

**VENTURA COUNTY  
FY 99/00 CalWORKs PLAN UPDATE**

**PREPARED BY  
HUMAN SERVICES AGENCY**

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This plan Addenda is submitted pursuant to Section 10531 of the Welfare and Institutions Code required by the Welfare to Work Act of 1997, AB 1542; ACL 97-54; ACL 98-41; All WTW Coordinators letter dated February 22, 1999; and, All County WTW Coordinators Letter dated August 16, 1999.

## **EXECUTIVE SUMMARY**

The Welfare to Work Act of 1997, AB 1542, established welfare reform in California. The California Work Opportunity and Responsibility to Kids (CalWORKs) Program replaced the previous program that entitled recipients to aid with few limits. CalWORKs is a comprehensive community-based system of public and private partnerships and services designed to help families become self-sufficient. The County of Ventura implemented its CalWORKs Program effective January 1, 1998.

In order to put into action the changes necessary to implement such a comprehensive program, the Public Social Services Agency was re-organized, and its name changed to the Human Services Agency (HSA). Additionally, in order to maximize the effectiveness of providing employment services, the administration of the federal Job Training Partnership Act and Welfare-to-Work (WtW) program was transferred from the County of Ventura's Chief Administrative Office to the newly re-organized HSA's Administrative Services Department. HSA's Business and Employment Services Department manages program implementation through the County's One-Stop Job and Career System, which now includes both CalWORKs program services delivery and the JTPA and WtW program operations (County Workforce Development). A HSA Organization Chart is included as Attachment "A" to this Plan Update.

The new CalWORKs Program assures that "welfare" is a temporary support in times of crisis, rather than a way of life; encourages and rewards personal responsibility and accountability by recipients; fosters a "work first" attitude by enforcing strict work requirements; and gives counties the flexibility to meet each recipient's needs. These goals are accomplished by obtaining community and business support, maximizing partnerships with existing public and private agencies, and establishing "one stop" job and career service centers.

Recognizing that no single agency has the resources or expertise to address the array of employment and services needs of all families, effective public and private sector partnerships are essential. Over 45 partner agencies are working together collaboratively at seven regional Job and Career Centers. This collaboration is based on a vision that we will have a world class system of integrated employment, education, and training services linked to economic development. The Job and Career Centers are a focal point for providing these services.

Major additions/changes to this Plan Update include:

- Adding a grant-based On-the-Job (OJT) Training Program;
- Defining the WTW Community Services Plan;
- Adding a Third-Party Assessment Process;
- Identifying collaboration with DOL Welfare-to-Work (WtW) programs, and
- Adding the Employment Readiness Demonstration Project.

## VENTURA COUNTY FY 99/00 CALWORKS PLAN UPDATE

**(a) Collaboration with Public and Private Agencies to Provide Training and Supportive Services – Reference: AB 382 (Chapter 6, Statutes of 1998), Education Code Section 1200, and WIC Sections 10531 (a) and 50531 (q).**

Page 4 Change: On-Site partner agencies will include but not be limited to: several County agencies including HSA (Workforce Development, CalWORKs Business and Employment Services and Children and Family Services), Public Health, Behavioral Health, District Attorney – Child Support Division, and Probation Agency; child care agencies including the Ventura County Child Development Resources Agency (CDR); public housing authorities; and the State Employment Development Department.

Page 5 Insert: There are four levels of assessments. All CalWORKs WTW Plans are based upon the results of a Level-One assessment. A copy of the WTW Plan and Level-One assessment format is included as Attachment “B” to this Plan Update.

Assessments are defined as follows:

1. Pre-Assessment occurs when a job seeker applies or renews an application for cash aid, or when a cash aid recipient loses his/her WTW exemption. Eligibility staff administer the Adult Basic Learning Examination (ABLE) test to measure academic ability in reading and mathematics, evaluate the job seeker’s employment readiness, and document his/her observations on the WTW Appraisal Form. This Form is forwarded to the Job and Career Center (JCC) prior to the Appraisal appointment date.
2. Level One Assessment occurs after completion of up-front job readiness activities and/or upon completion of the Appraisal activity. This assessment is based upon reviewing the results of the ABLE tests, information contained in the Appraisal Form, personal observations made during an in-depth interview with the job seeker, and the results of the job seeker’s participation in up-front job readiness activities. This assessment meets the minimum requirements for CalWORKs and the DOL JTPA Programs.
3. Level Two Assessment occurs upon completion of the first WTW activity if the job seeker does not have a full-time unsubsidized job. Vocational testing is done at each JCC by assigned staff. A CalWORKs Assessment Specialist reviews testing data, interviews the job seeker, and provides a written evaluation. The JCC assigned caseworker modifies the WTW plan as appropriate. This assessment is optional, and is usually provided as recommended by a case conference team.
4. Level Three Assessment occurs any time the assigned caseworker feels there is a significant education or learning problem that would interfere with the job

seeker's ability to obtain unsubsidized employment within the 18/24 month work clock period. The evaluation focuses on cognitive impairment, learning disabilities, or unclear barriers to employment. The JCC assigned caseworker modifies the WTW plan as appropriate. This assessment is optional, and may be provided by a variety of agencies.

Any job seeker who disputes the results of a Level One Assessment is referred to an independent third party. Ventura County has developed a cooperative Memorandum of Understanding (MOU) with the County of Santa Barbara to provide third party assessments. The results of the third party review are binding. A copy of the MOU is included as Attachment "C" to this Plan Update.

Page 5 insert: The Ventura County Board of Supervisors, in partnership with the Private Industry Council (PIC), serves as the administrative entity for the formula allocation of federal Welfare-to-Work (WtW) funds. These funds, along with the County's State match WtW allocation, are managed by the HSA Administrative Services Department, which serves as staff support to the PIC. Program service delivery is conducted under the direction of the HSA Business and Employment Services Department and through the One-Stop Job and Career Center network. In order to maximize coordination of activities and eliminate duplication of services, both JTPA/WtW program staff and CalWORKs staff are located at the seven regional Job and Career Centers, under the direction of the HSA Business and Employment Services Department. A PIC letter of concurrence with this Plan Update is included as Attachment "G".

Federal WtW funds will be used to assist the hardest to serve CalWORKs cash grant recipients move into unsubsidized employment. It is anticipated that 140 eligible job seekers will be served in FY 1999-00. The goal is to increase their earnings by at least ten percent (10%) over a six-(6) month period. There are several activities within the PIC and County Board approved WtW Plan which include the following:

• Employability Workshops (incl. placement)	• Post-Employment Mentoring
• Transportation Assistance	• Community Service Employment
• Individual Development Accounts	• Targeted Homeless Assistance
• Substance Abuse Intervention	• Domestic Violence Intervention
• Services to Non-Custodial Parents	• On-the-Job Training
• Case Management and Support Services	• Low-Income Community Projects

It is intended that targeted job retention services will be provided to clients who may be working or are ready for work. Special projects may be funded through competitive procurements based on the needs of subgroups within the target population. Examples of projects include serving the homeless and providing services to substance abusers and domestic violence victims.

WtW client identification and initial program eligibility and assessment determination and documentation rest with CalWORKs staff. Clients are then referred to Workforce

Development staff (that is, WtW and JTPA program staff) for an additional assessment (if needed) to identify the best combination of program activities to assist the individual to secure employment or retain an existing job. In order to eliminate duplication, CalWORKs staff are the primary caseworkers and complete the WtW Individual Services Strategy (ISS) Plan for co-enrolled participants. A copy of the HSA/CalWORKs Referral Action Form is included as Attachment “D”.

**(b) Partnerships with the Private Sector to Identify Jobs – References: WIC Section 10531 (b).**

Page 6 Change: Job Creation: The County of Ventura’s Chief Administrative Office (CAO), Regional Development Division, is the county’s coordinator for economic development strategies. These activities are coordinated with the Human Services Agency, which is responsible for the administration of programs under the federal Job Training Partnership Act and Welfare-to-Work Programs, as well as CalWORKs. The County has long-standing partnerships with the Private Industry Council, Ventura County Economic Development Association (VCEDA), the Economic Development Collaborative-Ventura County (EDC-VC), each of the County’s ten cities’ Economic Development Directors, the California State Trade & Commerce Agency, and the federal Economic Development Administration.

The County CAO also manages the County’s Job Creation Task Force, which was established in 1998 under the guidance of AB 1542. The PIC Chairperson serves as Chair of the Task Force, whose membership includes representation from the County’s two regional Economic Development Agencies and from the economic development offices of each of the County’s ten incorporated cities. The Task Force and County Board of Supervisors recently adopted the local Job Creation Investment Plan, the purpose of which is to link economic development activities to welfare reform for the purpose of creating jobs for CalWORKs participants. The Plan identifies the local industries offering the most potential for growth benefiting CalWORKs participants and identifies strategies for engaging the private sector in partnerships intended to realize the growth potential.

**(d) Welfare-to-Work (WTW) Activities – References: WIC Sections 11322.7 (a) and (b), 10531 (d), and 11322.6.**

Page 9 Add: The Ventura County CalWORKs Program has begun to implement an apprenticeship pilot program (grant-diversion On-the-Job [OJT] Program) which has been approved by the Ventura County Board of Supervisors. This program offers CalWORKs job seekers a work and training opportunity within County Government aimed at permanent employment and financial self-sufficiency. Participants will develop job skills through a combination of paid work experience and classroom training. Successful completion of an apprenticeship placement will result in certification to an

eligibility list used to fill permanent positions. County Human Resources has established six classifications for CalWORKs apprentices. They are:

- Office Support Trainee – CW
- Office Support Worker – CW
- Maintenance Worker Trainee – CW
- Public Services Worker – CW
- Food Services Trainee – CW
- Custodial Services Trainee – CW

An apprentice placement may be for a period of six to eighteen months. Participants will be paid an hourly wage (ranging from \$6.50 to \$7.50 an hour). When a CalWORKs cash grant recipient is assigned to the Apprenticeship Program, income eligibility for CalWORKs benefits is frozen for the duration of the Apprenticeship Program. The recipient's cash grant will be diverted to the employer as wage subsidy to offset the payment of wages and the costs of training associated with the Apprenticeship Program. It is anticipated that this pilot program will serve 25 job seekers in FY 1999-00. The program description, the "County of Ventura Apprenticeship Agreement" and "CalWORKs Apprenticeship Invoice and Performance Review" forms are included as attachment "E".

