

(h) **CALWORKS COUNTY PLAN ADDENDA - COMMUNITY SERVICE PLAN - AMENDMENT # 1 - SEPTEMBER 30, 2000**

**OVERVIEW**

The Kern County CalWORKs Community Service Program for time-expired participants offers a full range of temporary and transitional activities located in government and non-profit agencies that provide participants with vocational skills necessary for employment and to provide services that benefit the community

The Kern County Department of Human Services (KCDHS) collaboratively performed a needs assessment to determine the appropriate activities and placement sites that a community service program would benefit. Included in the identification and determination of needs were non-profit and government agencies throughout the county. The identified community unmet needs included: graffiti abatement, code compliance, beautification, and office assistance to non-profit community-based organizations. The organizations involved in the assessment included:

Bakersfield City School District  
Bakersfield Homeless Shelter  
Buttonwillow Recreation and Parks District  
California Employment Development Department  
Cerro Coso Community College  
City of Shafter  
City of Wasco  
Clinica Sierra Vista  
East Kern Municipal Court  
Family- to - Family Mentoring  
Friendship House  
Housing Authority of Kern County  
Lamont School District  
Kern County Administrative Office - General Services Division  
Kern County Aging and Adult Services  
Kern County Department of Human Services  
Kern County Employers' Training Resource  
Kern County Department of Mental Health  
Kern County Department of Public Health  
Kern County Resource Management Agency  
Social Security Administration  
Taft College

Community Service activities will provide participants with job skills training that can lead to unsubsidized employment. The job skills training provided will have educational relevance, usefulness and marketability. The activities will provide training in job skills, attitudes and values that will prepare participants to enter, re-enter and advance in the workplace.

It is the intent of the Community Service Program that service site organizations will provide meaningful job experiences that will benefit both the participant and the public.

#### TARGET POPULATION

The community service program focuses on those CalWORKs participants who have completed the 18/24 month time limit and are not full-time employed in unsubsidized employment. These individuals may have several and/or significant barriers in securing employment including, but not limited to, obstacles arising out of issues of behavioral or physical health, language and culture, education and aptitude, and/or social skills or work culture deficits. These individuals may also experience barriers to employment because competitive, full-time unsubsidized employment may not be immediately obtainable due to the remoteness of their communities. These individuals, therefore will require intensive, ongoing support to successfully participate in community service activities.

Once assigned to community service activities, participants can continue in community service activities until they have reached their 60 month lifetime limit. It is the intent of the community service program to provide a supported work environment and work-related support services in order to enable the client to achieve self-sufficiency as quickly as possible.

#### ADMINISTRATION OF CASE MANAGEMENT

The Department of Human Services will have the overall responsibility for program administration for Community Service Program activities. The program will be administered by the KCDHS Employment Services Division. KCDHS has formed a multi-disciplinary team consisting of a KCDHS Employment Counselor, an Eligibility Technician, a Curtis and Associates case manager, a behavioral health representative, a Family-to-Family mentoring representative, and a Career Services Center job developer. The team's function will be to assist in identifying barriers and facilitating placement on an appropriate work site. A specialized unit consisting of two to three Employment Counselors, two to three Eligibility Technicians, and the multi disciplinary team will be responsible for case management of all community service cases in Bakersfield. This number will vary in the outlying areas. The Community Service team and the unit will be responsible for resolving any issues dealing with Community Service placements and may be physically located at the Career Services Center available in the future.

Four months prior to completion of the participant's 18-24 month time period, the participant will receive a notification of their participation in community service. This notification will inform the participant of the expiration time period and give a brief explanation of the community service program.

The Community Service Employment Counselor will facilitate a meeting with the referring Curtis & Associates case manager, the participant, the eligibility technician and other multi-disciplinary team members. Together the team will develop a plan of action. This plan shall consider all welfare-to-work activities that the participant has completed, the participant's employment history, educational background, any barriers to employment and the employment goals of the participant. The team shall then agree on the best course of action and the most appropriate placement. This team will also make the determination on all applicants approaching the 18 month time limit whether individual circumstances would warrant an extension to 24 months. If an extension is granted, the case would be transferred back to the referring Employment Counselor with a recommendation for continuing activities.

Additional emphasis will be provided in life skills and behavioral health issues by utilizing the expertise and resources of the behavioral health representative and the Family-to-Family coordinator. The Family-to-Family coordinator and the Behavioral Health representative will provide expedited access to community resources and wrap-around services for the participants with urgent specialized needs. If the participant is experiencing difficulties due to a substance abuse problem, domestic violence, or other mental health issue, a representative from Mental Health will make recommendations for that client's assignment and activities. If the participant has other needs that DHS is unable to address such as housing problems or parenting problems, a Family-to-Family Coordinator will be called in to assist with overcoming those barriers and enabling the client to participate on the Community Service Site.

Supplemental workshops will be provided including life skills budgeting, career advancement, work ethic, dress for success, team work, parenting skills, resolving family issues and communication.

#### COMMUNITY SERVICE SITE PLACEMENT PROCEDURE

The Community Service Employment Counselor will have the responsibility of arranging the temporary and transitional site placement, completing all necessary paperwork, providing supportive services as needed, monitoring the participant's attendance and resolving problems, if any, with the work site.

The Eligibility Technician will be responsible for determining on-going eligibility for assistance. The Employment Counselor and the Eligibility Technician will work tandem insure the . . . . .

The maximum length of the temporary and transitional Community Service site assignment is 6 months with the ability to extend up to 1 year. A participant will be expected to participate 32 hours a week if the case is a single parent household, and 35 hours per week if it is a two parent household.

Upon completion of a 6 month community service assignment, a participant will be re-evaluated by the multi disciplinary community service team and placed on a new site as appropriate. If a participant becomes employed, he or she will be referred to Curtis and Associates for retention services.

The county will make every effort to serve participants who live in all areas of the county by placing them into the community service activities. Whenever possible the placement will be within their community. Other sites may be arranged if alternative methods of transportation can be provided to assure successful participation.

#### DEVELOPMENT OF COMMUNITY SERVICE WORK SITES

The Department of Human Services currently has a network of available work sites that are utilized for CalWORKs Work Experience sites. These sites include government agencies and nonprofit organizations. For the purpose of a Community Service Program, OHS will focus on government and nonprofit site assignments for Community Service. These sites will be developed by OHS through coordination with Career Services Center One Stop Job Developers. An updated list of available sites and contact persons will be provided to the Community Service Employment Counselor on a monthly basis. The Community Service case manager will be responsible for contacting sites and getting a completed MOU from each site. The case manager will also be responsible for updating all MOUs and for acting as a liaison when needed. The careful coordination of job sites with the Career Services Center One Stop delivery model will eliminate potential duplication.

#### SUPPORTIVE SERVICES PROVIDED

The Department of Human Services will ensure that the supportive services that are necessary to enable an individual to participate in community service activities are available, appropriate and accessible.

- > Child care, transportation and ancillary services will be provided for CalWORKs participants assigned and attending community service activities. Arrangement of child care will be facilitated by Community Connection for Child Care. Bus passes and transportation reimbursement will also be available.

#### ANTI-DISPLACEMENT POLICY

All regulations specified in EAS MPP Section 42-720 will be followed.