supervisors will take a formal action to approve this plan.)

# County Budget Plan 1997/98 State Fiscal Year

## Instructions

The following are instructions related to the identification of your county's budget sources and expenditures on the provided forms. In order to assist you for planning purposes in identifying your county's required spending level for CalWORKs, an estimated county Maintenance of Effort (MOE) level will be sent with your CalWORKs allocation letter. At a later date, when final 1996/97 expenditure levels can be established, your county will be notified of its final MOE level by the Department.

### Section 1

Food Stamp Administration: Enter the amount budgeted for Food Stamp Administration. This includes all program activities and premised items. Do not include costs for staff development/training. Although not a CalWORKs component, this amount is being requested due to its inclusion in each county's MOE level for CalWORKs.

### Section 2

TOTAL CalWORKs Admin & Serv: Sum of Items (A), (B), (C), and (D).

Item (A): Total CalWORKs Single Allocation is the sum of Items (A)(1) through (A)(7).

Item (A)(1): Enter the amount budgeted for CalWORKs Benefit Administration. This includes all program activities, including premised items, formally claimed to AFDC FG & U administration allocation. Also, include estimated costs for data reporting changes/studies for the purpose of meeting the data reporting requirements of TANF/CalWORKs. Do not include costs for staff development/training or fraud activities (i.e. welfare investigations, early fraud, district attorney contracts, and prosecution costs).

Item (A)(2): Enter the amount budgeted for Program Integrity (fraud activities). This includes all costs for welfare investigations, early fraud, district attorney contracts, and prosecution costs.

Item (A)(3): Enter the amount budgeted for Staff Development/Retraining. This includes all FG/U program activities, including premised items,

formally claimed to the Small Programs allocation as well as anticipated retraining (retooling) costs.

- Item (A)(4): Enter the amount budgeted for CalWORKs Welfare-to-Work activities. This includes all program activities, including premised items, formally claimed to the GAIN allocation (except child care). Do not include costs for child care.
- Item (A)(5): Enter the amount budgeted for CalWORKs Cal-Learn or alternative teen program activities. This includes all program activities formally claimed to the Cal-Learn allocation. Do not include costs for child care.
- Item (A)(6): Enter the amount budgeted for Child Care activities during the first six months of State Fiscal Year 1997/98. These costs are those child care program activities claimed to GAIN, NET, Cal-Learn, and Transitional Child Care administration. Also, include the annual amount budgeted for Health and Safety Requirements (includes Trustline & Self Certification). Use CCDBG Column for the Federal costs for this line.
- Item (A)(7): Enter amounts budgeted for other activities in support of CalWORKs which do not fit the above categories. Examples include Refugee funded activities or any additional cost associated with the operation of a demonstration project pursuant to Chapter 3.3 of W & I Code.
- Item (B): Enter the amount budgeted for Child Care activities during the second six months of 1997/98. This includes costs associated with stage one child care activities (including administration) and Cal-Learn child care. Use TANF/State General Fund Column for the non-county costs for this line.
- Item (C): Enter the amount budgeted for the cost of providing mental health services for CalWORKs recipients to make the transition from Welfare-to-Work in accordance with Section 11325.7 of the W&I Code.
- Item (D): Enter the amount budgeted for the cost of providing substance abuse treatment services for CalWORKs recipients to make the transition from Welfare-to-Work in accordance with Section 11325.8 of the W&I Code.

**County Plan Budget  
1997/98 State Fiscal Year**

**Section 1**

	<b>Total</b>	<b>FCS</b>	<b>State General Fund</b>	<b>County Funds*</b>	<b>Other **</b>
<b>Food Stamp Administration (For County MOE Purposes)</b>	<b>29,793,019</b>	<b>14,896,509</b>	<b>10,874,452</b>	<b>4,022,058</b>	<b>0</b>

- **When combined with food stamp administration, the total level of estimated county funds for CalWORKs administration and services should meet the requirement of Section 15204.4 of the W&I Code which specifies that counties expend an amount of these programs that, when combined with the amount expended for the administration of the food stamp program, equals or exceeds the amount expended for corresponding activities in 1996/97.**

**\*\* If other sources of funding are being made available for an activity, please identify on a separate page.**



**County Plan Budget  
1997/98 State Fiscal Year**

**Section 2**

**Note: The following categories are for information purposes only and are not an indicator of specific claiming categories**

	<b>Total</b>	<b>TANF/State General</b>	<b>CCDBG</b>	<b>Title XIX</b>	<b>County Funds*</b>	<b>Other*</b>
<b>TOTAL CalWORKs Admin &amp; Services items (A) thru (D)</b>	<b>65,951,792</b>	<b>55,720,748</b>	<b>3,244,517</b>	<b>1,269,837</b>	<b>5,716,690</b>	
<b>(A)TOTAL CalWORKs Single Allocation Items (1) thru (7)</b>	<b>55,950,386</b>	<b>47,106,841</b>	<b>3,244,517</b>	<b>0</b>	<b>5,599,028</b>	
<b>(1)Benefit Administration</b>	<b>28,466,279</b>	<b>24,406,875</b>	<b>0</b>	<b>0</b>	<b>4,059,404</b>	
<b>(2)Program integrity (Fraud)</b>	<b>4,610,460</b>	<b>4,300,607</b>	<b>0</b>	<b>0</b>	<b>309,853</b>	
<b>(3)Staff Development/Retraining</b>	<b>977,902</b>	<b>889,298</b>	<b>0</b>	<b>0</b>	<b>88,604</b>	
<b>(4)Welfare-to-Work Activities</b>	<b>14,858,860</b>	<b>13,872,061</b>	<b>0</b>	<b>0</b>	<b>986,799</b>	
<b>(5)Cal Learn</b>	<b>3,674,706</b>	<b>3,638,000</b>	<b>0</b>	<b>0</b>	<b>36,706</b>	
<b>(6)Child Care - 1<sup>st</sup> half of 1997/98</b>	<b>3,362,179</b>	<b>0</b>	<b>3,244,517</b>	<b>0</b>	<b>117,662</b>	
<b>(7)Other Activities ***</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>(B) Child Care - 2<sup>nd</sup> half of 1997/98</b>	<b>8,731,569</b>	<b>8,613,907</b>	<b>0</b>	<b>0</b>	<b>117,662</b>	
<b>© Mental Health Treatment</b>	<b>577,199</b>	<b>0</b>	<b>0</b>	<b>577,199</b>	<b>0</b>	
<b>(D) Substance Abuse Treatment</b>	<b>692,638</b>	<b>0</b>	<b>0</b>	<b>692,638</b>	<b>0</b>	