Page 9 Add: The County of Ventura implemented a 36-month CDSS-funded Employment Readiness Demonstration Project (ERDP) on September 15, 1998. The CalWORKs Program contracted with Goodwill Industries of Ventura and Santa Barbara Counties (Goodwill Industries) to administer and operate the program.

ERDP provides intensive and specialized employment services to a minimum of 180 CalWORKs recipients who have multiple barriers to employment and who have been on cash aid for at least four years. Work experience, classroom instruction, and intensive and specialized employment services are provided by Goodwill Industries. Grant funds are used to supplement and enhance existing CalWORKs resources for this population of the most difficult-to-serve CalWORKs families. A second group of 180 CalWORKs recipients who meet the same eligibility criteria will be randomly selected to serve as a control group for evaluation purposes.

Page 10 Add: An emphasis will be placed on providing post employment/job retention services that assist participant's in keeping their jobs, and enable them to get a better job and move off cash assistance. Assigned caseworkers will increase the amount of contact with a participant once he/she becomes employed. During these contacts, the assigned caseworker will determine how participants are coping with their new work responsibilities and any new challenges they face. In addition, the caseworker will continue to offer the participants needed supportive services that will assist them in improving their skills so that they may get a better job. These include, but may not be limited to: specialized training classes, bus passes, childcare referrals, and referrals to other support programs and/or agencies.

Post Employment services may be provided to job seekers who remain eligible for a CalWORKs cash grant. Job seekers who obtain unsubsidized employment and go off aid may receive job retention services for up to 12 months. Workforce Development program staff and contract partners will conduct post employment follow-up for the first three to six months for co-enrolled participants. It is anticipated that this increased emphasis on post employment/job retention services will reduce recidivism, increase the number of participants who improve their employability resulting in employment that leads to self-sufficiency, and reduce the duplication of providing post employment services among partner agencies.

Page 10 Change: Mandatory WTW job seekers who are aided adults in a one-parent family may be required to participate in sequential or concurrent activities for a minimum of 32 hours each week, averaged monthly.

Mandatory WTW job seekers who are aided adults in a two-parent family may be required to participate in sequential or concurrent activities for a minimum of 35 hours each week, averaged monthly. (Section 11322.8 (b)).

Two parents may be allowed to combine their hours in order to meet participation time requirements. If both parents combine their hours, one of the parents must participate a minimum of 20 hours per week

If a two-parent family receives childcare paid for by federal funds, the combined minimum weekly hours of participation increases to 55 each week. If they do not participate 55 hours, the family is provided necessary childcare with state only funds.

Mandatory teens (16 through 18 years of age) who do not have a high school diploma or equivalent will be required to participate in educational activities. The teen must attend school full time according to the standards of the educational institution.

Participation weekly hours may be averaged over a one-month's time period.

**(g) Child Care and Transportation Services – Reference: WIC Section 10531 (g).**

**Child Care Services:**

Page 14 change: To accomplish this task, the county elected to contract out the CDSS Stage One child care funds. As a result of a competitive bid process, Child Development Resources (CDR), Ventura County's largest Alternative Payment (AP) Program, was selected as the vendor. As of April 1998, CDR has taken over the administration of CalWORKs childcare benefits. Working closely with the County's CalWORKs Child Care Coordinator, CDR has devised an efficient system to deliver the different stages of CalWORKs childcare. CDR staff is also located at each JCC in order to provide immediate and direct services. The three stages of childcare are defined as follows:

1. Stage One childcare includes CDSS funds for applicants and recipients who are entering the CalWORKs program and whose family situation is not yet stable. Generally, it is used for activities such as appraisal, job club, and vocational training until the family is employed and stabilized. Job seekers may receive Stage One childcare for up to six months, or until the family is considered stable, or until a slot in Stage Two childcare becomes available.
2. Stage Two childcare is for recipients who are participating in a WTW activity and are considered “stable”. Stable is defined as employed in a job or work activity that is likely to continue. Former recipients may receive Stage Two or Stage One childcare for up to two years after leaving cash assistance.
3. Stage Three childcare is recipients who would otherwise qualify for childcare after they are no longer eligible for Stage Two may be eligible to receive childcare services under the CDR’s AP Program depending upon the availability of funds.

Job seekers also have access to a children’s waiting room at each of the seven JCC’s while they are on-site.

Page 15 change: Child Care Administration: As of April 1998, CDR has been responsible for the operation and administration of the CalWORKs Stage One childcare system, including stationing a childcare specialist at each JCC. CDR also administers the majority of the CalWORKs Stage Two and AP Program funds. Having one agency administer all stages of childcare helps to make the transition between programs (and funding sources) more seamless for the recipients. A small portion of Stage Two childcare is administered by the Children’s Home Society (CHS), the only other AP provider in Ventura County. CDR, CHS, and CalWORKs staff continue to work closely together to ensure seamless transitions between the Stage Two agencies.

**(h) Community Services Plan – References: WIC Section 11322.6, 11322.9, and 11324.6, ACL 98-32, and ACIN 1-70-98.**

Page 18 Add: Community Service assignments are temporary and transitional. While Community Service activities are not employment and participants are not considered employees, participation in this activity provides job seekers with job skills that should lead to unsubsidized employment and self-sufficiency. Community Service activities are provided for the benefit of the job seeker – not the activity provider. Community Service activities will comply with the CalWORKs non-displacement provisions.

The major Community Service activity will be non-paid work experience. However, other activities may be included as part of the Community Service plan if needed to enhance the job seeker’s employability. These activities will assist in the completeness of the Community Services WTW activity plan, and participation time in the other activities will be included in the total community service activity hours. Other activities may



include, but not be limited to: vocational educational or training classes, job skills training directly related to the community service assignment, education directly related to the community service assignment, and substance abuse or mental health services to allow them to participate in community service.

CalWORKs staff at each JCC will solicit public and non-profit agencies to develop community service projects that improve the quality of life and result in a benefit to the community at large. Projects may be developed with, but not be limited to: schools, libraries, non-profit agencies that serve youth and senior citizens, and city economic development and revitalization efforts.

The identification of Community Service activities and supportive services will be included in an amended WTW Plan. Any participant who fails to comply without good cause shall be sanctioned in accordance with WIC Section 42-721.4.

Participants in post work-clock Community Service activities shall participate for the minimum number of required hours less the number of hours spent in unsubsidized employment. Post work-clock Community Services activities may be provided until the job seeker reaches his/her 60-month cash grant time limit

**(i) Working with Victims of Domestic Violence. Reference: WIC Section 10531 (I) and 11495.15**

Page 19 change: The County certifies that domestic violence services will be provided in conformance with CDSS regulations established by the Welfare-to-Work Act of 1997.

A CalWORKs job seeker will be registered in WTW activities unless he/she has a WTW participation waiver in accordance with CDSS regulations. The determination of waiver rests with eligibility staff (CSS I/II). Months in which WTW participation is waived will not count toward the 18/24 month work clock period. When a job seeker is registered in the WTW program, his/her participation may be delayed for up to 90-days for “good cause”. The determination of good cause rests with the assigned WTW caseworker (CSS III/IV). A written domestic violence services plan will be developed with specific time-limited services and activities that are necessary to address the “good cause” issues.

Interface, Children and Family Services and the Coalition to End Domestic Violence are non-profit and community based organizations that are the principle providers of domestic violence services in Ventura County. It is anticipated that a Memorandum of Understanding (MOU) will be developed to identify how coordinated services will be provided. In addition, UC Davis will provide JCC staff with training to meet state mandated criteria.

**(l) Source and Expenditure of Funds – Reference: WIC Section 10531 (l) and All County WTW Coordinator Letter dated August 16, 1999.**

Included as Attachment “F” to this Plan Update.

**(p) Compliance with Requirements of CalWORKs – References: WIC Section 113228.8 (a).**

Page 28 Change: Adults in a two-parent household will be required to participate in concurrent or sequential activities up to 35 hours each week.

Adults in a two-parent household may combine their hours so long as one of the parents participate a minimum of 20 hours per week.

If a two-parent family receives childcare paid for by federal funds, the combined minimum weekly hours of participation increases to 55 each week. If they do not participate 55 hours, the family is provided necessary childcare with state only funds.

**LIST OF ATTACHMENTS:**

- A Human Services Agency (HSA) Organization Chart
- B Business and Employment Services (WTW) Services Plan and Level One Assessment Report Formats
- C Memorandum of Understanding (MOU) between the Counties of Santa Barbara and Ventura to provide Third Party Assessment Services
- D HSA/CalWORKs Referral Action Form
- E Grant-Based OJT Apprenticeship Agreement and Invoice/Performance Review Forms
- F CalWORKs and DOL WtW Grant Budget Pages
- G PIC Letter of Concurrence

**CERTIFICATION**

This Plan Update has been developed in accordance with the appropriate federal, state, and county laws and regulations. The terms of this Plan Update, including all certifications within the Plan Update, and all applicable laws and regulations will be followed during the implementation and execution of this Plan Update.

