

COUNTY NAME: TEHAMA

CalWORKs County Plan Addendum

Date Submitted to California Department of Social Services:

Prepared By: Barbara Boggio

Contact Phone Number: 530-528-4021

Contact Email Address: bboggio@tcdss.org

I hereby certify that County Board of Supervisors was briefed regarding the contents of this Plan addendum prior to submittal.


County Welfare Director's
Signature

Christine C. Applegate
Printed Name

12/19/06
Briefing Date

This plan addendum is submitted pursuant to Welfare and Institutions Code Section 10534.

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1) County Goals

After reviewing the county's existing CalWORKs County Plan, please provide a general description of how the county will meet the goals defined in Welfare and Institutions (W&I) Code Section 10540, while taking into consideration the work participation requirements of the federal Deficit Reduction Act of 2005.

The goals of W&I Code Section 10540 are the following:

- 1) Reduce child poverty in the State;
- 2) Reduce dependence of needy parents on government benefits by promoting job preparation, work, and marriage; reduce out-of-wedlock births; and encourage the formation and maintenance of two-parent families;
- 3) Meet the requirements of federal law while avoiding unanticipated outcomes that negatively affect child well-being, the demand for county general assistance, or the number of families affected by domestic violence.

A. General description of how the county will meet the goals of W&I Code 10540

TANF Reauthorization was included in the federal Deficit Reduction Act of 2005 which became law in February 2006 with an implementation date for most changes of October 1, 2006. Primarily due to a change of the new base year for the caseload reduction credit, California faces the challenge of increasing the state's WPR from 27.9 percent to 50 percent for the all family rate and from 33.6 percent to 90 percent for the two-parent family rate. California is committed to maintaining the structure and integrity of CalWORKs to provide a mix of services and activities that will continue to move families from aid to self-sufficiency while seeking to improve the WPR. Tehama County shares this commitment by offering a wide range of services and supports, including behavioral health programs, which can assist families to remove barriers to self-sufficiency while setting expectations of individual accountability and full engagement whenever possible. In addition, Tehama County strives to support and meet the three goals of W&I Code Section 10540 as follows:

1. Reduce child poverty in the State:

- Tehama County has fully implemented the "Linkages" concept on an agency-wide basis. Child Welfare and CalWORKs staff work together in a collaborative effort to enhance and support both programs. CalWORKs functions as a prevention program for child welfare and child poverty issues and Child Welfare assists as an anti-poverty program for mutual clients.
- Tehama County coordinates case planning between Child Welfare and CalWORKs staff to provide mutual participants with the widest range of resources, increased support from a team of Social Workers, Employment and Training Workers, and Eligibility Workers, and sets clear and coordinated goals for the participants.
- All WTW plans are designed to move the participant towards employment and ultimate self-sufficiency while considering the needs of the entire family, not just the participant.
- CalWORKs staff receive ongoing training in order to allow them to assess family needs and support services that can lift children and families out of poverty. This includes ongoing cross training from child welfare and eligibility staff.
- Tehama County partners with the community to meet the needs of low income families. This includes active partnerships with agencies that work to reduce child poverty such as the Family Resource Centers, homeless coalitions, and the faith

based community. These partnerships are formalized by participation in the Tehama County Interagency Coordinating Council, the Tehama County Health Partnership, Children Systems of Care, and Adult Systems of Care.

2. Reduce dependence of needy parents on government benefits by promoting job preparation, work, and marriage; reduce out-of-wedlock births; and encourage the formation and maintenance of two-parent families:

- Tehama County promotes and supports families in the transition from welfare to work and ultimate self-sufficiency by providing services that are strength based, family-centered, comprehensive, accessible, and delivered in the most respectful way possible.
- Tehama County believes that individuals want to be self-sufficient and to have a safe home for themselves and their families.
- Tehama County provides individuals with a customized welfare-to-work plan that addresses job preparation needs, builds on individual strengths and employment history, and addresses issues pertaining to child care, transportation, mental health, substance abuse, and domestic violence.
- Tehama County provides intensive case management services to Cal-Learn teens and provides education on family planning, life skills, parenting skills, and healthy relationships to prepare teen parents to transition to the CalWORKs program.
- CalWORKs participants are screened for mental health, substance abuse, domestic violence, and relationship/family issues throughout their participation in the program and are given the opportunity to participate in counseling services, building healthy relationships classes, parenting workshops, life skills classes, and support groups to address these needs.

3. Meet the requirements of the federal law while avoiding unanticipated outcomes that negatively affect child well-being, the demand for county general assistance, or the number of families affected by domestic violence:

- Tehama County maximizes collaboration and coordination with public agencies, the private sector, community based organizations, the faith community, and other non-profits to ensure that adequate resources are available to assist families as they become employed and transition off public assistance.
- Tehama County utilizes lobby resource specialists to assist all Social Services clients to obtain needed community resources. Resources are not limited to those provided by the department, but encompass a full menu of community wide services and resources.
- All staff, including eligibility intake staff, are provided training on domestic abuse so as to help identify potential abuse and connect victims to services as needed. The CalWORKs Domestic Violence Advocate is co-located at Social Services and provides immediate intervention to any client needing domestic violence services.
- Job retention services are made available to CalWORKs participants who transition off of aid for up to 12 months after leaving assistance to help them successfully move from welfare to work.

