

**COUNTY OF LAKE**

**DEPARTMENT  
OF  
SOCIAL SERVICES**

**CalWORKs County Plan**

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

*Briefly describe how the County will work with other public and private agencies to provide necessary training and support services. This section would include at a minimum a list of the necessary training and support services and the public and/or private agencies, which will provide those services. [References: Education Code Section 10200 and WIC Section 10531(a)]*

Does the County have a Refugee Employment Services Plan? ( ) Yes (X) No

In October 2002 the bid for contract Welfare-to-Work (WtW) services was awarded to a new contractor, Affiliated Computer Services (ACS) formerly Curtis & Associates. As a result, the Lake County Department of Social Services, hereinafter referred to as the "Department" once again restructured the delivery of services to recipients. Department staff continue to perform Assessment and authorize all supportive services. The WtW contractor is providing the orientation, completing the appraisal and learning disability screening. Through an agreement with the County Health Department a CalWORKs Behavioral Health Counselor is on-site performing mental health and substance abuse assessments and arranging for treatment when indicated. The department has added on-site services of a Domestic Abuse Counselor two days a week.

Department staff continue to do the initial screening of CalWORKs applicants with respect to basic program eligibility, possible diversion options, and meeting Cal Learn or exemption criteria. Said screening also includes an evaluation of the need for supportive services, including childcare and transportation. Applicants continue to be offered the opportunity to voluntarily participate in supervised job search activities pending receipt of CalWORKs assistance. Based on appraisal results, most recipients are first referred to job search. If unsuccessful in this preliminary component, recipients are assessed utilizing a variety of career assessment instruments, individual interviews with a CalWORKs Social Worker and the participant conducting supervised career exploration activities. Then a self-sufficiency plan is developed and Welfare-to-Work activities assigned at a joint meeting attended by the participant, assessor, Self-Sufficiency Specialist and the appropriate Welfare-to-Work service provider. Through ongoing communication and collaboration with service providers, the Department shall monitor and track each participant's progress in Welfare-to-Work activities, and as appropriate, facilitate supportive services payments, implement sanctions, restricted payments, etc.

All other Lake County Welfare-to-Work activities are provided under contracts with ACS for post assessment, community service and job retention activities (minus the County OJT Program), and Sutter Lakeside Community Services for Domestic Violence training and services. The Department also contracts with the Lake County Office of Education (LCOE) Healthy Start Program for a Pediculosis Anti-Lice (PAL) project and Community Development Services for job creation and economic development.

The Department plans to continue contracting with North Coast Opportunities, Inc. to administer Stage I Childcare. If the ISAWS automated system is enhanced to accurately track and issue these payments, the department may decide to end this contract at a future date.

The Department plans to continue contracting with the Lake Transit Authority to strengthen the local public transportation system and enhance services to CalWORKs recipients.

The CalWORKs Contract Consortium (CWCC) members are also “One-Stop” partners, so it was decided to dissolve the CWCC meetings, folding them into the existing partners meetings. The “One Stop” is called the Lake Resource Center (LRC). Managers attend the Executive Committee and line staff meet regularly reporting their issues to the Executive Committee for potential action. The 2003 revision of the LRC mission is:

Connecting businesses, individuals, and organizations to resources and services that meet their economic, educational, and employment needs.

Training under CalWORKs continues to be geared to prepare individual participants with the job skills, knowledge and behaviors necessary to achieve and sustain self-sufficiency. Department staff meet often to coordinate services with Yuba and Mendocino Community Colleges, JTPA and the Lake County Office of Education, ROP and Adult Education, and the California State Department of Rehabilitation. In addition, the County of Lake is in the final stages of creating two One-Stop Career Centers, one at the north end of the county in Lakeport and the other at the south end in Clearlake on the Yuba College campus. Most if not all the Welfare-to-Work partners will be represented in the One-Stops.

Supportive services include:

- Child Care
- Transportation
- Ancillary Expenses
- Personal Counseling

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

*Describe the County's partnerships with the private sector, including employers, employer associations, the faith community, and central labor councils, and how those partnerships will identify jobs for CalWORKs program recipients.*

*[Reference: WIC Section 10531(b)]*

The County is in the process of building strong working relationships with the private sector. Small businesses represent the largest employer base in the County with 75% of such businesses employing less than five people. Small businesses typically do not get involved in the various government programs. Thus, the provision of information regarding potential employer incentives and advantages must be coupled with support activities for a connection to take place. It is expected that our partnerships will focus on issues such as work force needs, employment trends and economic development to increase the diversity of the County labor market, as well as coordinating County-wide information on available jobs. The County shall facilitate these new working relationships with the assistance of the Lake Resource Center, a local partnership currently providing employment, training, economic development services, and the newly formed CalWORKs Contract Consortium (CWCC) Members.