\_\_\_\_\_  
Barbara J. Fitzgerald - Director  
Human Services Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Susan Lacey - Chairperson  
Ventura County Board of Supervisors

\_\_\_\_\_  
Date

Plan Contact Person:

Randy Feltman - Deputy Director  
HSA Business and Employment Services  
(805) 652-7888

OR

Julie Gutierrez – Business and Employment Services Manager  
HSA Business and Employment Services  
(805) 652-7630

## BUSINESS AND EMPLOYMENT SERVICES PLAN

NAME \_\_\_\_\_ SSN \_\_\_\_\_

This is my Plan to participate in Employment Services activities that will lead to my employment and my family’s self-sufficiency. I understand that this Plan includes the form “Welfare-to-Work Plan – Rights and Responsibilities” that I signed at my CalWORKs/WDD Orientation, and my CalWORKs Employment Handbook. I understand that my rights and responsibilities are explained on these forms, and that I ask my career specialist if I have any questions.

I understand that if I do not make satisfactory progress in the Employment Services activities listed in this Plan without my Career Specialist deciding if I have a good reason, I may have to go to a different activity. I understand that I am required to give proof of satisfactory attendance and progress in my Employment Services activities as indicated in this Plan. I also understand that I have up to 30 days to ask for a change once my activities start, and that I can change these activities only one time. If my career specialist agrees with the change, I will modify my Plan.

### PARTICIPATION RESPONSIBILITIES

**Mine:**

- Actively participate in all Employment Services activities, attend regularly, and satisfactorily complete all assignments. Whenever possible, schedule all personal and family appointments so they will not interfere with my activities.
- Look for, accept, and keep a job that will lead to my family’s self-sufficiency. Not voluntarily reduce my job earnings.
- Keep all scheduled appointments, arrive on time, and call ahead of time if the appointment needs to be re-scheduled.
- Participate in all activities necessary to ensure school attendance for my family’s school age children.

**CalWORKs Program:**

- Provide or arrange for needed activities and services within the activity time limits.
- Pay or arrange for supportive services (childcare, transportation, and work or education/training expenses) if they are needed to participate in Employment Services activities or to get an unsubsidized job, and CalWORKs rules allow for them.
- Provide job retention and supportive services for up to 12 months if an unsubsidized job results in a discontinuance of cash aid.

### EMPLOYMENT GOALS, ACTIVITIES, AND SERVICES

My planned activities and services are based upon my attached Level One Assessment report. I understand that I must attend all required activities for a minimum of \_\_\_\_\_ hours per week, and that I must meet my employment goal within \_\_\_\_\_ months.

- I understand that if I do not participate in the following activities without my Career Specialist deciding if I have a good reason, my CalWORKs cash aid will be lowered.
- I understand that if I stop participating in the following activities without my Career Specialist deciding if I have a good reason, my CalWORKs cash aid will not be lowered but I may not participate in these activities for a period of time.

Activity #1 _____	GEMS Code _____	Agency _____
Location _____		Begin/End Dates _____
Schedule _____	Hours per Week	
Progress Reports due _____		
Comments: _____		
_____		
_____		
_____		

**NAME** \_\_\_\_\_ **SSN** \_\_\_\_\_

Activity #2 _____	GEMS Code _____	Agency _____	
Location _____		Begin/End Dates _____	
Schedule _____			Hours per Week <input style="width: 40px; height: 20px;" type="text"/>
Progress Reports Due _____			
Comments _____			

Activity #3 _____	GEMS Code _____	Agency _____	
Location _____		Begin/End Dates _____	
Schedule _____			Hours per Week <input style="width: 40px; height: 20px;" type="text"/>
Progress Reports Due _____			
Comments _____			

<b>Total number of mandatory participation hours per week:</b>	
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In addition to the above Employment Services activities, I agree to participate in the following additional services and/or activities:

Activity/Service _____	Agency _____
Location _____	
Begin/End Dates _____	
Schedule _____	
	Hours per Week <input style="width: 40px; height: 20px;" type="text"/>
Progress Reports Due _____	
Comments _____	

### SIGNATURES AND CERTIFICATIONS

I understand that I have three (3) working days to think about the terms of this Plan after I sign it. I understand that if I want to change the terms of this Plan I must tell my career specialist by \_\_\_\_\_ (date). If I don't tell my worker by then, this Plan is final. I have read (or had read to me) and understand this Plan, and have received a copy of it. I give permission for the CalWORKs/WDD Program to release information and arrange for services with all partner agencies.

\_\_\_\_\_  
 Job Seeker's Signature                                      Career Specialist's Signature                                      Date

# Job & Career Centers

## BUSINESS AND EMPLOYMENT SERVICES ASSESSMENT LEVEL ONE

Name

SSN

**TEST RESULTS**

ABLE

Reading

Problem Solving

**APPRAISAL INTERVIEW INFORMATION****EMPLOYMENT GOAL****EDUCATION / WORK HISTORY / TRANSFERRABLE SKILLS****BARRIERS TO EMPLOYMENT****RECOMMENDED JOB SERVICE ACTIVITY AND SUPPORT SERVICES**

Job Readiness Workshop Summary Attached?

Yes No NA \_\_\_\_\_  
Career Services Specialist\_\_\_\_\_  
Date

# **MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTIES OF SANTA BARBARA AND VENTURA CalWORKs WELFARE-TO-WORK PROGRAM**

## **I. PURPOSE**

This agreement, between Ventura County Human Services Agency and Santa Barbara Department of Social Services, is for the purpose of providing an impartial third party assessment for welfare-to-work (WTW) / CalWORKs clients with whom the agency having jurisdiction has been unable to reach an agreement on their WTW Plan.

## **II. TERM AND ADJUSTMENTS**

- A. The term of this Agreement shall be from the date of signature until terminated by either party. Either party may terminate this agreement upon ten (10) days written notice to the other party.
- B. This agreement may be amended or modified at the written request of either party and upon written agreement of both parties.
- C. For notices pursuant to the Agreement:

**County of Santa Barbara  
Department of Social Services**  
234 Camino del Remedio  
Santa Barbara, CA. 93110  
Telephone: (805) 681-4457  
Attn: Contracts Coordinator

**County of Ventura  
Human Services Agency**  
505 Poli Street  
Ventura, CA. 93001  
Telephone: (805) 652-7849  
Attn: Contracts Administrator

## **III. RESPONSIBILITIES OF REFERRING COUNTY**

- A. Submit Request for Third Party Assessment containing client's name, address and phone number as well as name, address and phone number of current case manager to the contact person listed in Section IV.E. of this agreement.
- B. Provide copies of relevant materials, such as the original WTW assessment, case records, labor market survey, etc.

## **IV. RESPONSIBILITIES OF ASSESSING COUNTY**

- A. Contact client within ten (10) days of receiving Request for Third Party Assessment.
- B. Review appropriate materials.

- C. Meet with client in person or by phone to discuss original assessment, recommendations, and areas of disagreement.
- D. Conduct a third-party assessment in accordance with Section 42-711.55 of the California Department of Social Services Manual of Eligibility and Assistance Standards which may include re-testing or additional testing, as needed.
- E. Provide written findings to the referring county within thirty (30) days of request. Report shall be submitted to:

**Santa Barbara County**  
**Department of Social Services**  
 WTW Program Assistant  
 2125 Centerpointe Pkwy.  
 Santa Maria, CA. 93455  
 Telephone: (805) 346-7103

**County of Ventura**  
**Human Services Agency**  
 CalWORKs Assessment Coordinator  
 701 E. Santa Clara Street  
 Ventura, Ca. 93001  
 Telephone: (805) 585-6459

**V. JOINT RESPONSIBILITIES**

- A. Each of the parties will advise the other if there is any change in the people involved in this Agreement.
- B. Each of the parties will be responsible for travel expenses of their employees should any be incurred.
- C. HSA and DSS mutually agree that each party will respect the confidentiality rules of the other as information is exchanged.

**IV. SIGNATURES**

Ventura County

Santa Barbara County

\_\_\_\_\_  
 Barbara Fitzgerald  
 Director

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Charlene Chase  
 Director

\_\_\_\_\_  
 Date



# HSA/CalWORKs REFERRAL ACTION FORM

Appointment	
Date _____	Time _____
<input type="checkbox"/> Show	<input type="checkbox"/> No Show

To: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_ Phone: \_\_\_\_\_

## SECTION I – CalWORKs Job Seeker

Name: \_\_\_\_\_ Case Name: \_\_\_\_\_

Address: \_\_\_\_\_

Social Security # \_\_\_\_\_ Phone: \_\_\_\_\_

## SECTION II – HSA REFERRAL TO: \_\_\_\_\_

The above named job seeker is being referred for enrollment consideration. The County of Ventura certifies that this registrant meets the following criteria: 1) registrant is a Ventura County resident with a legal right to work in the United States, and 2) is a recipient of CalWORKs. Proof of eligibility is on file at HSA and available upon request. If applicable, job seeker meets criteria to utilize JTPA Welfare to Work funding as follows:

- |   |   |
|---|---|
| <p>1. Check one of the following: <span style="margin-left: 100px;">AND</span></p> <p><input type="checkbox"/> On CalWORKs or AFCD for 30 or more months</p> <p><input type="checkbox"/> within 12 months of reaching TANF 5-year time limit</p> <p><input type="checkbox"/> non-custodial parent (minor child on CalWORKs or AFDC for 30 or more months)</p> | <p>2. Check two of the following:</p> <p><input type="checkbox"/> no high school credential <u>and</u> low functioning basic skills</p> <p><input type="checkbox"/> requires substance abuse treatment for employment</p> <p><input type="checkbox"/> poor work history</p> |
|---|---|

The CalWORKs registrant is being referred for \_\_\_\_\_

- Attended CalWORKs job club.....  Yes  No Date: \_\_\_\_\_
- Attended CalWORKs assessment ....  Yes  No Date: \_\_\_\_\_ (report attached)
- HSA CalWORKs EP attached