2) Participation Improvement

Please describe what immediate and long-range actions the county will take to improve the federal work participation rate (WPR) among CalWORKs applicants and recipients. At a minimum, describe how the county will address increased participation in the areas listed below. When responding, provide a detailed description of the policy or strategy in each program area, the anticipated outcome that will result in program improvements, the percentage of families affected, and how success will be determined. Please note that if a county is already using a particular strategy that is successful, a description of that strategy is sufficient.

B. Providing up-front engagement activities

Description of policy(ies) or strategy(ies) that will result in program improvement (identify whether this is a new policy/strategy, a current policy/strategy that will continue to be promoted, or an expansion of, or revision to, current policy/strategy).

Example: A county describes a new policy to engage recipients in orientation and appraisal within one week of application.

1. New: Jump Start

Effective 1/02/07, Tehama County Social Services will conduct Jump Start activities with all cash aid applicants. Initial application screening will be conducted by an Eligibility Worker (EW). The EW will screen for all eligible programs and schedule an intake appointment as quickly as possible. At the Eligibility Determination Interview, the EW will provide the **Intake Flyer, Exhibit 1**, which is an overview of available employment services, and briefly explain the information included on the flyer. Immediately following this interview, the applicant will be encouraged to meet with an Employment and Training Worker (ETW) who will answer any questions and explain the Employment Services program in more detail. The ETW will work toward early identification of barriers to participation in Employment Services by utilizing the **Jump Start Questionnaire, Exhibit 2**, at the time of this interview. The ETW will encourage the applicant to provide all the necessary information needed by the EW so their eligibility for Cash Aid, Medi-cal, and Food Stamps can be determined and they will become eligible for employment services. The ETW will also discuss any exemptions that the client may have and encourage them to return the exemption determination quickly. After the cash aid case is granted and the recipient becomes eligible for employment services, they will be invited to attend the first available CalWorks Employment Services Orientation.

2. New: Orientation Reminder

Effective 1/2/07, the CalWorks Social Services Aide will make reminder calls to all individuals invited to orientation one to two work days prior to the scheduled orientation date.

3. Current: Orientation Incentive

As further incentive to attend orientation, Tehama County will continue its current practice of entering all attendees into a drawing for a \$5.00 gift certificate to a local fast food restaurant or department store.

What are the anticipated effects and percentage of families affected monthly? Example: The county describes how recipients are expected to have welfare-to-work (WTW) plans developed sooner and includes how much sooner, what percentage of the county's WTW caseload will be impacted, etc.

1. New: Jump Start; 2.New:Orientation Reminder; 3.Current:Orientation Incentive

By providing up front engagement services, barriers to participation will be identified and resolved sooner. It is anticipated that the better informed applicant will understand the benefits of the Employment Services program and be more willing to participate and attend the orientation. Effective 1/2/07, all non-exempt cash aid applicants who present for their intake interview, will be invited to engage in Jump Start. The orientation show rate for the period of June through October 2006 was 39 percent. The goal of these strategies is to increase the show rate by 2.5 percent within the first six months after implementation, and 5 percent within 12 months.

How will success be determined (quantitative and qualitative assessment of effects)?

Example: The county describes the percentage by which the earlier engagement policy will increase the county's federal WPR and State participation levels, the percentage by which a reduction in sanctions will increase the county's federal WPR and its State participation levels, etc., by year, over three years (beginning with this year). The county also describes how early engagement will result in better identification of barriers to employment, better identification of exemptions, etc. (including percentages as appropriate). If the county cannot identify the percentage increase to its WPR for an individual policy/strategy because of overlap with another policy/strategy, the WPR impact can be combined with other strategies in Section H below.

See "H"

C. Achieving full engagement by individuals who are required to participate, and who are partially participating, not participating, or are between activities.

Description of policy(ies) or strategy(ies) that will result in program improvement (identify whether this is a new policy/strategy, a current policy/strategy that will continue to be promoted, or an expansion of, or revision to, current policy/strategy).

Example: The county describes a new policy to work with recipients up front to identify community service areas in which they have specific personal interest (such as volunteering at a local nonprofit) that could be utilized to increase participation in federally allowable activities when recipients are in between activities or need additional hours to meet the 32-/35-hour weekly participation requirement.

1. Expanded Current: Transportation Services

Tehama County Social Services will hire an additional Social Services Aide. Effective 1/2/07, the aide will be available to provide greater access to transportation services for those participants living in remote areas. The addition of a Social Services Aide will also allow for extended transportation hours. This will allow participants without transportation the ability to participate in interim activities and to become fully engaged.