Private sector partners are being sought from many areas and may include:

- Lake County Employer Advisory Council;
- Chambers of Commerce;
- Small Business Development Council;
- Business Outreach and Response Team
- Private Employment Agencies;
- Local Labor Unions;
- Labor Contractors;
- Individual Employers;
- Local Ministerial Associations.

The Director and/or Deputy Director attend the Lake County Workforce Development Taskforce meetings. The mission is to ensure an adequate workforce for the future needs of the county. The taskforce is made up of private business, economic development staff, county personnel staff, the EDD manager, Lake Resource Center manager and various other partners.

(c) **LOCAL LABOR MARKET NEEDS**

*Briefly describe other means the County will use to identify local labor market needs.  
[Reference: WIC Section 10531 (c)]*

With the assistance of the Lake Resource Center, the County shall use a variety of methods to identify both local and regional labor market needs. It is clear that inclusion of a regional approach will be advantageous in light of the County's historically high unemployment rate. The region will consist of locations within a two-hour commute.

Local community colleges completed a labor market needs assessment, used in curriculum development activities for CalWORKs planning. The California Employment Development Department provides regular labor market information specific to Lake County. The County shall utilize these two resources in addition to:

- Reports from Economic Development Council;
- Statistics on actual job placements from the Lake Resource Center;
- Regional newspapers;
- Internet On-Line Resources;
- Demand Occupational Needs List;
- EDD Job Listings/Flyers;
- Direct Employer Contacts;
- Regional statistics for job placements and job forecasts.

Other options for the identification of labor market needs may become evident during the development of partnerships within the community. Such additional resources will be reviewed and analyzed for inclusion in the overall labor needs identification process.

**(d) WELFARE-TO-WORK ACTIVITIES**

[1] Unsubsidized Employment	[2] Work Study
[3] Subsidized Private Sector	[2] Self Employment
[3] Subsidized Public Sector Employment	[1] Community Service
[2] Work Experience	[1] Job Search and Job Readiness Assistance
[2] On-The-Job Training	[2] Job Skills Training Directly Related To Employment
[3] Grant-Based-On-The-Job Training	[3] Supported Work
[2] Vocational Education and Training	[3] Transitional Employment
[2] Education Directly Related to Employment	[ ] Other
[2] Adult Basic Education (includes basic education, GED, and ESL)	

1. The following Welfare-To-Work activities shall be provided for CalWORKs applicants/recipients:
  - Unsubsidized employment;
  - Job search and job readiness assistance;
  - Community Service.
  
2. In addition, the following Welfare-To-Work activities shall be provided, on a case-by-case basis:
  - Work Experience;
  - On-The-Job Training;
  - Vocational Education and Training;
  - Education Directly Related to Employment;
  - Adult Basic Education (includes basic education, GED, and ESL);
  - Self-Employment;
  - Work Study;
  - Job Skills Training Directly Related to Employment.

3. Long-term welfare reform planning efforts will explore provision of the following Welfare-To-Work activities:

- Subsidized Private Sector Employment;
- Subsidized Public Sector Employment;
- Grant Based On-The-Job Training;
- Supported Work;
- Transitional Employment.

Grant Based On-The-Job Training has been developed and implemented with the first hire effective 9-1-99. The purpose of the OJT Program is to provide CalWORKs participants with the training and work experience necessary to obtain and maintain permanent employment, thereby becoming self-sufficient.

LCDSS initially planned a three phase of the OJT Program. Phase one was County Government Training making placements with departments within the County of Lake. Many departments had been experiencing difficulty in recruiting and retaining qualified employees and this program was seen as positive for all parties. Phases two and three were never implemented due to fewer CalWORKs participants meeting criteria for OJT.

CalWORKs participants identified at assessment as possible candidates for the OJT Program are referred to OJT staff for screening and to determine their willingness to have their CalWORKs cash grant diverted. Potential participants will be directed to complete the county employment application for the appropriate trainee position. The Lake County Personnel Department will do continuous recruitment for the allocated trainee positions and will certify the applicant as eligible for hire.

OJT placements are limited to 12 months, with the potential for up to two, six-month extensions. Placements will not take the place of regular allocated positions. Trainees will be placed in allocated positions which have been designated "Trainee" by departments participating in this program. Trainee positions should lead to the ability to qualify for a county position currently allocated within the regular 12 month training period.