<b>HSA CASE WORKER</b>	<b>OFFICE ADDRESS</b>	<b>PHONE #</b>	<b>DATE</b>
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## SECTION III: RESPONSE TO HSA REFERRAL ACTION:

Assessment	<input type="checkbox"/> YES <input type="checkbox"/> NO Date: _____	Program	_____
Enrolled	<input type="checkbox"/> YES <input type="checkbox"/> NO Date: _____	Contractor	_____
<input type="checkbox"/> 8% 50%	<input type="checkbox"/> GED/CRT <input type="checkbox"/> GED/WS .....	Other	_____
<input type="checkbox"/> CRT .....	Type: _____	Other	_____
<input type="checkbox"/> OJT .....	<input type="checkbox"/> Mentoring Program .....	Other	_____
WDD/CET Job Services	<input type="checkbox"/> Job Search <input type="checkbox"/> Job Placement		
Support Services Needed	<input type="checkbox"/> YES <input type="checkbox"/> NO	Type	_____
<input type="checkbox"/> Withdrawn .....	<input type="checkbox"/> Employed <input type="checkbox"/> Noncoop.....	Other	_____
Comments: _____			

<b>NAMES/TITLE</b>	<b>PHONE #</b>	<b>DATE</b>
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*White-Referral Agency*

*Yellow-Referral Agency*

*Pink – CalWORKs*

**Ventura County  
CalWORKS Apprenticeship Pilot Program Guidelines  
September 1999**

## **Program Overview**

The **CalWORKS Apprenticeship Pilot Program** is a cooperative effort involving the participation of the Service Employees International Union (SEIU) Local 998, Human Resources, Human Services Agency, and various County agencies and departments. It will offer up to twenty-five CalWORKS job seekers a training opportunity within County Government aimed at permanent employment and financial self-sufficiency. The Program will offer employers a screened and motivated applicant for an entry level or trainee position. Employers will select an applicant prior to placement in their agency/department. Apprentices will be paid at the entry level of the two-step salary range assigned to the CalWORKS Apprenticeship classification and receive regular benefits excluding medical insurance. The apprentice's monthly CalWORKS cash grant will be diverted to pay a portion of the total wage and benefit cost. The amount of the grant diversion will vary depending on the apprentice's individual eligibility. Apprenticeships will be established for a specific duration depending on the training requirements of the position, but within a range of six to eighteen months.

The CalWORKS Apprenticeship Committee will design and monitor the pilot program. This Committee will work with employers to set work standards and classroom training requirements for apprentices. Employers will be expected to identify a supervisor and provide on-the-job training during the apprenticeship. A CalWORKS Career Specialist (CCS) from the apprentice's designated Job and Career Center (JCC) will be assigned to arrange support services including designating a volunteer mentor, monitoring the apprenticeship, and collaborating with the supervisor as appropriate. The apprentice, employer, and a designated CCS will sign a written apprenticeship agreement (Attachment A) specifying expectations for all parties.

Upon successful completion of the apprenticeship, the job seeker will be placed on specifically designated eligible lists and referred to selection interviews for regular entry-level positions as they become available.

### **1. Pilot Project**

- 1.1 The Pilot Project will serve up to twenty-five apprentices. The actual number will depend on the availability of appropriate candidates and job training opportunities identified. The pilot will begin upon final approval by the Ventura County Board of Supervisors. A project status report will be provided to the Board of Supervisors during FY 99-00 along with the Apprenticeship Committee's recommendation on continuation of the program.
- 1.2 Human Resources will establish six new classifications in which the CalWORKS apprentices may be employed. They are:
  - 1.2.1 Office Support Trainee-CW
  - 1.2.2 Office Support Worker-CW
  - 1.2.3 Maintenance Worker Trainee-CW
  - 1.2.4 Public Services Worker-CW
  - 1.2.5 Food Services Trainee-CW

## 1.2.6 Custodial Services Trainee

- 1.3 The above classifications will be designated for use by the CalWORKS Apprenticeship Program only. The designation "CW" will assure that these job classifications are not used outside of the apprenticeship program.
- 1.4 The above classifications can lead to promotional and career opportunities in many related classifications (see Table 1). Some of those promotional opportunities represent jobs that are otherwise difficult to fill for County agencies/departments. For example, the Office Support Trainee and Worker can be used to recruit, train, and retain apprentices in classifications such as Records Technician and Medical Office Assistant. The Maintenance Worker Trainee can lead to career opportunities in semi-skilled building and landscape positions, utility workers, and to the skilled trades positions of building maintenance and heavy/light equipment operation and maintenance. The Public Services Worker can be used to train apprentices in medical lab work and community services jobs; and, the Food Services Workers can lead to jobs in the detention facilities, hospital services, and senior nutrition centers.
- 1.5 The potential work sites for the pilot program include agencies/departments with offices/facilities in the various geographical locations of the County. This will provide CalWORKS apprentices from all of the Job and Career Centers with an opportunity to participate. The Apprenticeship Committee will identify agencies/departments for the pilot project (and ongoing program if the program is extended).

**Table 1 - Career Paths for CalWORKS Apprentices**

<b>CalWORKS Classification</b>	<b>Leading to Career Opportunities</b>	<b>Potential Employing Agencies Departments</b>	<b>Work Locations</b>
Office Support Trainee-CW	Office Assistant, Management Assistant, Records Technician, Fiscal Assistant and other similar jobs	All County Agencies and Departments	All Sites
Office Support Worker-CW	Same as above at higher levels, such as Office Assistant III.	All County Agencies and Departments	All Sites
Maintenance Worker Trainee-CW	GSA/Maintenance Worker and Utility Worker; Building Equipment Utility Worker	General Services Agency, Harbor and Public Works Agency	Ventura, Oxnard, and Moorpark
Public Services Worker-CW	Lab/Medical Lab Tech., Health Tech., Community Services Workers, Nurse Assistants, etc.	Health Care Agency, Human Services Agency	All clinics and work sites
Food Services Trainee-CW	Cook, Food Services Assistant, Nutrition Program Worker	Human Services Agency, Health Care Agency and Sheriff	Ventura, Santa Paula, various Senior Centers
Custodial Services Trainee-CW	HCA Housekeeper and Custodian	Health Care Agency and General Services	Ventura

		Agency	
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**2. Apprentices Status, Pay, and Benefits**

2.1 The hourly pay for the identified apprentice classifications is established as follows:

- 2.1.1 Office Support Trainee-CW - \$6.50-\$6.82500 per hour
- 2.1.2 Office Support Worker-CW - \$7.00-\$7.35000 per hour
- 2.1.3 Maintenance Worker Trainee-CW - \$7.00-\$7.35000 per hour
- 2.1.4 Public Services Worker-CW - \$6.50-\$6.82500 per hour
- 2.1.5 Food Services Trainee-CW - \$6.50-\$6.82500 per hour
- 2.1.6 Custodial Services Trainee-CW - \$6.50-\$6.82500 per hour

2.2 The apprentices will receive the following benefits:

- 2.2.1 Vacation/Sick Leave/ Holiday Pay in accordance with the current SEIU Memorandum of Agreement (MOA).
- 2.2.2 Shift Differential per the SEIU MOA.
- 2.2.3 Overtime Pay at the rate of time and one-half of the established hourly rate for the CalWORKS designated classification.
- 2.2.4 Bilingual Pay at the rates designated in the current SEIU MOA. In order to be eligible for Bilingual pay, apprentices must successfully pass the County's Bilingual testing and work in a Bilingual approved position as determined by the employing agency/department.
- 2.2.5 Deferred Compensation Program (401(k) w/County match and 457 plans).
- 2.2.6 SEIU Union Dues handled by payroll deduction.
- 2.2.7 Retirement. Apprentices will participate in the County's Retirement System.
- 2.2.8 All other usual taxes and payroll deductions will be taken as required by law to include FICA (Social Security), state and federal income taxes, etc.
- 2.2.9 Safety equipment. Apprentices will be provided through the CalWORKS Program with some job-related safety items. Other safety equipment which would ordinarily be provided by the employer (hearing protection, safety vests, goggles, etc.) will be provided by the employing agency/department. Pay and benefits will be adjusted in accordance with adjustments given to similar SEIU Local 998 classes.

**3. Labor Costs**

3.1 The sample labor cost shown in Table 2 provides examples of the estimated net labor cost for apprentices in the classifications listed in 1.3 above. The CalWORKS Grant Diversion amount will vary based on family size and other financial factors. The dollar amount of the actual grant diversion will be noted on the apprenticeship contract.

**Table 2 - Estimated Labor Costs\***

<b>Classification</b>	<b>Proposed Monthly Salary Range</b>	<b>Less Estimated Grant Diversion</b>	<b>Plus Estimated Differential s and Benefits Costs</b>	<b>Estimated Net Cost to Agencies and Departments</b>
<u>Office Support Trainee</u>	\$1,127- \$1,214 (\$6.50- \$6.82500/hr)	\$500/month	\$281.75	\$908.75
<u>Office Support Worker</u>	\$1,214- \$1,300 (\$7.00- \$7.35/hr)	\$500/month	\$303.50	\$1,017.50
<u>Maintenance Worker Trainee</u>	\$1,214- \$1,300 (\$7.00- \$7.35/hr)	\$500/month	\$303.50	\$1,017.50
<u>Public Services Worker</u>	\$1,127- \$1,214 (\$6.50- \$6.82500/hr)	\$500/month	\$281.75	\$908.75
<u>Food Services Worker</u>	\$1,127- \$1,214 (\$6.50- \$6.82500/hr)	\$500/month	\$281.75	\$908.75
<u>Custodial Services Worker</u>	\$1,127- \$1,214 (\$6.50- \$6.82500/hr)	\$500/month	\$281.75	\$908.75

\*The cash grant included in the table is an average amount for a single parent with two children with no other income. The grant diversion amount can vary significantly depending on each apprentice's individual circumstances.