2. New: Workplace Success

Tehama County CalWORKs will identify and develop interim activities in which recipients can participate when they are between activities or need additional hours to meet the 32-/35-hour weekly participation requirement. Tehama County CalWORKs has collaborated with Shasta Community College to develop a skills development training, Workplace Success series. This is a 10 week open entry/open exit curriculum that covers such topics as stress management in the workplace, managing change, conflict resolution, attitude in the workplace, team building, communication, values and ethics, and computer basics. The curriculum is employment focused and intended to prepare students for success in the workplace. Students may take a single course (each 1 week in length) or the entire course and earn ½ college credit for each course completed. A Customer Service Academy Certificate is earned by those who complete the entire curriculum.

3. Current: Survival 101

Tehama County CalWORKs will identify and develop interim activities in which recipients can participate when they are between activities or need additional hours to meet the 32-/35-hour weekly participation requirement. Survival 101 provides participants with basic life skills that will increase their ability to cope with the challenges of working full time while still managing family and personal needs. The skills learned in Survival 101 will better prepare individuals to successfully engage in work activities and/or full time employment.

4. New: Part Time Work Crew

Tehama County CalWORKs will identify and develop interim activities in which recipients can participate when they are between activities or need additional hours to meet the 32-/35-hour weekly participation requirement. Collaborative efforts are in process with the Job Training Center (JTC) to develop a part-time work crew. This crew will provide part-time paid work experience consisting of minimally physical work for those participants who are engaged in other part-time activities such as behavioral health services or part-time education/training. This component will include training in job skills, workplace skills, and life skills and will offer intensive supervision. The goal is to transition participants who are engaged less than full time into fulltime participation.

5. New: Drop In Work Experience

Tehama County CalWORKs will identify and develop interim activities in which recipients can participate when they are between activities or need additional hours to meet the 32-/35-hour weekly participation requirement. Tehama County CalWORKs is working toward developing a network of available open entry/open exit work experience sites. These sites will be able, within one day’s notice, to accommodate work hour needs for participants enabling them to meet their weekly participation requirement.

What are the anticipated effects and percentage of families affected monthly? Example:

The county describes how the policy benefits recipients and specifies the percent of WTW enrollees who are not participating in activities and the percent who are not fully participating that will become fully engaged in activities that meet federal and State participation requirements (separated by meeting federal and State requirements).

1. Expanded Current: Transportation Services

The current transportation availability only allows Tehama County CalWORKs to focus transportation services in one geographical area at a time, alternating areas monthly. This practice can cause some participants to have a wait time between activities of up to two months. The addition of another Social Services Aide to provide transportation will allow the agency to focus on two geographical areas at one time. It is anticipated that this increase in transportation availability will increase the use of the transportation service by 50 percent over 12 months.

2. New: Workplace Success

The availability of alternative activities will reduce times when individuals are not participating or partially participating. The cumulative goal of increasing the availability of interim activities is to increase the work participation rate as described in Section H. Attendance in this training will enhance the student’s current or future employment opportunities by providing the essential workplace skills that will contribute to finding employment, retaining employment, and advancing on the job.

3. Current: Survival 101

The availability of alternative activities will reduce times when individuals are not participating or partially participating. The cumulative goal of increasing the availability of interim activities is to increase the work participation rate as described in Section H. This course provides participants with basic life skills that will increase their ability to cope with the challenges of working full time and still managing family and personal needs. The skills learned in Survival 101 will better prepare individuals to successfully engage in work activities and/or full time employment.

4. New: Part Time Work Crew

The availability of alternative activities will reduce times when individuals are not participating or partially participating. The cumulative goal of increasing the availability of interim activities is to increase the work participation rate as described in Section H. This activity will provide an opportunity for participants currently in part-time activities to combine these activities with the part-time crew to encourage full engagement. The schedule and structure of the crew will allow open entry/open exit and flexible hours to accommodate variable schedules. The crew will also introduce participants in behavioral health services to a concurrent work activity as soon as possible in their treatment or recovery process.

5. New: Drop In Work Experience

The availability of alternative activities will reduce times when individuals are not participating or partially participating. The cumulative goal of increasing the availability of interim activities is to increase the work participation rate as described in Section H. This activity will provide an opportunity for participants currently in part-time activities, or between activities, to combine these activities with "Drop In" work experience to encourage full engagement. The structure of the Drop In Work Experience network will allow open entry/open exit and flexible hours to accommodate variable schedules on short notice.

These new and current services will affect all families who are not currently meeting work participation requirements which are approximately 80% of families.

How will success be determined (quantitative and qualitative assessment of effects)?

Example: The county describes the percent by which the county's federal WPR and State participation level will be increased by full engagement of partially participating recipients and non-participating recipients. The county describes the percent increase for each group of recipients, separately, by year, over three years (beginning with this year). If the county cannot identify the percentage increase to its WPR for an individual policy/strategy because of overlap with another policy/strategy, the WPR impact can be combined with other strategies in Section H below.