However, if after 12 months, a participant is: continuing to make progress in their skill development, has time available on their WtW 24 month time clock, and more time in the position is deemed to assist in their long term employability, (and therefore their ability to become self-sufficient) then up to two six month extensions may be granted.

Participants will receive all the regular benefits of a county employee, including health and life insurance, paid sick leave and vacation, and PERS retirement. It is

anticipated this will give them a genuine feel for the “world of work” and aid in their transition from welfare to self-sufficiency.

Employers will be responsible for:

- Training and supervising their OJT trainees
- Providing release time for the OJT participant to apply and interview for permanent unsubsidized employment
- Completing trainee evaluations (one month, three month, six month, 12 month, 18 month and 24 month)

The Lake County Department of Social Services will be responsible for:

- Monitoring the OJT placement; insuring the OJT participant is receiving adequate supervision and training
- Mediating any problems in the placement as they arise
- Meeting with the OJT participants no less than one time per month
- Referring the OJT participant for support services as needed
- Processing the payroll for the OJT participants utilizing the diverted grant and CalWORKs funding
- Monitoring the OJT participants income through the regular reporting process to determine eligibility for any residual grant

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

*Briefly describe how the welfare department and the county alcohol and drug program and the county department of mental health will collaborate and utilize new funds available to ensure the effective deliver of substance abuse services. These funds should be used to maximize federal financial participation through Title XIX of the federal Social Security Act. If the county has determined who will provide substance abuse treatment services, please indicate the providers in the plan. If that decision has not been made, please provide CDSS an addendum to the county CalWORKs plan indicating the provider when determined. [Reference: WIC Section 11325.8]*

The Department has developed and implemented a Memorandum of Understanding (MOU) with the Lake County Health Services Department for the provision of mental health and substance abuse services to CalWORKs recipients. Through this MOU a CalWORKs Behavioral Health Counselor has been hired. The counselor is co-located with the Self-Sufficiency Specialists and in addition to performing the assessments and recommendations for treatment, she serves as a liaison between the two departments.

X

The County hereby certifies that mental health and substance abuse treatment services for CalWORKs recipients shall include the following:

- Assessment/Evaluation
- Case Management
- Outpatient Treatment (Includes Substance Abuse, Mental Health and for Individuals with a Dual Diagnosis)
- Employment Counseling
- Rehabilitation Services (when appropriate)
- Identification of and Treatment for Individuals with Severe Mental Disabilities
- Residential Detoxification Treatment
- Intensive Day Care Habilitative Services
- Referral to other resources available
- Initial and On-Going Training to DSS staff in the Identification of Potential Substance Abuse and Mental Health Service Needs

*Describe any additional services the county will provide. [Reference: WIC Section 11325.8]*

The Department plans to provide these same services for individuals who are significant to the success of self-sufficiency, but not members of the Assistance Unit. Examples of these would be Unrelated Adult Males, unaided stepparents and children over the age of 18, still in the home. The Department also desires to serve significant others who may not reside in the home, when there exists a long-term relationship with the CalWORKs recipient and the unmet needs for treatment of this individual create a barrier to employment to the recipient. The Department estimates ten to 20 individuals may be served annually in this category and plans to budget \$50,000 annually from CalWORKs incentive funds for these services.

**(g) CHILD CARE AND TRANSPORTATION***Child Care*

*Please briefly describe how child care services will be provided to CalWORKs participants. This should include a description of how the county will provide child care for families transitioning from county funded providers to non-county funded providers of child care services. It should also indicate what criteria the county will use to determine, on a case-by-case basis, when parents who have primary responsibility for providing care to a child six months of age or younger, may be exempt from Welfare-to-Work participation. The exemption period must be at least twelve weeks and; at county discretion, can be increased to one year for the first child. The exemption period for subsequent children is twelve weeks, but may be increased to six months. Please describe the criteria the county will use to determine the period of time a parent or other relative will be exempt considering the availability of infant child care, local labor market conditions and any other factors used by the county. Additionally, briefly describe how the county will ensure parents needing child care services can access the Resource and Referral Agency.*

The Department continues to be concerned about the availability of child care to CalWORKs participants. The majority continue to utilize exempt providers in their initial stages of participation and experience the need for more professional services after a period of time. To date no participant has been exempted for lack of child care. However, the newly licensed facilities are usually filled to capacity within one week of opening. The Department contracts out for capacity building activities to the local Child Care Resource and Referral agency, North Coast Opportunities/Rural Communities Child Care, who also operates the local Alternative Payment Programs in Lake County. There has been a reduction in the number of children receiving CalWORKs, 757 since CalWORKs began in California in January of 1998. However many of these children are receiving child care services through the Stage 2 and Stage 3 programs, therefore there has been a net increase in the need for child care providers.