#### **4. Permanent Employment Opportunities for Apprentice Graduates**

- 4.1 County Human Resources will place all CalWORKS participants who successfully complete the apprentice program on appropriate eligible lists for employment and promotional opportunities. Human Resources will determine the appropriate list(s) on which to place an apprentice. Those eligible lists will be designated "CW" to maximize the opportunities for agencies/departments to access those eligible lists for final selection of an apprentice to regular County Jobs. Agencies/departments will be able to request a selective certification to transition a CalWORKS apprentice to full-time regular employment with the County.
- 4.2 The time served in the apprentice program qualifies as a form of practical examination and no additional competition is necessary for placement on those designated lists.
- 4.3 Upon hiring into a regular County position, the CalWORKS apprentice will receive a minimum 5% pay increase based on his/her hourly rate

if the appointment represents a promotion for the employee. Advanced step placements in recognition of the employee's specific agency/department experience gained from the apprenticeship program may also be granted at the discretion of the hiring agency/department with appropriate internal approvals.

- 4.4 County Agencies/Departments wishing to hire successful CalWORKS apprentices need only request a certification of eligibles from the specially designated "CW" eligible lists.
  - 4.5 CalWORKS apprentices have the opportunity at any time to apply for County recruitments for which they meet the minimum qualifications. Selection for any position not included in the CalWORKS apprenticeship program will terminate the apprentice program for that employee.
- 5. Written Apprenticeship Agreement (Attachment A)** - A written apprenticeship agreement shall be prepared and signed for every apprenticeship. The apprentice, the supervisor, a representative of the Apprenticeship Committee, and the designated Career Specialist will sign the document and receive a copy. A copy of the agreement will be retained with the apprentice's County personnel file in Human Resources and forwarded to the Auditor-Controller's Office. The agreement may be modified as necessary at any time with the consent of the parties involved. A copy of the relevant classification specifications listing the required skills, abilities, and knowledge will be provided to the apprentice and attached to the signed Apprenticeship Agreement.
- 5.1 Responsibilities of the Apprentice - The apprentice shall have the responsibilities of a regular entry-level employee. In addition, the apprentice will have the responsibility to notify and cooperate with both the supervisor and the Career Specialist regarding any significant problems that may interfere with the success of their training.
  - 5.2 Responsibilities of the Department Supervisor - The Supervisor will meet with the apprentice at least weekly to provide guidance and direction, instruction, and feedback. They will also complete a written monthly progress report for review by the apprentice and the Career Specialist and the three and six months performance evaluations required by the County for all employees.
  - 5.3 Responsibilities of the Job and Career Center Career Specialist - The Career Specialist will be responsible to meet with the apprentice and the agency/department supervisor at least monthly to review the progress reports from the supervisor. The Career Specialist will facilitate access to a mentor, required classroom training, and available support services such as childcare, transportation, or medical services as needed.
  - 5.4 Assignment of a Job Retention Mentor - The Career Specialist will encourage the apprentice to consider a mentor. The CalWORKS Mentor Program will train the mentor. The mentors will be expected to spend at least one hour per week with the apprentice. The focus and goal of the mentor/apprentice relationship will be to promote job retention.

- 5.5 Classroom Training - Apprenticeship agreement may include some classroom training in addition to any on-the-job training. The apprentice will be expected to complete the classroom training during a time that does not interfere with scheduled work hours. Most classroom training requirements will be available at local Community Colleges or Adult Education programs. CalWORKS will reimburse required and approved training costs.
- 5.6 Responsibilities of the Apprenticeship Committee - During the Pilot Project at least two members of the Apprenticeship Committee (one from SEIU and one from the County) will interview each apprentice each month at the apprentice's work site to gain information about the progress of the apprentice and follow through with the expectations of all parties as listed in the Apprenticeship Agreement. A meeting of the full Apprenticeship Committee may be called at any time to resolve specific issues.
- 5.7 Responsibilities of the Quick Response Team - The response team is made up of one representative from SEIU (Director, Deputy Director of designee) and the JCC Director (or designee). The response team can be called by either the agency/department supervisor or the apprentice to resolve problems which might impact the success of the apprenticeship.
- 5.8 Termination/Reassignment Process - The Supervisor or the Apprentice may terminate the apprenticeship at any time. When a party to the Apprenticeship Agreement is considering this option the Career Services Specialist should be notified as soon as possible. The Career Specialist will attempt to preserve the apprenticeship whenever appropriate. The Career Specialist will prepare a written explanation of the termination and send a copy to the Apprenticeship Committee for their review at the next regular meeting. SEIU Local 998, agrees that termination of any CalWORKS Apprentice will not result in mediation or arbitration of the termination.

## **6. CalWORKS Apprenticeship Committee**

- 6.1 Membership may include but not be limited to a management representative from the Human Resources Division, a Job and Career Center Director, and the Executive Director and/or Deputy Director of SEIU (or designee). Other representatives may participate when appropriate.
- 6.2 Responsibilities - The primary responsibility of the Apprenticeship Committee is to ensure the overall success of the program. Specific responsibilities include:
- 6.2.1 Program Design - The program characteristics as described in this document.
- 6.2.2 Apprentice Criteria and Selection - The procedures and methods for recruitment, screening, selection, and retention of participants.

- 6.2.3 Marketing of the program and selection of the participating agencies and departments.
- 6.2.4 Classroom Training Requirements - The specification of classes/training courses to be provided to the apprentice, ensuring availability and access to those classes; procedures to monitor compliance with class/training requirements; and, evaluation of the relevance of the coursework to success.
- 6.2.5 Program Evaluation
- 6.2.5.1 Outcomes includes reporting the number of participants, graduates, permanent job placements, and job retention rates.
- 6.2.5.2 Agency/Department Satisfaction - Monitoring the experience of supervisors and the employing agencies/departments with the apprentices referred, support services provided, and policies and procedures of the program.
- 6.2.5.3 Apprentice Satisfaction - Monitoring the satisfaction of the participants with the quality of the work assignments, the supervision and on-the-job training, the quality of classroom training, and the appropriateness and timeliness of the support services as outlined in their Apprenticeship Agreement.
- 6.2.6 " Quick Response Team" - The Apprenticeship Committee will identify a Center Director and an SEIU officer who will be " on call" to intervene quickly to assess and address problems when requested by the assigned Career Specialist, a supervisor, or an apprentice.
- 6.2.7 Apprenticeship Completion Certification - Upon completion of the designated term of apprenticeship and completion of all classroom and other requirements the apprentice will be recognized by the Apprenticeship Committee and presented with a completion certificate specifying their area of competencies.
- 6.2.8 Marketing - The Apprenticeship Committee will be responsible for marketing the program and its results to the Board of Supervisors, County agencies and departments, Job and Career Center staff, and the community.
- 6.2.8.1 Current County employees who began their County service in entry level positions will be recruited to participate in the orientation as role models for new apprentices.

## **7. Grant Based OJT - Grant Diversion Provisions**

- 7.1.1 " Grant-Based On-The-Job Training (OJT)" as defined in Section 42-701.2(g)(2) of the CalWORKs Welfare-to-Work regulations, means a Welfare-to-Work activity that is performed in the public or private sector in which the recipient's cash grant, or a portion thereof, or the grant savings resulting from



employment, is diverted to the employer as a wage subsidy to partially or wholly offset the payment of wages to the participant. Grant-Based OJT may also include community service positions.

- 7.1.2 A Grant Based OJT assignment's funding mechanism is the CalWORKs cash grant. Only eligible CalWORKs recipients may participate in the Grant Based OJT program, and the work activity must be a voluntary, not a mandatory, work assignment. CalWORKs participants in the Grant Based OJT Program must not receive less than their monthly Maximum Aid Payment, known as their MAP. The CalWORKs recipient shall be assured that they will not experience a reduction in their disposable income by participating in a Grant Based OJT assignment.
- 7.1.3 The County Welfare Department (CWD) shall ensure that the participant does not experience a break in income caused by an " employer's" conduct, and the CWD shall ensure that a recipient receives one hundred percent (100%) of the MAP, not counting any unpaid wages that the assistance unit is eligible to receive. Any payment owed the participant to bring him/her up to the MAP limit will be paid by the CWD as a residual aid payment. A CWD agreement with an employer shall stipulate that any grant diverted to the employer that was not used to pay wages, will be collected from the employer.
- 7.1.4 The CWD will monitor the retention of participants as employees by employers participating in Grant-Based OJT. The CWD shall cancel participation of employers who demonstrate, over a period of time, an unwillingness to hire recipients who participated in Grant-Based OJT with such employers. Each apprenticeship position will have an apprenticeship period defined, which may vary with work assignments, and ranging from approximately six to eighteen months in duration. Upon successful completion of the Grant-Based OJT work assignment, the participant will not incur a break in income should the employer make an immediate offer of employment which is within the six to eighteen months apprenticeship period. The participant may continue as a regular employee of the employer subject to the same conditions of employment as the employer's other regular employees.
- 7.1.5 The CalWORKs Grant Based OJT participant will be eligible for supportive services while in the Grant Based OJT work assignment. Payments for supportive services will be advanced to the participant when necessary and desired by the participant, so that the participant does use personal funds to pay for such services. The CalWORKs eligible participant will remain eligible for transportation and ancillary expenses as specified in Section 42-750 of the CalWORKs Welfare-to-Work regulations.
- 7.1.6 The intent of diverting the participant's cash assistance grant is to assist the employer in offsetting the extraordinary costs of training associated with the apprenticeship placement. Therefore, the employer, in conjunction with the County

CalWORKs Career Specialist (Case Manager), will be required to assist in identifying and providing for training that is applicable to the work assignment in the apprenticeship position. The employer will assist in defining what training can be provided on the job itself versus what supplementary County sponsored or college coursework might be applicable to each individual participant.