See "H".

D. Providing activities to encourage participation and to prevent families from going into sanction status

Description of policy(ies) or strategy(ies) that will result in program improvement (identify whether this is a new policy/strategy, a current policy/strategy that will continue to be promoted, or an expansion of, or revision to, current policy/strategy).

Example: A county describes a new strategy that after an instance of noncompliance, individuals will meet with a worker who specializes in identifying and resolving barriers to nonparticipation (substance abuse, child care problems, etc.) and will work with individuals to develop strategies to maintain participation.

1. New: Transportation Pick-up reminder

Effective 1/2/07 the two CalWORKs Social Services Aides will call participants on the next work day's transportation pick-up schedule to remind them of their scheduled pick-up time.

2. Expanded Current: Intensive Caseworker Home Visits

The two Employment and Training Workers (ETWs), assigned as Intensive Caseworkers, will make home visits to non-compliant participants within the 20 day compliance period. The Intensive Caseworker ETW will work with participants to identify and resolve barriers to participation and continue intensive case management and support until the participant is actively engaged and stable in their activity. The case will then be transferred to a regular caseload.

3. New: Recruit Peer Support Staff

Tehama County Social Services will engage in ongoing recruitment for extra help peer support staff. Utilizing work-study funding through the local community college, eligible CalWORKs college students will be recruited to accompany Intensive Caseworker ETWs on home visits to outreach to non-compliant participants within the 20 day compliance period. Ideally, at least one peer support staff will be employed to work in conjunction with the Intensive Caseworker ETW to encourage and support full participation of non-compliant participants.

What are the anticipated effects and percentage of families affected monthly?

Example: The county describes how recipients will benefit from the new policy and identifies the percentage by which the county's sanction rate will be reduced.

1. New: Transportation Pick-up Reminder

Fifty percent of individuals scheduled for transportation will receive a reminder phone call the work day prior to their scheduled pick up time.

2. Expanded Current: Intensive Caseworker Home Visits

The intensive caseworker home visits will enhance the Intensive Caseworker ETWs ability to assess an individual's barriers to participation while also demonstrating to the participant that the agency takes an active interest in their success. The Intensive Caseworker ETW will have a reduced caseload, to allow time to provide additional case management and support as needed to encourage full engagement. Twenty-five percent of non-compliant households referred to the Intensive Caseworker ETW, will receive a home visit by the Intensive Caseworker ETW within the 20 day compliance period. It is anticipated that the identification and resolution of barriers to participation will decrease the sanction rate.

3. New: Recruit Peer Support Staff:

The peer support worker will provide additional support and encouragement to non-compliant participants by disclosing his/her own experience with CalWORKs, identifying the opportunities and services available, and sharing how he/she overcame barriers to participation and achieved success. It is anticipated that this will provide motivation to clients to increase their participation and, ultimately to increase the county WPR. The Intensive Caseworker ETWs will make home visits to 25 percent of all non-compliant participants referred to the Intensive Caseworker ETW. The peer support worker will accompany the Intensive Caseworker ETWs on at least 50 percent of those home visits.

Tehama County's current sanction rate for September 2006 was 26 percent. The combined goal of these strategies is to reduce our sanction rate by 2.5 percent in six months, and five

percent in 12 months

How will success be determined (quantitative and qualitative assessment of effects)?

Example: The county describes the percent by which sanction prevention will increase the county's federal WPR and State participation levels, by year, over three years (beginning with this year). The county also describes how it will measure the benefits to recipients in terms of barrier removal services. If the county cannot identify the percentage increase to its WPR for an individual policy/strategy because of overlap with another policy/strategy, the WPR impact can be combined with other strategies in Section H below.

See "H".

E. Reengaging noncompliant or sanctioned individuals

Description of policy(ies) or strategy(ies) that will result in program improvement (identify whether this is a new policy/strategy, a current policy/strategy that will continue to be promoted, or an expansion of, or revision to, current policy/strategy).

Example: A county describes a home visiting program that focuses on re-engaging sanctioned recipients in WTW and removing barriers to participation.

1. New: Intensive Service

The two Employment and Training Workers (ETWs), assigned as Intensive Caseworkers, will contact working sanctioned individuals either by phone, home visit, and/or the **Sanction Outreach Flyer/Letter, Exhibit 3A, 3B and 3C**. The Intensive Caseworker ETW will attempt to engage participants by working with them to identify and resolve barriers to participation and by marketing the services that are available to working participants. Once engaged, they will continue intensive case management until the participant is stable in their activity. The case will then be transferred to a regular caseload.