The Lake County Child Care Planning Council has been very active involving all the local communities in assessing the future child care needs within the county. A child care needs assessment was completed by the council and their recommendations are attached as Exhibit A page 3. The Council has not made any changes to the CalWORKs Implementation Plan developed November 1997 exhibit A page 2.

The Department contracts for the administration of Stage I childcare with North Coast Opportunities, Inc. The Department continues to make child care services available to all non-exempt CalWORKs participants with children, ages ten and under. Child care for eleven and twelve year olds is currently being provided and will continue to the extent that funding and placement slots are available. The lack of infant care in the county since

CalWORKs was implemented has caused the Department to exempt parents with primary responsibility for first born children from participation requirements for a period not to exceed twelve months. Parents with primary responsibility for subsequent children have been exempted for six months. Parents with access to child care for their infant children are encouraged to voluntarily participate in Welfare-to-Work activities and are eligible to receive child care services during hours of participation. Child care services shall be available during the time CalWORKs participants are engaged in Orientation, Appraisal, Assessment, SIP and Welfare-to-Work activities.

A noteworthy observation with respect to changes around child care since AB 1542 is that the only way for a parent to access child care payment assistance is to apply for CalWORKs. It is doubtful this was the intent of the legislature and it is hoped California Department of Social Services will take steps to ensure adequate funding in Stage 3 in the future. This will assist the working poor in their efforts to remain free from public assistance.

#### Transportation

*Briefly describe how transportation services will be provided. [Reference: WIC Section 10531(g)]*

The County has identified transportation as one of the major barriers facing local CalWORKs participants in their efforts to seek and retain employment, or to participate in Welfare-to-Work activities. This barrier includes limited access to public transportation, and the high cost of using private vehicles given rugged terrain and substantial travel distance between communities.

The geography and size of Lake County makes it difficult to provide effective transportation services to large numbers of citizens. Currently one public transportation vendor operates two systems within the county, "Dial-a-Ride" and five (5) regularly scheduled bus routes. In addition, existing employment service providers operate individual van pools for their customers without private vehicles, or unable to utilize the public transportation.

To assist in meeting the transportation needs of CalWORKs recipients, the Department has contracted with the Lake Transit Authority to strengthen the local public transportation system. A contract with the Transit Authority provides for the continuation of a ~~new~~ bus route in south county which connects the Lower Lake DSS facility with the city of Clearlake and the main south shore transfer point; and unlimited in-county public transit access by an average of 167 recipients each calendar month.

The individual transportation needs of CalWORKs recipients are addressed during the screening process at appraisal, during assessment and as issues arise at anytime during an individual's participation. Many recipients have vehicles that meet their minimal

transportation needs, but are not in a condition to support the daily use necessary to meet participation rates. The Department continues to assist participants on a case-by-case basis with necessary car repairs, when their location or the timing of their participation does not provide access to the bus service.

The Department is reimbursing CalWORKs participants who use their own personal vehicles at the county rate established for citizens called to jury duty. This rate is seventeen cents per mile and was changed July 1, 2003.

Transportation services costs are payable up to the regional public transportation rates when that service is available to the participant, but they choose to drive their private vehicle. Individual needs which exceed said rates are assessed on a case-by-case basis.

The Department does monitor, track and report data regarding the supply, demand, and utilization of necessary support services for transportation.

**(h) COMMUNITY SERVICE PLAN**

*Briefly describe the county's plan for providing community service activities. This should include a description of the process the county will follow to determine where community services assignments will be located, and the agencies/entities that will be responsible for project development, fiscal administration, and case management services. If it is not known at this time, the county may provide the specific details of the Community Service Plan as an addendum. [references: WIC Section 11322.6 and 11322.9]*

The initial CalWORKs implementation planning process (1997 – 98) included a Community Services Committee. This committee was made up of various entities, most later became our Welfare-to-Work partners. They included:

- A member of the Lake County Board of Supervisors
- Lake County Office of Education
- Lake County Career Center – JTPA
- Community Development Services
- Sutter Lakeside Community Services
- Goodwill Industries of the Redwood Empire
- Cash aid recipients
- Literacy Coalition
- Yuba and Mendocino Community Colleges
- Employment Development Department
- California Department of Rehabilitation
- Mendo-Lake Alternative Services
- Lake County Department of Social Services
- MAXIMUS
- Lake County Health Services
- Lake County Transit Authority

This committee met several times over the course of a year and developed recommendations for the Department regarding community services for CalWORKs participants who had completed their 18-24 months of Welfare-to-Work activities without obtaining full time unsubsidized employment.