• When combined with food stamp administration, the total level of estimated county funds for CalWORKs administration and services should meet the requirement of Section 15204.4 of the W&I Code which specifies that counties expend an amount for these programs that, when combined with the amount expended for the administration of the food stamp program, equals or exceeds the amount expended for corresponding activities in 1996/97.

\*\* If other sources of funding are being made available for an activity, please identify on a separate page.

\*\*\* Please identify "other activities" on a separate page.

**OTHER PLANNING REQUIREMENTS OF ASSEMBLY BILL 1542**

**Instructional and Job Training Plan (Education Code Section 10200)**

Primary State Agency: Department of Education

The county superintendent of schools, local community college districts, local adult education school districts, and the directors of other job training programs must develop a plan that provides for instructional and job training services to CalWORKs participants. The plan includes: an estimated number of CalWORKs recipients expected to participate in education and training services; estimated number of classes available; an estimate of the increase in average daily attendance of recipients over the 1996-97 fiscal year; proposals for service expansion; an analysis of job demand and employment opportunities; an analysis of how the training programs will assist in securing employment; and a description of outreach efforts to identify job opportunities. The plan requires approval by the County Welfare Director and must be completed by March 31, 1998.

<b>Response</b>
An addendum to our plan responding to this section will be submitted no later than March 31, 1998.

**Curriculum Development for CalWORKs Recipients (Education Code Section 79202)**

Primary State Agency: Chancellor's Office of the California Community Colleges

Prior to receiving additional funding for CalWORKs recipients, a community college must submit a Request for Application to the Chancellor. The Request for Application must include a curriculum development or redesign plan that includes evidence that the curriculum will prepare students for current or emerging jobs that are in demand. County welfare departments, employers, private industry councils, regional occupational programs, and adult education providers must participate in this plan process. There are no statutory timeframes for completing this process.

<b>Response</b>
Sacramento County is submitting the attached report from the Los Rios Community College District to satisfy this section.

**Job Creation Investment Fund (Government Code Section 15365.55)**

Primary State Agency: Trade and Commerce Agency

Counties opting to apply for economic development funds for use in creating job opportunities must submit a local job creation plan to the Trade and Commerce Agency. Participants in the planning process include the county welfare department. The Trade and Commerce Agency will issue

guidelines by November 1, 1997. The plan review and approval process should be completed by May, 1998.

<b>Response</b>
Sacramento County will be submitting its Job Creation and Investment Fund Plan after guidelines are received and prior to May, 1998. Section (n) to this plan outlines the fundamental services to be provided.

**Child Care and Development (Education Code Sections 8499.3 and 8499.5)**

Primary State Agency: Department of Education

The County Board of Supervisors and the County Superintendent of Schools are responsible for the creation of the Local Child Care Planning Council. The Local Planning Councils identify supply and demand needs for child care and develop policies related to child care. The resulting needs assessment will be submitted to the County Board of Supervisors and the County Superintendent of Schools for approval before the assessment is given to the Department of Education for review. The Local Planning Council must conduct an assessment of child care needs no less than once every five (5) years and conduct a periodic review of child care programs. Development and availability of child care services for CalWORKs participants will be impacted by this process. There are no statutory timeframes for completion of the initial needs assessment.

<b>Response</b>
See Section (g) to this plan, Child Care and Transportation Services. The local Child Care Planning Council conducts an annual needs assessment which was recently completed for 1997. This review includes data compiled by Child Action for DHA service purposes and is forwarded to CDSS in response to this section. (See Attachment IV, Parents Earning, Children Learning).

**Comprehensive Youth Services Act (Welfare and Institutions Code Section 18222)**

Primary State Agency: California Department of Social Services

Requires that any county receiving funds to expand services to at-risk or target youth establish a local planning council to advise the chief probation officer on the proposed expenditures of funds provided under the act. Child Protective Services is a mandated participant on the planning council.

<b>Response</b>
Sacramento County receives funding under the Comprehensive Youth Services Act as administered by the Probation Department. In order to receive these funds a local planning council was established. By

**continued - Response**

County Board of Supervisors resolution, this council is the same as that established for the Juvenile Crime Enforcement and Accountability Challenge Grant. Agencies or sectors represented include among others:

- Child Protective Services
- Mental Health
- Juvenile Justice
- County Office of Education
- Public Defender
- District Attorney
- Police
- Sheriff
- Medical Systems

At this time, DHA and Probation are planning to further coordinate services as appropriate under CalWORKs.