- 7.1.7 Criteria for successful completion of the Grant-Based OJT work assignment will be supported by reports completed by the employer that reflect regular attendance, satisfactory performance, and progress toward completion of the OJT assignment.
- 7.1.8 Grant-Based OJT shall be used as a funding mechanism only when the participant agrees to the diversion of his/her grant. Upon authorization by the CalWORKs participant to divert the cash grant, the CWD shall be permitted to create a special payment process for the purpose of diverting the grant, or a portion of the grant to the employer, or an intermediary service provider. The CalWORKs Career Specialist shall maintain a copy of the apprenticeship agreement that the participant signs authorizing the County to divert his/her cash grant to the subsidized employer.
- 7.1.9 Grant Based OJT for Grant Diversion is a form of OJT, and therefore the hourly wages paid shall be in conjunction with those specified in the apprenticeship agreement. Payment reimbursement to the employer, shall be based upon the total number of hours worked times the hourly pay rate for a given period. If the amount paid in wages for a monthly period is equal to or more than the participant's authorized CalWORKs MAP payment; then the entire MAP will be diverted to the employer to cover the wages paid. If the wages payable are less than the MAP, then the amount payable in wages will be reimbursed one hundred percent to the employer, and any residual amount of the MAP remaining will be issued in a check off the Welfare Benefit System (WICAR), directly to the CalWORKs participant.
- 7.1.10 Any changes to the original apprenticeship agreement, as to scheduled work hours and/or hourly wages, require the original agreement to be amended. Time exceeding a normal forty (40) hour basic work week is considered overtime pay, and will not be included as the base amount for reimbursement purposes.
- 7.1.11 Participants in a Grant Based OJT assignment shall be compensated by the employer at the same rate, including periodic increases, as other persons employed by the employer in the same, or similar job classifications.
- 7.1.12 No currently employed worker shall be displaced by any Grant Based OJT participant. This includes partial displacement such as reduction in hours of non-overtime work, wages, or employment benefits.

- 7.1.13 Persons in Grant Based OJT shall be provided by the employer with all necessary vocational training instruction, including safety instruction, equipment, material, and other services required to properly complete training and provide reasonable protection against injury and damage.
- 7.1.14 The employer will provide the Grant Based OJT participant all considerations comparable to other entry-level employees, to include worker's compensation insurance coverage. The employer shall not terminate its worker's compensation policy without giving thirty (30) days notice to the CWD.
- 7.1.15 Pursuant to the Civil Rights Acts of 1964 and 1972, and the Equal Opportunity Order, the Employer must comply and ensure that no participant in the Grant Based OJT-Grant Diversion project shall be denied employment, excluded from benefits or suffer discrimination because of race, color, religion, sex, national origin, age, handicap, physical or mental disability, medical condition, marital status, or political affiliation or belief.
- 7.1.16 CWD is required to observe and/or monitor regularly all conditions and activities involved in the performance of each individual employer/participant agreement, to ensure the successful completion of the Grant Based OJT Grant Diversion assignment.
- 7.1.17 Employer must agree that CWD will have access to, and the right to examine all directly related documents, payroll records, timecards, and other records involving transactions related to the employer/participant agreement. Upon enrollment in the Apprenticeship Program, the apprentice will sign a waiver authorizing such access.

## **7.2 State Approval Process for a Grant Based OJT Diversion Project**

- 7.2.1 Section 42-780 of the CalWORKs Welfare-to-Work Regulations requires each CWD to establish an initial CalWORKs Welfare-to-Work Plan that describes how the County intends to deliver the full range of services necessary to move the CalWORKs recipient from welfare to work. Counties were given the ability to administer their welfare to work plans with both creativity and flexibility, and amendments to the plans were deemed appropriate and necessary as County's began to expand the scope of the their efforts. Therefore, the California Department of Social Services (CDSS) recognized the need to revise original County plans and thus requires the following:
- 7.2.2 All revisions/addenda, no matter how minor, shall be submitted to CDSS, as they occur.
- 7.2.3 A letter identifying the sections of the County Plan being revised shall accompany the revision/addenda.

7.2.4 A County may implement revisions/addenda when they are submitted to CDSS. However, County's shall acquire County Board of Supervisor approval prior to implementation.

### **7.3 Grant Based OJT Diversion Procedures**

- 7.3.1 Upon determination that a CalWORKs eligible participant is potentially eligible for the Apprenticeship Program, the CalWORKs Career Specialist will calculate the participant's MAP to ensure that the work assignment does not provide for less disposable income than if the participant had not participated in the work assignment. The disposable income means the income available to the recipient by adding the participant's aid payment and earnings from the grant diversion project to any other income received in the household, and in turn subtracting allowable deductions.
- 7.3.2 A participant will be deemed an ineligible candidate for the Apprenticeship program if there is a past history of sanctions, overpayments, fraud, and/or late reporting associated with the participant. However, in special circumstances, with good cause, and the Apprenticeship Committee's prior approval, an exception may be applied allowing for participation in the program.
- 7.3.3 If the budget calculation provides for the diverting of the entire cash grant, then the CalWORKs Career Specialist will code the Welfare Benefit System (known as WICAR) with a Grant Diversion Identification Code "GD" on the LM document in card code 06. The CalWORKs Specialist will also suppress the cash grant in the Counterbalance, code 006 in card code 12 of the LM process. A stop date will be added to the 006 code that is consistent with the length of time the apprenticeship assignment is anticipated, six months, twelve months, eighteen months, etc.. The stop date ensures that the suspension of benefits occurs monthly until the apprenticeship program officially terminates, and can be increased and/or decreased depending on each individual's progress through the apprenticeship assignment.
- 7.3.4 The CalWORKs Career Specialist will notify the Benefit Issuance Office (BIO) of the authorization of a Grant Based OJT-Grant Diversion placement. A copy of the participant's Welfare to Work plan signifying the Grant Based OJT placement, a copy of the CalWORKs participant's authorization to divert the cash grant, a copy of the Apprenticeship Agreement, and a completed Grant-Based OJT-Grant Diversion Projected Wages Agreement Statement for the first six pay periods will be faxed to the BIO unit.
- 7.3.5 The Grant-Based OJT-Grant Diversion Projected Wages Agreement Statement is the actual Agreement between the CWD and the Employer that certifies the number of hours anticipated for each pay period, the hourly rate of the wages, with a projection of the participant's gross earnings. This agreement's intent is to establish the ongoing gross earnings

to be paid the participant by the employer, for comparison to the participant's MAP amount, which in turn will determine what portion of the MAP will be diverted monthly to the employer for wage reimbursement. This agreement must be signed by the Employer, Apprenticeship Participant, and the CalWORKs Career Specialist, prior to authorizing the diversion of the participant's cash grant. Any time a change occurs that will affect this agreement, it should be amended by the Career Specialist to cover any potential changes to hours of employment, or the hourly rate of pay. The amended copy must be signed by the CalWORKs apprenticeship participant, and a copy routed to the BIO unit.

- 7.3.6 BIO staff upon receipt of all authorizing documentation will enter case information into the Grant Based OJT-Grant Diversion Participant database. Each client file will contain at least eighteen months of payment history, beginning with the first month of grant diversion, throughout completion of the apprenticeship assignment (begin and end dates will be referenced in each participant file). The participant file will contain case identifying information such as case name, social security number, case number, name and phone number of the CalWORKs Career Specialist managing the case, the County agency/department (" employer" ) supporting the work assignment, type of aid program (Family Group = FU, or Unemployed Parent = U), and the method of budgeting either " retrospective" or " prospective" budgeting. Each participant file will also provide for line item calculations of the eligible CalWORKs MAP, compared to the actual wages paid the employer, actual amount of grant diverted (suspended awaiting wage reimbursement) amounts actually paid to employer, any residual grants paid the CalWORKs recipient, and any potential overpayments or underpayments resulting from the apprenticeship assignment. This database will be the case tracking, case payment, and reporting mechanism used to support the accountability of the Grant-Based OJT-Grant Diversion Project.
- 7.3.7 BIO staff will review the GWIS on-line system (On-Line Welfare Benefit Inquiry system) regularly to verify the status of the Grant Diversion cases and proper suppression of benefits for diversion to the wage assignment. As changes occur to the participant's eligible MAP, or work assignment, the CalWORKs Career Specialist will contact BIO upon notification of those changes. Any changes to the Welfare Benefit system will be updated to the Grant Based OJT Participant database for each respective client file. Any potential changes to the participant's hourly wages and gross wages that deviates from the projected agreement will be reviewed immediately to determine the effect to the CalWORKs participant's disposable income and MAP amount.
- 7.3.8 BIO and CalWORKs Career Specialists will work collaboratively in the determination of the effect of any such changes, in order to ensure that the CalWORKs participant does not experience a break in disposable income below their eligible

MAP allotment. Appropriate adjustments will be made to the Grant Based OJT Participant database to accommodate such changes. Any potential underpayments and/or overpayments will be assessed. Any residual grants eligible to the participant will be issued immediately upon discovery.