2. New: Non-traditional Phone Hours

The two Intensive Caseworker ETWs may utilize non-traditional hours, (between 7 a.m. & 8 a.m. or between 5 p.m. & 7 p.m.), to contact working sanctioned individuals in an effort to get them re-engaged. The Intensive Caseworker ETW will attempt to engage participants by working with them to identify and resolve barriers to participation and by marketing the services that are available to working participants. Once engaged, they will continue intensive case management until the participant is stable in their activity. The case will then be transferred to a regular caseload.

3. Expanded Current: On-The-Spot Engagement at Re-Determination or Intake

During the annual Eligibility Re-Determination (RD) or at the intake appointments, the Eligibility Worker (EW) will provide sanctioned individuals with a **Sanction Form Letter, Exhibit 4**, providing contacts and information on how to cure a sanction and become eligible for employment services. If the individual chooses to cure the sanction, the Jump Start ETW will be available to complete this process at the time of the RD or intake appointment.

What are the anticipated effects and percentage of families affected monthly? Example:

The county describes the percentage by which its sanction rate will be reduced, the percentage of sanctioned individuals that may be identified as meeting a WTW exemption, etc. The county also describes how identification of barriers and the provision of services will assist the family in meeting WTW requirements and achieving self-sufficiency.

1. New: Intensive Service;2.New:Non-traditional phone hours;3.Expanded Current: On-The-Spot Engagement

By utilizing non-traditional contact hours, by making outreach home visits, and by providing on-the-spot engagement at RD and intake, Tehama County anticipates increased contact with sanctioned individuals and a higher rate of re-engagement of a participant in a Welfare to Work (WTW) plan. It is anticipated that 100 percent of working sanctioned individuals will be contacted; either through a phone call, flyer/letter, or home visit by the Intensive Caseworker ETW or by the EW at the RD or intake appointments. The effect of these strategies will advance our previously stated goal of reducing our sanction rate by 2.5 percent in six months, and five percent in 12 months.

How will success be determined (quantitative and qualitative assessment of effects)?

Example: The county describes the percentage by which a reduction in its sanction rate will increase the county's federal WPR and its State work participation levels, by year, over three years (beginning with this year), and how the county will measure the benefits to recipients in terms of barrier removal services. If the county cannot identify the percentage increase to its WPR for an individual policy/strategy because of overlap with another policy/strategy, the WPR impact can be combined with other strategies in Section H below.

See "H".

F. Other activities designed to increase the county's federal WPR?

Description of policy(ies) or strategy(ies) that will result in program improvement (identify whether this is a new policy/strategy, a current policy/strategy that will continue to be promoted, or an expansion of, or revision to, current policy/strategy):

1. Current: Tehama Linkages Commitment (TLC)

Tehama Linkages Commitment (TLC) is a collaborate effort to coordinate services between the CalWORKs Employment, CalWORKs Eligibility, and Child Welfare divisions of Tehama County Social Services. CalWORKs Employment and Eligibility staff and Child Welfare Social Workers function as a team on mutual cases to share resources, conduct joint case staffings, expedite services to clients, share appropriate information, and develop coordinated WTW plans and Child Welfare case plans that reflect the same activities and requirements for the clients. By pooling resources and coordinating case plans, the TLC program can offer clients a wider array of available services and simplified plans to address self-sufficiency, child poverty, and child safety and well-being issues.

2. New: Outreach to Safety Net Cases

Each month, all WTW participants who reach their CalWORKs 60 month time limit will be mailed a **Safety Net Outreach Flyer, Exhibit 5**, by the Employment Services Aide advising them of services in the community that may be available to help them to obtain and/or retain employment. The flyer will also advise timing out participants that they may be eligible for job retention services through CalWORKs if they are employed or become employed within 12 months of discontinuance from aid.

What are the anticipated effects and percentage of families affected monthly?

1. Current: Tehama Linkages Commitment (TLC)

By receiving coordinated services and case plans, clients who are required to participate in both CalWORKs and Child Welfare activities will be better able to meet both program requirements as they will have only one set of required activities, rather than two disjointed plans, to fulfill. This will allow clients to engage in activities sooner, meet program requirements more readily, and stay in engaged in ongoing services with the support of a team of staff, all working towards the same goals. All referrals to both Employment Services and Child Welfare Services are screened to determine those who are mutual clients. One hundred percent of identified mutual clients receive TLC coordinated services.

2. New: Outreach to Safety Net Cases

It is anticipated that outreach to Safety Net families will inform timing out participants of services that can assist them to obtain and retain employment. Those who take advantage of retention services through CalWORKs and/or other community based services such as WIA or local training opportunities will also increase their ability to eventually move up the career ladder and increase their earning potential. Effective 1/2/07, 100 percent of WTW participants who reach their CalWORKs 60 month time limit, will be mailed the Safety Net outreach flyer.

How will success be determined (quantitative or qualitative assessment of effects)?

See "H".

G. Please provide a description of how the county will collaborate with local agencies, including, but not limited to, local workforce investment boards, community colleges, universities, adult schools and regional occupational centers/programs that provide activities that meet federal work participation requirements and provide participants with skills that will help them achieve long-term self-sufficiency. For each individual agency, responses should include elements such as how information is shared or will be shared, ongoing or planned contracts, ongoing meetings established, etc.