Based on these recommendations, the Department has been committed to develop community service activities in such a way as to be meaningful both to the community and participant. Activities which will provide the participant with marketable work habits and job skills, and to allow for exploration of paid employment opportunities employment opportunities within the work site as well as through continued job search activities.

One of the Welfare to Work contractors, ACS provides site development, placement and case management activities for community service to the following:

Post-assessment participants needing additional hours to meet the 32/35 hour requirement (regardless of which post-assessment activity they are participating in;)

Partially employed recipients, with a WtW plan needing additional hours to meet the 32/35 hour requirement;

Recipients who are beyond the 18-24 month time limit for WtW services and who need hours or additional hours to meet the required participation rate.

ACS also provides community service sites for recipients who meet the definition of remoteness. It has been our experience that once recipients become aware that they must perform an activity to continue to receive benefits, they find a way to get to regular Welfare-to-Work activities, such as school and paid work.

ACS is committed to providing meaningful community service activities to assist recipients to acquire the necessary skills to become self-sufficient and shall meet the requirements in WIC Section 11324.6 and MPP Section 42-720 regarding anti-displacement. All community service activities shall be performed in the public and private non-profit sector. (Some examples of Community Service sites include: Health Department, Senior Centers, Community Action Agency, schools and cemetery districts). Participants shall be provided job skills leading to unsubsidized employment, including employment testing (both written and oral), adult basic education and supervised job search.

Common sense and the recommendations from the Community Services Committee dictate that the work performed through this activity be not only meaningful and productive to the individual performing the work, but that the work also be a significant contribution to the community. Participants are working to serve meals to seniors and perform outreach activities through the senior centers and the Community Action Agency. They are assisting to beautify and maintain the cemeteries through the cemetery districts. Some are performing routine clerical and child care aid duties through the schools.

Even at the time of referral to Community Services, participants are encouraged to think of it as an opportunity to gain work experience, improve their job skills and acquire continued assistance with job search. The idea is for participants to consider this activity temporary and set the expectation that it will transition them into unsubsidized employment in the very near future. The reality from the participants view seems to be that if they are going to be required to "work for free" they will find paid employment. Our experience to date shows many individuals are either finding work equal to 32 hours

a week (for single parent households)/35 hours a week (for two-parent households) or they are choosing to be sanctioned shortly after the referral is made to our contractor.

Participants are required to participate 32/35 hours each week. These hours can be accumulated in whole or part through community service activities. Some individuals (past the 18-24 month limit) are employed less than the 32/35 hours and supplement their employment with some hours in community service to bring their participation up to 32/35 hours. The department provides support services to community service participants in the form of transportation and child care

The county welfare department (through the Self-Sufficiency Specialist) is responsible to make the referrals for community service and monitor performance of individuals through each of our two contractors. ACS handles any community service needs (post-assessment and pre-18/24 months) for remoteness and to bring hours of participation up to 32/35. They are responsible to make recommendations regarding the following: development of sites, monitoring hours of participation, case managing the individual in their Welfare-to-Work activities and reporting performance outcomes and needs of the participant back to the Self-Sufficiency Specialist for concurrence and approval.

ACS is responsible to make recommendations regarding the following: development of sites, monitoring of hours of participation, case managing the individual in community service and reporting performance outcomes and needs of the participant back to the Self-Sufficiency Specialist for concurrence and approval.

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

*Briefly describe how the county will provide training for those county workers who will be responsible for working with CalWORKs recipients who are victims of domestic violence. [Reference: WIC Section 10531(1)]*

Department and contract staff have and shall continue to be properly trained regarding domestic violence/abuse and the impact on victims.

The Department developed a policy and procedure to guide staff in providing domestic abuse information and referral services to CalWORKs applicants. This policy states that all applicants and recipients must be provided information orally and in writing of the availability of services designed to assist individuals to identify, escape, or stop future domestic abuse.

The Department continues to contract with Sutter Lakeside Community Services to provide training to staff on the identification of domestic abuse indicators and community resources available. This contract provides training for all contract staff and current employees of the Department, and training for new hires and annual on-going refresher training.

As of July 2002, a Domestic Abuse Counselor is on site two days a week at the Lower Lake LCDSS office.