- 7.3.9 Monthly payment and reimbursement of wages will occur upon the initiation of a memo from the BIO unit to the CalWORKS Career Specialist. The memo will request that the 006 Code (Counterbalance) be zeroed out on the case allowing the MAP to issue. Concurrently with zeroing out the 006 code, the Career Specialist will issue the reimbursement check in card codes 13-16 providing for the subsidized employer name and address (department and account number), and a reference of the participant's name. The difference between the MAP and the amount paid to reimburse the subsidized employer, will issue automatically in the WICAR system in the form of a residual payment, which will go directly to the CalWORKS participant
- 7.3.10 The subsidized employer will submit invoices (Attachment B) monthly to the BIO unit. At the end of each month, an invoice will be completed by the employer for the payments made during the pay periods falling in that particular month. The completed invoice is to be submitted to the BIO unit by the 15<sup>th</sup> calendar day of the following month, with anticipated reimbursement payments scheduled to be released by the first of the following month. (Example: November pay periods, reported on invoices to BIO by December 15<sup>th</sup>, payment reimbursement to employers before or by January 1<sup>st</sup>).
- 7.3.11 Submitted Employer invoices must include a copy of the time cards for the period of payment reimbursement, a copy of the actual paychecks of the participant for the same period of reimbursement, and any timecard adjustments occurring. The invoice will provide for a certification of regular days and hours worked. Overtime hours are not reimbursable and are not to be included for reimbursement purposes. The invoice claim will reflect the total gross wages paid, less overtime hours, for a reimbursement total.
- 7.3.12 The employer will also complete the section of the invoice claim signifying satisfactory performance. The invoice must be signed by all authorized parties prior to processing for reimbursement. Any invoices that are not completed and/or signed will be returned to employer prior to authorization of reimbursement for wages paid. Reimbursement of wages will be suspended until all authorizing documentation and signatures are provided and thoroughly reviewed.
- 7.3.13 BIO staff will review the Employer invoices for accuracy, verify timecard and payment records to invoice, and calculate gross wages and MAP reimbursement rates. The Grant Based OJT Participant database will be updated to reflect authorized invoices, and appropriate comparisons to MAP calculations, and wage reimbursements will be performed.

Upon completion of this review and verification reimbursement payments will be made to the employer, and any residual payments due the CalWORKs participant will be authorized and paid directly to the participant.

7.3.14 Employer reimbursements for two months prior will be made on or before, the first working day of the month (example: November invoices for reimbursement are payable by or prior to January 1<sup>st</sup>). Payment will be made by removing the counterbalance in the WICAR system, and by making the actual cash assistance payment using card codes 13, 14, 15, 16 in the WICAR system. Payment will be made for the effective month for which the payments are reimbursed. Payment will be made directly to the employer (department), referencing the apprenticeship participant's name on the face of the check. The Grant Based OJT Participant database will be updated to reflect the reimbursement payment, and the check will be sent to the employer (department) through mail, or actual delivery to the employer (department).

7.3.15 BIO will send the CalWORKs Career Specialist, and Employer a copy of the monthly approved invoice reflecting the amount of the cash grant diverted to cover the employer reimbursable wages. The CalWORKs Career Specialist will update the WICAR budget calculation process with necessary income data that has a potential of affecting future MAP authorizations. BIO in turn will use the invoices as control documents for the reporting and reconciliation of the Grant Based OJT-Grant Diversion process.

#### **7.4 Special Payroll and Accounting Procedures**

7.4.1 The CalWORKs eligible apprenticeship participants will be treated like regular full-time County employees. Participants will be required to complete a regular timecard generated by the Auditor-Controller. The time card and any time card adjustments are to be reviewed and approved by the participant's immediate supervisor, and circulated through the employer's usual payroll process. A copy of each pay period's time card, and time card adjustment sheets must be submitted to the BIO unit with the monthly invoice for reimbursement.

7.4.2 The County Auditor-Controller's Office will process timecards and time card adjustments through the normal payroll process, and calculate gross wages based upon the established apprenticeship rate for the classification in which the apprentice is employed. All benefits of a normal, full time employee will be considered, except for the Flexible Credit Allowance. Net wages will be calculated taking into account all other normal payroll deductions.

7.4.3 At the end of each pay period, employers (agencies/departments) will receive paychecks through the normal process for distribution to employees. The Employer will make a photocopy of the paycheck to be sent to the CalWORKs Specialist for monthly budgeting and reporting purposes, and additionally to

the BIO unit at the end of the month, as back up documentation to the monthly invoice and reimbursement processes.

- 7.4.4 The BIO unit upon receipt of the monthly invoice and back-up documentation, will authorize the issuance of the monthly reimbursement check to the employer. BIO will maintain a database for each Grant Based OJT-Grant Diversion participant. The database will account for all cash assistance grants suppressed from payment off the WICAR system, and held in suspense awaiting reimbursement to the employer. Grant Based OJT Participant data will be maintained at the individual participant level, not as a conglomerate of all Grant Based OJT participants. Tracking will be performed at the individual participant level not only for reimbursement, but also for reporting purposes.
- 7.4.5 As the invoices are verified and approved for reimbursement, Grant Based OJT participant monies will be held in suspense in the Welfare Benefit System (WICAR) until authorization of release of these monies occurs. A BIO Fiscal Assistant will verify the invoice and backup documentation process, and initial signifying calculation accuracy.
- 7.4.6 A BIO Fiscal Assistant will in turn provide the approved documentation to a BIO Fiscal Technician, who will access the Grant Based OJT participant's data base and authorize the availability and release of the cash assistance grant to the subsidized employer. The Fiscal Technician will complete a memo, called a Grant Based OJT Grant Diversion Payment Authorization form. The memo form will instruct the CalWORKs Career Specialist as to the amount of money to release from WICAR, and the effective month(s) of those payment(s) to the subsidized employer, and/or to the participant as a residual grant.
- 7.4.7 The CalWORKs Specialist will initiate the LM document, releasing the counterbalance, authorizing card codes 13, 14, 15, and 16 to make the payment issue in the Employer's (department) name, referencing the apprenticeship participant's name. Any residual grant due the CalWORKs participant will issue automatically once the 006 code is removed and the employer payment made.
- 7.4.8 The actual reimbursement payment(s) for employers and residual grants will come off the daily cash assistance payroll system recognized with in the 5480 roll-up / 3111 expenditure account. BIO will then compare the payment to the originating invoice and payment reimbursement request, update the Grant Based OJT Participant database reflecting the date and amount of the employer reimbursement and/or residual grant, and then mail or hand deliver the check to the employer.
- 7.4.9 BIO will reconcile the monthly Grant Based OJT participant accounts of authorized grant amounts to the monthly WICAR, State claims, and the VCFMS system to ensure accountability and integrity between the three systems. Monthly reports of line



item activity for each Grant Based OJT-Grant Diversion participant will be maintained for back-up, reporting, and reconciliation . Upon request, BIO will produce any special reports required of employers.

7.4.10 County Departments, upon receipt of the check, will deposit by cash receipt to the organization charged for the apprenticeship program. The cash receipt is coded as an expenditure reimbursement using object account 1992. The check must be verified to the monthly invoice(s) submitted and any discrepancies resolved with the BIO, Fiscal Assistant, Fiscal Technician, or CalWORKS Specialist.

## **7.5 State Reporting Requirements**

7.5.1 The CDSS requires monthly reporting and accountability documents to support the operation of a Grant Based OJT-Grant Diversion Program. These reports must be completed at the end of each report month, and are due in Sacramento by the eighth working day of the following report month. Completion and certification of these reports must be in accordance with Sections 1090 to 1096 inclusive, of the Government Code, and the payments being reported must be in accordance with all the provisions of the Welfare and Institution Code rules and regulations of the CDSS. Additionally, reported amounts must be in accord with current Federal, State, and County shares in payments claimed and warrants issued, according to the law and rules and regulations of the CDSS.

7.5.2 Reports will be completed to capture both the CalWORKs Family Group (FG) and Unemployed Parent (U) categories, on the appropriate State approved forms. CWD's must submit the CA801 " Grant Diversion- Wage Pool Financial Report" , CA800GD " Grant Diversion-Summary Report of Employer Payments" , and the CA800 Contra Roll -Grant Diversion backup documentation support form.

7.5.3 On a monthly basis a Contra-roll will be produced from the Grant Based OJT Participant database. The contra roll will reflect all new cases and ongoing cases for the claim month that had a grant suspended, and /or diverted to a subsidized employer. The Contra Roll will reflect the CalWORKs recipient's case name, effective month of the grant being diverted, and the diverted grant amount. If the amount of the grant to be diverted is only a portion of the MAP, then a residual grant should already have been paid for and reported for within the Welfare Benefit System Payment and Reporting Processes. The Grant Based OJT Participant database should produce line item for each participant the amount of the residual grant paid directly to the CalWORKs eligible participant. The contra roll amounts reflecting the amount of grants diverted and paid through residual grants, shall balance back to the WICAR month end reports, and the Grant Based OJT Participant database report reconciliations.

- 7.5.3.1 At the end of each report month, the WICAR system will produce a report reflecting all grant diversion payments made to reimburse an employer. The report will be in accordance with CDSS reporting requirements of cash assistance payments, reflecting the name of the employer, referencing the participant, the date of issuance, warrant number, effective date of the payment, and the amount paid. This report detail will be used to complete the monthly CA800GD - Grant Diversion Summary Report of Employer Payments report. A report will be completed for both the FG and U categories of assistance, and all appropriate back-up documentation will be sent to CDSS to meet the reporting deadline.
- 7.5.3.2 The Grant Based OJT Participant database will be closed and reconciled at the end of each report month in order to complete the monthly CA801GD report - Grant Diversion Wage Pool Financial Report. This report tracks the activity within the Grant Based OJT database during the report month, and should reconcile back to the monthly contra-rolls and CA800GD reports for the same report month. All required backup documentation will be sent to CDSS to meet the reporting deadline.

County of Ventura

**Apprenticeship Agreement**

Name of Apprentice \_\_\_\_\_ Date \_\_\_\_\_

Apprenticeship Position \_\_\_\_\_ Apprenticeship Period \_\_\_\_\_

Department Supervisor \_\_\_\_\_ Career Services Specialist \_\_\_\_\_

Apprentice's Salary \_\_\_\_\_

Responsibilities of Apprentice:

- 1. Meet requirements of CalWORKs Program.
- 2. Agree to background and drug testing when required as part of regular employment screening in that department.
- 3. Meet requirements of regular entry-level employees in this classification and agency as noted: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 4. Participate in appropriate training as follows: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 5. Spend at least one hour per week with mentor to promote job retention.
- 6. Interview monthly with Apprenticeship Committee to ensure progress.
- 7. Notify Career Services Specialist at any time termination is being considered.