Description of policy(ies) or strategy(ies) that will result in program improvement (identify whether this is a new policy/strategy, a current policy/strategy that will continue to be promoted, or an expansion of, or revision to, current policy/strategy).

Example: The county describes how it will collaborate with local community colleges to expand the availability of short-term vocational educational programs and increase the number of work study placements for recipients.

1. Job Training Center of Tehama County (local Workforce Investment Board)

Current: Paid Work Crew – Full Time

Tehama County Social Services contracts with the Job Training Center of Tehama County (JTC) to administer a paid work crew of up to five participants at a time. The work crew model provides intensive supervised and structured paid work experience. The program includes training in job skills, workplace skills, and life skills while performing needed services at local schools, parks, and other community projects. Participants work up to 35 hours per week and can remain on the crew for up to 6 months while receiving intensive job search and job placement services.

Current: Workforce Academy

Tehama County Social Services contracts with JTC for Workforce Academy, a 4 week job search workshop that incorporates job search training as well as supervised job search. Participants attend full time, five days per week and are expected to make a total of 100 job contacts during the final two weeks of the workshop. A modified version of the workshop is available for Spanish speaking participants.

New: Paid Work Crew – Part Time

Collaborative efforts are in process with JTC to develop a part-time work crew. This crew will provide less physical work than that offered through the full time crew and will provide part time paid work experience for those participants who are engaged in other part time activities such as behavioral health services or part-time education/training. This component will include training in job skills, workplace skills, and life skills and will offer intensive supervision. The goal is to transition participants who are engaged less than full time into full time participation.

- Job Training Center meets with Employment Services at least quarterly through participation in the CalWORKs Administrative Oversight Team meetings to coordinate services, review current practice, and develop program improvements or additions as needed to increase work participation outcomes. Periodic meetings are scheduled with line staff to review client progress, attendance or performance issues and to develop strategies to assist clients to become self-sufficient. JTC provides monthly written attendance and progress reports for each participant in any contracted activity and JTC staff contacts Employment Services staff as soon as clients do not show or miss scheduled activities.

2. Shasta Community College

New: Workplace Success

Tehama County CalWORKs has collaborated with Shasta Community College to develop skills development training, Workplace Success Series. This is a 10 week open entry/open exit curriculum that covers such topics as stress management in the workplace, managing change, conflict resolution, attitude in the workplace, team building, communication, values and ethics, and computer basics. The curriculum is employment focused and intended to prepare students for success in the workplace. Students may take a single course (each 1 week in length) or the entire course and earn ½ college credit for each course completed. A Customer Service Academy Certificate is earned by those who complete the entire curriculum.

Current: Work-Study

Shasta College provides work-study employment for CalWORKs students. Shasta College contracts with the Job Training Center to develop and oversee work study placements in the local community that provide students with work experience directly related to their career goal.

- Shasta College meets with Employment Services at least quarterly through participation in the CalWORKs Administrative Oversight Team meetings to coordinate services, review current curriculum, and develop program improvements or additions as needed to increase work participation outcomes. Shasta College provides weekly written attendance reports for Workplace Success students and provides bi-monthly attendance reports for all other CalWORKs students. JTC provides monthly attendance and progress reports for all work-study placements.

3. Adult Schools

Current: ABE, GED, ESL

Tehama County Social Services contracts with the Learning Center of Tehama County, who in turn sub contracts with Corning Adult Education, to provide ABE, GED, and ESL classes in both the north and south areas of the county. Classes are available during the day, evening hours, and through internet based home study programs that allow students to work or engage in other core activities at the same time.

- The Learning Center and Corning Adult Education meet with Employment Services at least quarterly through participation in the CalWORKs Administrative Oversight Team meetings to coordinate services, review current curriculum, and develop program improvements or additions as needed to increase work participation outcomes. Both the Learning Center and Corning Adult Education provide weekly written attendance reports for all students and meet monthly with ETWs to review the progress of each current student and determine if other work related activities can be added to the student's plan.

4. Tehama County Health Services Agency

Expanded Current: Drug/Alcohol and Mental Health Services

Tehama County Social Services has a signed Memorandum of Understanding with the county Health Services Agency to provide drug/alcohol and mental health services through their Drug/Alcohol and Mental Health divisions. A Drug/Alcohol Counselor and a Mental Health Clinician are co-located with the Employment Services division to provide immediate response to clients in crisis, to consult regularly with ETWs, and to provide easy access for participants to engage in counseling services. Treatment program curriculums are being modified to present a work oriented focus. Participants in counseling services are expected to report to all activities dressed in work appropriate attire and are expected to demonstrate work appropriate behaviors at all times. The Drug/Alcohol Counselor and Mental Health Clinician review client progress on a monthly basis and recommend concurrent enrollment in work activities, such as the part-time work crew, as soon as possible.