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

*Please indicate whether there were any local program outcome objectives identified during the CalWORKs plan development process and how the county proposes to track those outcomes. If the county develops alternative outcomes for the CalWORKs program during future collaborative efforts please submit information on those measures as an addendum to the CalWORKs plan. [Reference: WIC Section 10542]*

Lake County Department of Social Services contracted with a private company, Health and Environment (based on their response to a Request for Proposal) to determine some baseline data from which to evaluate the affects of CalWORKs on the local community. The project is called “Children’s Report Card and Database”. This project is intended to gather and bank information on the well being of local children for easy access and annual update. The contractor brought many members of the community together to pool their ideas as to what information should be captured. The main goal of the event was to determine what exactly were the indicators the community desired to measure over time, is this information currently available and if not how could it be gathered.

The results of this community pooling of ideas was a vision showing the “Report Card” as a tool for measuring positive change in economic status, education, health, safety and family strength. Each category for measurement has a vision and list of indicators. The indicators are not included in this update, but the visions are as follows:

ECONOMIC STATUS – A job for every worker at a family sustainable/gainful wage

EDUCATION – From womb to tomb

HEALTH – Children and youth are healthy: emotionally and physically nurtured and able to fulfill their potential

SAFETY – Safe communities, safe children

FAMILY STRENGTH – Strong safe families, embraced by strong safe communities. Community strength through diversity, family strength through unity

The Children’s Report Card and Database will assist the Department, other service providers, policy makers and the general public to:

- Understand the current status of child well-being and services in the County;
- Establish a baseline to determine change in well-being, and change in use of services;
- Allocate resources for child and family support services; and
- Measure and evaluate the impact of welfare reform and other initiatives on the well being of children and families in Lake County.

The database will be placed in one or more accessible locations, with indicators organized by type, and geographic breakdown within the County. It will be accessible from the County's website. The Children's Report Card and Database was completed in March of 2000.

In addition to the above-mentioned project, the Department is working with various entities to enhance the ISAWS and other automated systems. These enhancements are needed to capture pertinent data regarding CalWORKs recipients time on assistance, time in Welfare to Work activities, time in exemption status, hours of participation, support services provided and whether or not the individual receiving the support services was working or not. It is imperative this information be accurate and readily available to measure performance and plan future services.

The Department is also tracking the overall caseload reduction, which has proven to be statistically significant. This information is used for future planning within the department and in collaborating with our CalWORKs Contract Consortium partners.

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

*Briefly describe the means the County used to obtain broad public input in the development of the CalWORKs plan. [Reference: WIC Section 10531 (k)]*

The department has facilitated public forum meetings regarding welfare reform planning, the first of which was held in June 1997. This initial meeting was attended by over 50 individuals/agency representatives who expressed varying degrees of interest in being involved in local welfare reform planning processes. General information regarding possible changes resulting from adoption of welfare reform legislation was provided by the department. Various groups/individuals provided input regarding their perspective organizations/agencies issues, interests, services offered, and anticipated roles in the planning process.

CalWORKs planning meetings commenced on October 16, 1997, specifically for the purpose of providing input to development of the County plan and to establish work groups to address various aspects of local welfare reform.

See Attachment "B", Pages 1 through 3 for a listing of participants actively involved in the local welfare reform planning process.

Two public hearings were held by the Lake County Board of Supervisors prior to submission of the County plan. The first such hearing was held in the north end of the County, in Lakeport, on January 6, 1998. The second public hearing was held in southern Lake County, in Clearlake, on January 7, 1998. These public hearings were preceded by formal announcement via the local media, and copies of the draft plan were made available for public review. Written and oral testimony was encouraged for the public hearings. When this addendum is presented to the Board of Supervisors, a similar process will be followed.

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

*Provide a budget specifying your county's estimated expenditures and source of funds for the CalWORKs program on the forms provided (Attachment 2). Your budget should meet the requirement of WIC Section 15204.4 which specifies that each county shall expend an amount for these programs (administration and services) that, when combined with funds expended for the administration of food stamps, equals or exceeds the amount spent by that county for corresponding activities during the 1996/97 fiscal year. [Reference: WIC Section 10531 (1)]*

See attachment "C", Pages 1 and 2.

**(m) ASSISTING FAMILIES TRANSITIONING OFF AID**

*Please describe how the county will work with families transitioning off aid. The description should include (1) assistance for those individuals who transition off aid due to time limits, and (2) those who leave aid due to employment. [Reference: WIC Section 10531 (m)]*

The County recognizes the importance of a successful transition from assistance. This transition may occur because of employment or exhaustion of time limits. Some CalWORKs participants will have little or no experience providing for their families without welfare assistance payments. Thus, the County also recognizes the need to identify resources to provide assistance in problem solving, crisis management and/or advanced life skills. The County intends to be as flexible as possible in meeting the support and motivational needs of transitioning CalWORKs recipients within the framework of available funding and existing resources.