Responsibilities of Department Supervisor:

- 1. Meet weekly with apprentice to provide guidance, direction, instruction and feedback.
- 2. Complete a written monthly progress report for review by Apprentice and Career Specialist.
- 3. Assist in determining appropriate training plan for Apprentice.
- 4. Arrange for appropriate on-the-job training to qualify Apprentice for permanent employment.
- 5. Provide apprentice equipment and supplies necessary to do the job (CalWORKs will pay for equipment or supplies that are necessary to do the job but not normally provided by the department).
- 6. Notify Career Services Specialist at any time termination is being considered.
- 7. Income Verification and Attendance Reporting.

Responsibilities of Career Services Specialist:

1. Meet monthly with Apprentice to review supervisor’s progress report.
2. Facilitate access to a mentor for the Apprentice.
3. Determine appropriate classroom training, with input from Apprentice’s supervisor.
4. Attempt to preserve apprenticeship whenever appropriate; if termination occurs, notify Apprenticeship Committee and provide written explanation of circumstances.

Termination/Reassignment: The Supervisor will first contact the quick response team for intervention if termination is considered. If unable to reach resolution, the apprenticeship will be terminated. The Apprentice may also terminate the apprenticeship at any time.

**We agree to the responsibilities as described in this Agreement:**

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**Apprentice** **Date**

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**Supervisor** **Date**

---

**Career Services Specialist** **Date**

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**Reviewed by Apprenticeship Committee** **Date**

County of Ventura

**CaWORKs APPRENTICESHIP**

**INVOICE AND PERFORMANCE REVIEW**

**Employer:** \_\_\_\_\_ **Invoice Period:** \_\_\_\_\_ **to:** \_\_\_\_\_

**Employee:** \_\_\_\_\_ **Hourly Rate:** \_\_\_\_\_ **Classification** \_\_\_\_\_

**Completion of this section signifies certification of hours worked and payment.**  
 (Attach copies of timecards and pay stubs for back-up)

Date	Pay Period		Total Hours		Date Paid		Gross Salary Paid
<b>Total Invoice:</b>							

**I certify that the above hourly rate and the total number of hours worked are equal to the gross pay received during this time period are correct.**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employer's Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Performance Review**

**AS = Above Standard**

**S = Satisfactory**

**U = Unsatisfactory**

Comments:

**Invoice Payment Information**  
 (For Benefits Issuance Office Use Only)

Total Invoice Amount	Amount of CaWORKs Eligibility Grant	Amount Diverted to Employer	Less Any Outstanding Overpayments	Equals	Net Amount Diverted To Employer
				=	

Original: BIO

Yellow: Employee

Pink: Employer

Goldenrod: Case Manager

## Section 1

	Total	TANF/State General	County Funds	Other
Total CalWORKs Assistance	35,075,200	34,180,957	894,243	
Benefit Payments	34,725,200	33,839,707	885,493	
Diversion Services	350,000	341,250	8,750	

	Total	FCS	State General Fund	County Funds
Food Stamp Administration (For County MOE Purposes)	7,488,437	3,341,301	2,790,565	1,055,571

## Section 2

	Total	TANF/State General Fund	CCDBG	Title XIX	County Fund	Other**
Total CalWORKs Admin & Services Items (A) thru (D)	22,530,446	20,929,532			1,600,914	
(A) Total CalWORKs Single						
Allocation Items (1) thru (7)	21,471,855	19,870,941			1,600,914	
(1) Benefit Administration	7,537,440	6,726,853			810,587	
(2) Program Integrity (Fraud)	1,060,887	980,000			80,887	
(3) Staff Development	149,500	134,000			15,500	
(4) Welfare-to-Work	6,693,089	5,999,150			693,939	
(5) Cal Learn	453,521	453,521			0	
(6) Child Care	5,777,417	5,577,417			0	
(7) Other Activities**						
(B) Child Care						
(C) Mental Health Treatment	128,819	128,819			0	
(D) Substance Abuse Treatment	929,772	929,772			0	

**Department of Labor  
Welfare to Work Funding Allocation PY 99-02  
Detailed Budget**

**WtW Allocations**

	<u>Amounts</u>
Award FY 98-99 (7/1/98 – 6/30/2001)	\$ 1,818,111
Award FY 98-99 (7/1/99 – 6/30/2002)	\$ 1,678,373
<b>Total funding Allocations WtW</b>	<b>\$ 3,496,484</b>

<u>Budgeted Items</u>	<u>PY 99-00</u>	<u>PY 00-01</u>	<u>PY 01-02</u>	<u>Total Expenditures</u>
Employability Workshops	\$ 100,000	\$ 100,000	\$ 100,000	\$ 300,000
Post-Employment Mentoring	33,333	33,333	33,334	100,000
Purchase of Vendorized Svcs.	1 33,333	133,333	133,333	400,000
Transp. Vouchers/Guaranteed Ride Home	33,333	33,333	33,334	100,000
Community Service (subsidized) Employment	100,000	100,000	100,000	300,000
Non-Custodial Parents (augment DA's Project)	33,333	33,333	33,334	100,000
RAIN Project	66,667	66,667	66,667	200,000
Individual Development Accounts	100,000	100,000	100,000	300,000
Substance Abuse Intervention & Assistance	66,667	66,667	66,667	200,000
Domestic Violence Intervention & Assistance	66,667	66,667	66,667	200,000
Special Projects, by Geographic Targeting	33,333	133,333	133,333	300,000
<b>Sub-total Program Services</b>	<b>766,666</b>	<b>866,666</b>	<b>866,669</b>	<b>2,500,000</b>

**Budgeted Operation Costs**

Project Lead-Program Admin. III	40,409	42,429	44,551	127,389
Project Staff - Employment Trng. Spcl. III	32,919	34,565	36,293	103,777
Project Staff - Employment Trng. Spcl. III	32,919	34,565	36,293	103,777
Sub-total Salaries	106,247	111,559	117,137	334,944
Fringe Benefits	31,874	33,468	35,141	100,483
Sub-total Direct Salaries & Benefits	138,121	145,027	152,279	435,427
Intake/Assessment Costs Allocation	33,333	33,333	39,848	106,514
<i>Total Program Costs</i>	<i>938,120</i>	<i>1,045,026</i>	<i>1,058,795</i>	<i>3,041,941</i>
Administrative Costs 13%	151,514	151,514	151,514	454,543
<b>Grand Total WtW Budget</b>	<b>1,089,634</b>	<b>1,196,540</b>	<b>1,210,309</b>	<b>3,496,484</b>
<b>Budget Variance</b>	<b>75,861</b>	<b>(31,045)</b>	<b>(44,815)</b>	<b>0</b>

# County of Ventura – Private Industry Council

Tony Wilson - Chair

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October 20, 1999



Barbara Fitzgerald, Director  
Human Services Agency  
County of Ventura  
505 Poli Street  
Ventura, CA. 93001

Dear Ms. Fitzgerald:

As its meeting of September 9, 1999, the Private Industry Council authorized my submittal of a letter expressing the PIC's concurrence that the County of Ventura CalWORKs Plan and Plan Update are consistent with the employment and job training strategies as developed by the Private Industry Council. This letter conveys that concurrence.

You may also recall that on April 29, 1999, the PIC adopted its Program Year 1999-2000 Welfare-to-Work Plan, which was also developed in coordination with the County's CalWORKs strategies. It seems clear that our collaborative efforts in the development of the County's One-Stop system and other employment and training services assures the coordination of JTPA, Welfare-to-Work, and CalWORKs programming.

Should you have any questions, please do not hesitate to contact me at (805) 654-7450.

Sincerely,

TONY WILSON  
Chair, Private Industry Council

C: Bruce Stenslie, Director, Workforce Development



Agency Director  
Barbara J Fitzgerald

Assistant to the Director  
Curtis Updike

Business & Employment Services Dept.  
Randy Feltman

Transitional Assistance Department  
Helen Reburn

Administration Department  
Bruce Stenslie

Children & Fam.Serv Dept.  
Frank Ferratta

East County Job & Career Center

- Adult Programs
- Homeless Services
  - In-Home Support Services (IHSS)
  - Adult Protective Services (APS)
  - Senior Nutrition
  - Veterans Services

Fiscal Services

East County Region

Downtown Oxnard Job & Career Center

- Program Administration
- CalWORKs
  - General Relief
  - Corrective Action
  - Staff Development
  - Food Stamps
  - Quality Control
  - IEVS

Child/Elder Care

Oxnard Region

West Oxnard Job & Career Center

Medi-Cal/SAWS Administration  
Central Programs & Outstation Eligibility  
MEDS

Business Operations

Ventura Region

Oxnard College Job & Career Center

Oxnard Intake & Eligibility Center  
CalWORKs Intake

Information Technology

Casa Pacifica

Santa Clara Valley Job & Career Center

Oxnard Intake & Eligibility Center  
Food Stamps & Medi-Cal

Workforce Administration

Countywide Services

Ventura College Job & Career Center

Santa Clara Calley Intake & Eligibility Ctr.  
CalWORKs Intake  
Food Stamps & Medi-Cal

Facilities Contracts

West Ventura Job & Career Center

Ventura Intake & Eligibility Center  
CalWORKs Intake  
Food Stamps & Medi-Cal  
GR/GRIP

- Human Resources
- Personnel
  - Mentoring
  - Affirmative Action
  - Agency Staff Development
  - Fair Hearings
  - Civil Rights Complains
  - Cultural Competence

- CalWORKs Program Support
- Employment Services
  - Volunteer Services
  - CalWORKs Evaluation

Workforce Development  
Services Support

East County Intake & Eligibility Center  
CalWORKs Intake  
Food Stamps & Medi-Cal