
(r) WELFARE-TO-WORK GRANT PROGRAM ADDENDUM
2000-01 AND 2001-02
[WIC Section 10531(q)]

Department of Labor (DOL) Welfare-to-Work (WTW) Operating Entities

In 2000-01 and 2001-02 the Monterey County Department of Social Services (MCDSS) is partnering with the Local Workforce Investment Board (LWIB) to provide services under two (2) 85 percent grants received by the LWIB. A Department of Labor Welfare-to-Work Grant of \$1.6 million to serve 108 job seekers was available for the period April 1998 through March 2001. A second overlapping grant of \$1.5 million is serving an additional 98 participants during the period July 1999 through June 2002.

Eligible Populations

The populations MCDSS focuses on serving include are:

Primary Eligibility Category

- Current CalWORKs recipients who have received TANF/CalWORKs assistance for 30 months or more AND
- Non-Custodial Parents who are unemployed, underemployed, or having difficulty paying child support obligations and their minor child (ren) is receiving or is eligible for TANF/CalWORKs assistance

Other Eligibles Category

- Youth aged 18 through 24 years who before attaining 18 years of age were recipients of federal foster care maintenance payments or were in foster care under the responsibility of the State.

Individuals who meet other eligibility criteria will be considered if there is space in the program after the focus categories have been enrolled.

No county-specific definitions for determining eligibility to participate in the Welfare-to-Work Grant program have been developed.

Relationship with the Child Support Services Agency

MCDSS and the Monterey County Family Support Office have an informal agreement regarding referral of Non Custodial Parents to the Welfare-to-Work (WTW) Grant program. Non Custodial Parents of children who receive TANF/CalWORKs benefits and are unemployed, underemployed, or having difficulty making payments are offered an opportunity to voluntarily participate in the WTW program. Discussion is underway regarding the possibility of including mandatory participation in Family Support court orders.

Coordination and Collaboration Between the WTW Grant Operating Entity and MCDSS

In 2000-01 and up through the first two quarters of 2001-02 MCDSS and the local Grant Operating Entity have operated under an agreement that divides responsibility for different aspects of the program. Staff of MCDSS is responsible to recruit and determine the eligibility of potential DOL WTW Grant project participants. MCDSS staff also determines eligibility for supportive services and calculates and issues payments for participants who are found eligible. This includes provider payments for child care, payments for ancillary items and services, and provision of bus passes and reimbursement of other transportation costs when appropriate.

Staff of the operating entity provides Pre-Employment Skills Training workshops, job development, and work experience placement of participants.

Staff from both programs provides joint case management to participants. This includes field placement visits, work with site supervisors, time sheet processing, collection of data, and counseling of participants. Staff is co-located at the Salinas One-Stop Career Center. Case management is coordinated through frequent informal and formal meetings, telephone and e-mail contact. Quarterly project meetings among all local staff contributing to the project and state advisors are held to review progress, and discuss policy and fiscal issues.

Coordination of State WTW Grant Matching Dollars with WTW Grant Formula Funds

From April 1998 up through September 2001 Monterey County used State WTW Matching Funds for salaries, benefits, and overheads for four (4) DOL WTW Grant project staff employed by MCDSS. The staffing configuration consists of three full time Employment Coordinators and one (1) full time Recruiter. An MCDSS Employment & Training Supervisor and Management Analyst II also

contribute to the program. No matching funds are passed to the Local Workforce Investment Board.

The majority of child care, ancillary, and transportation supportive services for WTW Grant project participants are claimed against the CalWORKs single allocation. Some participants receive CalWORKs Stage Two or Three child care subsidies through the local Alternative Payment Provider (APP). The 85 percent grant covers supportive services for individuals who are not eligible for payment under CalWORKs supportive services funding.

In SFY 2001-2002 Monterey County received \$264,495.00 in State WTW Matching Funds. These funds were used as described above for salaries, benefits and overheads for four (4) DOL WTW Grant project staff employed by MCDSS. During the first quarter of 2001-02 the staffing configuration consisted of three (3) full time Employment Coordinators and one (1) full time Aide V - Recruiter. An MCDSS Employment & Training Supervisor and Management Analyst II also contributed to the program.

During the second quarter of SFY 2001-02, due to anticipated the expiration of 85 percent funding and, therefore, a limited number of new applicants being screened for the program, MCDSS staffing was reduced to one full time Employment Coordinator and one (1) full time Aide V - Recruiter. During the final two quarters of the year only the Employment Coordinator and a portion of Employment & Training Supervisor and Management Analyst II expenses were claimed against the State WTW Matching Funds. The portion of this expense not covered by WTW Matching Fund dollars is recovered through the Social Services Administrative Claim process. No matching funds are passed to the Local Workforce Investment Board.

Mechanisms for Determining Eligibility and Referring CalWORKs Recipients to the DOL WTW Program

The Aide V - Recruiter uses an Excel database file derived from a quarterly State CDSS MEDS statistical file to identify potential participants. Persons listed in this file have been on cash aid 30 months or more. In addition, the Recruiter visits all MCDSS Benefits Offices (in Salinas, Seaside, and King City) to discuss the program and to obtain self-referrals and referrals from CalWORKs benefits workers of potentially eligible individuals.

The Recruiter contacts and interviews potential participants to determine if they meet the other eligibility criteria for the DOL WTW program. If the person is

eligible, the recruiter markets the DOL WTW Grant program and invites the individual to an orientation / informational meeting.

When the individual completes the informational meeting and indicates interest in participating in the DOL WTW Grant program, the potential participant takes the TABE test to determine math and reading skills. This information is utilized as part of the assessment process prior to enrollment into the DOL WTW Grant program.

Potential participants are then scheduled for a Pre-Employment Skills Training workshop. This curriculum for this workshop is approximately 40 hours in length. It covers the six core Department of Labor competencies as well as additional components focusing on establishing and maintaining financial records, managing money, time management, instruction in social responsibilities, behavioral health assessment, cultural diversity and appropriate behavior in the work place. Assessment of the individual's strengths and special needs takes place throughout the workshop.

Upon successful completion of the workshop curriculum an individual is enrolled in the WTW Grant program and work experience, educational, and training placements are initiated. When these components are completed participants begin formal job search and / or internships that will transition into unsubsidized employment.