The Department is planning to further focus resources in this area July 2000, to evaluate some of the identified needs of previous recipients. If this process results in any changes to our service delivery in this area a plan amendment will be submitted.

County will offer referrals to community agencies as necessary for the families transitioning off aid due to time limits. Lake County will provide a list of available resources to all families who are transitioning off aid due to employment and make referrals for specific services when approached to do so by a former participant. These services will include:

- Mental health counseling
- Alcohol and other drug counseling
- Domestic violence counseling
- Career counseling
- Job services through the Lake Resource Center and the two community colleges, which include job coaching and job retention services, workshops, employment counseling, basic life skills training, support services and tutoring/mentoring
- Educational services through the adult education programs, including Regional Occupation Programs (ROP) and adult basic education through the various high schools, the literacy program, Yuba and Mendocino Community Colleges and a small number of other educational providers
- Child care

The focus of these services will be two fold. First will be the need to assist in training for basic life skills and secondly to promote job retention along with encouraging advancement to a career by achieving continuous self sufficiency through further education and training.

**(n) JOB CREATION**

*Please describe the efforts that have been undertaken, or that the county plans to pursue, relating to the job creation plan described in Chapter 1.12 (commencing with Section 15365.50) of Part 6.7 of Division 3 of Title 2 of the Government Code.*

The Welfare-to-Work Job Creation Work Group developed a grant proposal for seed money through the Job Creation Investment Fund. This grant proposal was successful and the funds were used to develop a strategic plan for securing new private, unsubsidized employment within Lake County.

See attachment "D" for an overview of local job creation plans and activities to date.

Lake County Department of Social Services has recently entered into a contract with Community Development Services (CDS) for CalWORKs job/economic development services. (A copy of the contract has been forwarded to Jim Brown, California Department of Social Services Regional Advisor for Lake County.) This contract will establish a revolving loan fund to provide low interest loans for use by businesses desiring to expand. These expansions must include the need for additional employees and the business must agree to hire CalWORKs participants to qualify for one of these loans. This contract will also provide microenterprise instruction to CalWORKs participants, loans to successful attendees of the class and ongoing support to the newly developed microenterprise businesses.

**(o) OTHER ELEMENTS**

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

In the event the County determines later to participate in one or more pilot projects, state approval will be requested via plan addendum.

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

*Under CalWORKs, counties are required to enroll single parent families in Welfare-To-Work activities for a minimum of 20 hours per week, beginning January 1, 1998, 26 hours per week, beginning July 1, 1998, and 32 hours per week beginning July 1, 1999. [Reference: WIC Section 11322.8(a)]*

The County is requiring adults in single parent assistance units to participate in Welfare-To-Work activities 32 hours per week.

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

*Please describe the discussions that occurred with respect to administration for the federally recognized American Indian tribes located within your county. This should include whether the county will administer the program, whether the tribes will administer their own approved tribal TANF program, or whether there will be joint county/tribal administration. [Reference: WIC Section 10553.2]*

There is no change in that none of the local American Indian Tribes have opted to administer their own TANF programs. However, regular communication has been taking place between the Lake County Department of Social Services and the tribes for the past eighteen months. This communication is in the form of Department staff attending monthly Welfare Reform meetings, which are held at the different tribal offices.

As a result of these regular meetings the Department conducted a CalWORKs “walk through” of the application process for tribal leaders and members in August, 1999; the tribes are developing a cultural awareness presentation for Department staff; tribal members have an avenue for obtaining information and registering complaints; and there is a forum to discuss issues and jointly plan for the future.

The Department also partnered with the Big Valley Band of Pomo Indians in a grant application for Department of Labor funds through the Governors fifteen percent program. Grant was not approved for funding.

The California Tribal TANF Partnership has submitted a letter of intent to the Administration for Children and Families to begin operations of Tribal TANF in Lake and other counties. The Robinson Rancheria Band of Pomo Indians (Robinson Rancheria) will serve as the lead tribe in a consortium of federally recognized tribes. The Robinson Rancheria is located in Lake County and although Lake County is scheduled to be in phase II of implementing Tribal TANF, the department is working to join in the initial planning for Phase I. It is felt decisions made during this process may affect all three phases of the implementation and operation of Tribal TANF in all twenty-one proposed counties.

**(r) WELFARE-TO-WORK GRANT PROGRAM**

Lake County is a member of the North Central Counties Consortium (NCCC) a five county consortium, which operates as a regional Workforce Investment Board (WIB), with less than a 500,000 population to serve. The WIB has contracted with the Lake County Office of Education (LCOE) to provide the Welfare-To-Work (WtW) services for the hardest to serve utilizing the Department of Labor (DOL) 85% funding. LCOE, through the Lake Resource Center, administers Lake County's Workforce Investment Act (WIA) program. To date they are the only providers of services utilizing any of the DOL 85% WtW funding.