Current: Survival 101

The Mental Health division provides a mental health counselor who coordinates with other subject matter experts to conduct a 12-week life skills course which includes such topics as parenting, how to access resources, wellness, career expectations, employer expectations, goal setting, and dressing for success. This is an open entry/open exit course and designed so that clients can attend any combination of courses that are appropriate for their needs.

- The Health Services Agency meets with Employment Services at least quarterly through participation in the CalWORKs Administrative Oversight Team meetings to coordinate services, review current practice, and develop program improvements or additions as needed to increase work participation outcomes. Periodic meetings are scheduled with ETWs to review client progress, attendance or performance issues and to develop strategies to assist clients to become self-sufficient. The Health Services Agency provides monthly written attendance and treatment reports for each participant and co-located counseling staff contact ETWs immediately when participants do not show for appointments.

5. Family Service Agency of Tehama County

Expanded Current: Domestic Violence Services

Tehama County Social Services contracts with the Family Service Agency of Tehama County (FSA) to provide domestic violence services for CalWORKs. This includes legal advocacy such as assistance with restraining orders, child custody, and court accompaniment as well as therapy. A Domestic Violence Advocate is co-located with the Employment Services division to provide immediate response to clients in crisis, to consult regularly with the ETWs, and to provide easy access for participants to engage in services. Counseling and advocacy services are being modified to present a work oriented focus. All domestic violence services support the need for engagement in work activities as soon as feasible. Participants, who are granted the domestic violence waiver, only receive the waiver for 30 days at a time. FSA staff review client progress on a monthly basis and recommend concurrent enrollment in work activities as soon as possible.

- The Family Service Agency meets with Employment Services at least quarterly through participation in the CalWORKs Administrative Oversight Team meetings to coordinate services, review current practice, and develop program improvements or additions as needed to increase work participation outcomes. Periodic meetings are scheduled with ETWs to review client progress, attendance or performance issues and to develop strategies to assist clients to become self-sufficient. The Family Service Agency provides monthly written attendance and treatment reports for each participant and the co-located advocate contacts ETWs immediately when participants do not show for appointments.

What are the anticipated effects and percentage of families affected monthly? Example:

The county describes how recipients will benefit through increased availability of vocational education and work study programs in terms of obtaining skills needed to obtain employment that will lead to self-sufficiency, increasing recipients' income while on aid, increasing the percentage of recipients participating in federally allowable activities, etc.

1. Job Training Center of Tehama County**Current: Paid Work Crew – Full Time**

By offering paid work experience, intensive supervision, job coaching, and job placement services; the work crew model motivates participants to transition to unsubsidized employment. It is anticipated that 15 participants will be referred to the work crew during a 12 month period. Of those who participate on the work crew, 25 percent will obtain unsubsidized employment.

Current: Workforce Academy

This workshop is designed to provide participants with the information and skills needed to be successful in their job search. Instruction, combined with hands on activities, job leads, and supported job search will prepare participants to better compete in the local labor market. It is anticipated that 25 participants will be referred to Workforce Academy each month. Of those who complete the workshop, 40 percent will obtain unsubsidized employment by the end of the workshop.

New: Paid Work Crew – Part Time

This activity will provide an opportunity for participants currently in part-time activities to combine these activities with the part-time crew to encourage full engagement. The schedule and structure of the crew will allow open entry/open exit and flexible hours to accommodate variable schedules. The crew will also introduce participants in behavioral health services to a concurrent work activity as soon as possible in their treatment or recovery process. It is

anticipated that five individuals will participate on the part-time work crew during the first 6 months of the crew's implementation. At least 50 percent will successfully complete their assignment on the part-time crew and transition to other full time activities.

2. Shasta Community College

New: Workplace Success

Attendance in this training will enhance the student's current or future employment opportunities by providing the essential workplace skills that will contribute to finding employment, retaining employment, and advancing on the job. Twenty percent of students in Workplace Success will concurrently be participating in 20 hours of core activities.

Current: Work-Study

Work-study provides students with paid work experience related to their field of study and enhances their ability to obtain employment appropriate to their career goal. Twenty-five percent of work-study students will participate in a combination of core and non-core hours that will meet the work participation requirements.

3. Adult Schools

Current: ABE, GED, ESL

By providing open entry/open exit classes with extended hours and the availability of home based studies, students are encouraged to work or engage in other core activities while working on their ABE, GED, or ESL skills. Fifteen percent of ABE, GED, and ESL students will participate in a combination of core and non-core hours that will meet the work participation requirements.

4. Due to limited availability of services, Tehama County does not use an ROP program. The ROP program primarily serves high school aged students.

5. Tehama County Health Services Agency

Expanded Current: Drug/Alcohol and Mental Health Services

By making treatment and recovery curriculums more employment focused, the counseling staff will advocate for engagement in work activities as part of the recovery process. Participants will be encouraged to engage in work activities as soon as possible in their treatment programs, without jeopardizing their recovery. It is anticipated that 20 percent of participants who engage in drug/alcohol and mental health services will engage in some core work activities.

