

**2004 Addendum to San Mateo County CalWORKs Plan
Welfare-to-Work Grant Program
August 2003**

Coordination with DOL WtW Plan:

The Human Services Agency (HSA), as the grant recipient and administrative entity for Workforce Investment Act (WIA) programs, receives and administers Welfare-to-Work (WtW) funds. HSA, in its role as County Social Services, will receive and administer the WtW state match funds. The HSA operates WtW funded activities in-house through the comprehensive service provisions of WtW. In-house coordination is achieved through monthly standing meetings and special meetings of WIA, WtW, and CalWORKs Staff and through a fully integrated program design.

The following WIA grants are in effect in San Mateo County. The Human Services Agency has received:

1. \$500,000 for the Career Pathways Initiative.
2. \$1 million for the Airport Project of which \$341,000 is awarded to the collaborative partners.
3. \$170,000 for the Nurses' Workforce Initiative of which \$161,500 is contracted with the San Mateo Community College.

Collaboration with Operating Entities:

In-house collaboration is achieved through monthly standing meetings and special meetings of WIA, WtW, and CalWORKs Staff and through a fully integrated program design. The formula dollars support WtW services at One-Stop centers in Daly City, San Carlos, Menlo Park and Redwood City. DOL WtW funds will provide necessary job and retention services, as well as pre and post-employment supportive services to CalWORKs participants. They will complement CalWORKs funding to facilitate seamless service delivery to those identified as being most at risk for on-going welfare dependency.

The Agency has coordinated with its Vocational Rehabilitation Services (VRS) regarding expenditures of the State WtW Grant Matching funds. The majority of the funds are used to support specialized job coaching and job development for WtW clients. In general, the funds are used to promote the objectives of the WtW Grant Program.

1. Enhanced Workforce Services for Older Workers – Collaboration for this program is with the local Title V program provider, the Family Service Agency of San Mateo County and with the PeninsulaWorks One Stop System. In addition to basic computer skills, the program offers outreach, case management and referral services for seniors.
2. Workforce Development – Collaborative partners include organized labor, employers, community colleges, school districts and community based organizations. The focus is on vocational training for labor markets that are currently experiencing a demand as well as training for persons needing English as a Second Language education. The program also offers intensive, training and supportive services.
3. Career Pathways Initiative - Collaborative partners include organized labor, employers, community colleges, school districts and community based organizations. The focus is on vocational training for persons in need of a career change or skill upgrade in the Healthcare or Biotechnology fields in order to achieve self-sufficiency. This program offers intensive, training and supportive services.
4. Airport Project - Collaborative partners include organized labor, employers, community colleges, school districts and community based organizations. The focus is on serving persons whom were directly affected by the fallout of the September 2001. This grant provides intensive, training and supportive services to persons whom were laid off in either the airline, travel, or related industries.
5. Nurse's Workforce Initiative - Collaborative partners include organized labor, employers, community colleges and community based organizations. The focus is on vocational training for incumbent persons working within the hospital setting whom are seeking a skill upgrade to become a Registered Nurse.

Eligible Populations:

The federal Department of Labor (DOL) Welfare to Work (WtW) program provides a rich array of services to eligible clients. DOL WtW is designed to serve those on aid for 30 months or who are within 12 months of their durational time limit, or who are otherwise at risk of being long term welfare recipients. WtW provides services to CalWorks recipients whom have been on cash aid for less than 30 months and demonstrate characteristics associated with predictive or long term welfare dependence. In addition, it serves non-custodial parents of minor children whose custodial parents fit

these criteria, custodial parents with income below 100% of poverty level and Foster Care youth ages 18-24.

Persons in search of “full time employment” or determined to have a “poor work history” and/or “significant barriers to self-sufficiency” are also eligible to receive WtW services. The Local Board has chosen to define the aforementioned criteria in the following manner:

- Full time Employment- Employment of an individual who wants and is available to work full time [Reference: The Workforce Investment Act Law Sec 101 Definitions 47] at 8 hours of labor in a day unless it is otherwise expressly stipulated by both parties in a contract.
- Poor Work History- Is locally defined as persons whom have been fired from one or more job within the 12 months prior to application and/or have not held a full time job for more than 13 consecutive weeks.
- Significant barriers to self-sufficiency- Is locally defined as persons whom require additional staff assistance to complete an educational program, or to secure and hold employment. [Reference The Final Rule 664.210] and/or persons whom have difficulty finding employment that provides a living wage above the Lower Level Standard Income Level.

Identification and Referral:

To aid in the identification of eligible non-custodial parents, HSA coordinated with the Family Support Division which installed a view only icon allowing limited access to their internal computer tracking system called CHASER. HSA staff can use the system to find out if persons who are served by our General Assistance program are also the non-custodial parent of one or more CalWORKs children. Once identified, they can offer WtW services to those parents. Another major source of referrals is the local Shelter Network.

DOL WtW clients can be identified by the case manager or through the assessment process at any point as the client moves through the system. The automated CDS system is also used to produce lists of potentially eligible clients based on time on aid. Selected participants are assigned to a regional vocational counselor for completion of the eligibility and registration process, assessment, evaluation, and development of a DOL WtW plan. The DOL WtW plan is incorporated into the overall Work First plan. The vocational counselor coordinates vocational services, monitors plan process, and coordinates the services of job developers and job coaches. If

necessary, any sanction would be applied by the CalWORKs Case Manager after conferring with the Vocational Counselor.

Participants in the collaborative projects above may be CalWORKs recipients or former recipients and stand to gain considerably as a result of the services provided.

DOL WtW and State Match funded services include:

- Intake, comprehensive assessment, eligibility determination, individual service strategies and case management;
- Vocational and English as a second language training Job readiness including intensive job readiness counseling;
- Caregiver recruitment, training and retention;
- Job placement including skills assessment, identifying the range of locally available occupations and job development;
- Post-employment services, including basic educational skills training, occupational skills training, ESL, mentoring, leadership, and job coaching;
- Job retention and support, including child care, transportation, Mental Health and non-Medi-Cal substance abuse treatment necessary to obtain or keep a job.

Administration of the WtW Grant Program:

HSA, in its role as County Social Services, will receive and administer the WtW state match funds. The San Mateo County Workforce Investment Board along with the Self- Sufficiency Policy and Operations Team, One Stop Operations Team, and the Continuous Quality Improvement Committee work in collaboration to administer the WtW grant allocations.