The Lake County Department of Social Services (LCDSS) partnered with Goodwill Industries of the Redwood Empire (GIRE) in a grant application through DOL for 15% WtW funds. GIRE was approved for funding and services were provided in fiscal year 2000/2001, 2001/2002 and 2002/2003.

LCDSS has several mechanisms in place to coordinate the WtW grant activities. The LCDSS Director is a member of the WIB and attends the NCCC meetings regularly. LCDSS Deputy Director and Program Manager will meet regularly with each of the CalWORKs partners to coordinate operational issues for all areas of CalWORKs WtW activities, including LCOE/WIA (currently our only WtW funded entity). The meeting of the WtW Contractors Consortium has been integrated into various "One Step" Meetings to address program, service delivery and facility issues.

LCDSS establishes that a CalWORKs applicant/recipient meets the requirement for WtW during the initial application process and again after an assessment has been completed. Currently LCOE/WIA is our only service providers for grant funded WtW activities and referrals are made to them when deemed appropriate during the development of the WtW Plan. The plan is developed by the participant, assessor, Self-Sufficiency Specialist and WTW contractor.

The Lake Resource Center utilizes the DOL 85% WtW funds to serve individuals meeting the established criteria who are referred by LCDSS. These CalWORKs participants are referred after an assessment when the results of the assessment reflect their need for additional training that the Lake Resource Center can provide.

In addition, LCDSS contracts with ACS for Community Service activities, as outlined in Section (h), herein. The majority of the state WtW match funds allocated to the county are appropriated to this contract.

A small portion will be used for a participant relocation program also provided under contract described as follows:

The CalWORKs Relocation Project shall provide assistance to motivated CalWORKs participants who desire to relocate to another area for employment.

The Project objective is for the participant to become gainfully employed by the relocation and thus meet the goal of self-sufficiency.

Relocation services will be provided to CalWORKs participants who are currently receiving Post Assessment Welfare-to-Work Services and have been deemed appropriate and referred by County. Upon referral, relocation assistance shall include, but not be limited to the following:

Contractor will provide relocation assistance for approximately 15 eligible CalWORKs participants yearly. The Project shall have the following criteria:

- a. The area for relocation must be outside of Lake County.
- b. The Participant must not be sanctioned.
- c. The area/region for relocation shall not have an unemployment rate higher than Lake County.
- d. At least one (1) family member must have received an offer of employment with a specified employment date.
- e. The participant must be planning to move their family, not simply one member of the family, for purposes of generating income.
- f. The participant's training or skills shall be appropriate to relocation area employer's needs.
- g. The participant is willing to sign an agreement for tracking of employment for 5 months from the date of the move. Tracking shall be accomplished by a toll-free number and/or Returned Postage Guaranteed Mail provided by Contractor.

Development of a Relocation Employment Plan- Contractor, in conjunction with the participant and Self-Sufficiency Specialist, shall develop a Relocation Employment Plan.

This plan shall include, but not be limited to, the following:

- a. A schedule of follow-up contacts with Contractor.
- b. A schedule and "list of things to do" for participant.
- c. A schedule and "list of things to do" for Contractor.
- d. A schedule of contacts with prospective employer.

- e. Identification of the desired area of relocation including detailed plans to secure housing, including Section 8 transfers, identification of the local housing authority, and school district information and enrollment.
- f. An anticipated budget (Moving expenses shall be subject to limit agreed upon by County and Contractor. All moving expense budgets over the maximum limit amount, must be approved by the Social Service Director).
- g. Identification of potential barriers or problems. Contractor shall assist participant with such barriers.
- h. Identification of resources within new community to support transition (i.e. Social Services, church, Welcome Wagon, transportation services, etc.).
- i. Method of moving including three (3) estimates to insure economy.
- j. Outline anticipated tasks to close one residence and open another in the new region/area.

Contractor shall work with the participant to obtain employment, housing and moving estimates and shall select the appropriate provider for services related to moving. The Contractor shall monitor and issue payments on pre-approved and budgeted expenditures while working with the Self-sufficiency Specialist (SSS) or other designated County staff.

**CERTIFICATION**

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

**LAKE COUNTY DEPARTMENT  
OF SOCIAL SERVICES**

**BOARD OF SUPERVISORS**

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**Carol J. Huchingson, Director**

**Date**

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**Rob Brown, Chair**

**Date**

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