Current: Survival 101

This course provides participants with basic life skills that will increase their ability to cope with the challenges of working full time and still managing family and personal needs. The skills learned in Survival 101 will better prepare individuals to successfully engage in work activities and/or full time employment. Twenty percent of participants in Survival 101 will concurrently be participating in 20 hours of core activities.

6 . Family Service Agency of Tehama County

Expanded Current: Domestic Violence Services

Domestic violence counseling and advocacy staff will advocate for engagement in work

activities as part of the counseling and support programs. Participants will be encouraged to engage in work activities as soon as possible, without compromising their safety. It is anticipated that 25 percent of participants who engage in domestic violence services will engage in some core work activities.

These new and current services will affect all families who are not currently meeting work participation requirements which are approximately 80% of families.

How will success be determined (quantitative and qualitative assessment of effects)?

Example: The county describes the percentage by which the county's federal WPR and its State participation levels will increase by year over three years (beginning with this year). The county also describes the amount by which a recipient's annual earnings are expected to increase, the number of families that will leave aid due to employment annually, etc. If the county cannot identify the percentage increase to its WPR for an individual policy/strategy because of overlap with another policy/strategy, the WPR impact can be combined with other strategies in Section H below.

See "H".

3) Plan to measure quarterly progress

Please describe how the county will measure the extent to which cumulative policies or strategies in the Plan addendum are successful, and how the county will measure progress on a quarterly basis (for example, participation rate of a specific population, sanction rate, orientation show rate, etc.). In addition, include the projected cumulative impact the county's policies or strategies will likely have on the county's federal work participation rate for each year of the next three years (for example, current rate of X will be increased to Y).

H. Plan to measure quarterly progress

Measures of quarterly progress:

Tehama County CalWORKs will develop specific tools to track statistics related to the strategies listed in this document. The first six months of information will be used to establish a benchmark for the stated outcome improvement goals. Statistics will be compiled in a **Monthly Engagement Report, Exhibit 6**, which will compare current monthly totals to same month, prior year totals; current quarter averages to same quarter, prior year averages; most recent six month averages; and most recent 12 month averages. The information will be analyzed to gauge the success of these strategies, determine if strategies should be altered, or new strategies developed. The CalWORKs Plan Review Committee will continue to meet on regular basis to review the statistical analysis and to make recommendations for altered or new strategies to continue WPR increases and program improvement.

Projected impact on county's federal WPR:

Tehama County's average All Families federal work participation rate for fiscal year 05/06 (July through June) was 24.66 percent. Tehama County projects that the combined impact of the policies and strategies stated in this plan addendum will increase the county's federal work participation rate by 2.7 percent for All Families, at the end of each 12 month period for the next 3 years. Since there is no baseline for Two Parent Families, Tehama County will

use the first year to establish a baseline, and then increase the county's federal work participation rate by 3.4 percent for Two Parent Families for years two and three.

4) Funding

Describe how the county has spent and plans to utilize single allocation and other funding for the county's CalWORKs program. This section will help explain to county and State stakeholders how increased funding will be used.

Program Component	Fiscal Year 2005-06 Actual Expenditures	Fiscal Year 2006-07 Budgeted Amount	Description of how additional funding provided in fiscal year 2006-07 will be used
CalWORKs Eligibility Administration	\$1,118,858	\$1,513,757	Allocation methodology was adjusted for FY 06/07. Funding not used to fund the Eligibility component will be used in part to implement strategies for improving the county's WPR.
WTW Employment Services	\$3,134,835	\$2,911,914	FY 06/07 funding is less than 05/06 expenditures, however, non-recurring expenses in 05/06, eliminated from the 06/07 budget plus additional funding from the Eligibility component, will allow funding for the implementation of the proposed new programs, policies and staff set forth in this plan addendum. The current year allocation provide \$304,867 for CalWorks Improvement Program within the WTW component.
CalWORKs Child Care	\$523,317	\$513,456	
Cal-Learn	\$92,047	\$84,196	A transition from contracted Cal-Learn services to in-house Cal-Learn services caused a higher administrative cost in 05/06. The transition occurred in a time study month, which caused more operating costs to shift to that component. The current budget projects Cal-Learn costs to be within the allocated/budgeted amount.
CalWORKs Funded Mental Health Services	\$270,031	\$269,183	No additional funding.
CalWORKs Funded Substance Abuse Services	\$236,388	\$233,781	No additional funding.
Other-CalWORKs funding additional MH/SA	\$39,028	\$42,483	Additional, non-medical Mental Health/Substance Abuse services will be covered by Single Allocation funds. This transfer of funding will occur during the close out process and is not reflected in the expenditure amounts listed in the above components.
Other-County MOE	\$318,172	\$318,172	No additional funding. Required county match.