

**NEVADA COUNTY COMMUNITY SERVICE PLAN  
ADDENDUM TO CalWORKS COUNTY PLAN**

**NEVADA COUNTY**

**CalWORKs EMPLOYMENT SERVICES**

**COMMUNITY INTERNSHIP PROJECT**

**PREPARED BY:**

**Nevada County Community Service Development Group**

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## INTRODUCTION

Assembly Bill 1542 mandates counties to provide Community Service for CalWORKs recipients who have completed their 18 or 24 month time clock under Welfare Reform. To qualify for a Community Service placement, the participant will not have obtained unsubsidized employment sufficient to meet the minimum required hours of participation. If the participant is under an 18 month time clock, and a six month extension is expected to lead to employment, the Employment Services Plan may be extended for six months.

The following plan outlines the Nevada County CalWORKs Employment Services' intended approach to implementing (AB) 1542. Nevada County's Community Service Plan will be titled "Community Internship Project".

Community Internship will be provided by public or private nonprofit agencies only. Placement of participants must fill a need in the community that is unmet, provide training and transferable employment skills and be of benefit to the participant. The ultimate goal of the Community Internship Project will be to assist the participant to obtain unsubsidized employment and become self-sufficient.

The Community Internship Project was developed with the help of the community at large, including private sector employers, education agencies, organized labor, recipients of aid, the faith community, public and non-profit agencies, Economic Resource Council, representatives from the Nevada County Workforce Connection, as well as the media. This advisory committee first met in May, 1999. The final draft was approved at its meeting on June 28, 2000, and the committee may continue to meet six months following final plan approval to review the progress of the Community Internship Project.

CalWORKs Employment Services anticipates placements will be at a minimum for the first few months of 2000. An increase is expected as more job seekers "time off" their clocks and seasonal employment opportunities decrease.

## **FOCUS POPULATION**

This project will focus on serving CalWORKs job seekers who have completed their 18 or 24 month time clock under Welfare Reform, and have not yet found unsubsidized employment with sufficient hours to meet the required participation rates. These job seekers must continue to meet CalWORKs' financial eligibility criteria and the County will have determined that there is no appropriate job available that will fulfill the minimum required hours of participation.

Job seekers enrolled in the Community Internship Project may be experiencing single or multiple barriers that could significantly decrease their chances of securing permanent employment. To address this issue, each participant will be provided with intensive and consistent support from their Employment and Training Representative and/or a member of the CalWORKs Clinical Team. If needed, the following supplemental activities may be provided:

- ◆ English as a Second Language (ESL) Classes
- ◆ Adult Basic Education Classes
- ◆ Vocational Training
- ◆ Mental Health Services
- ◆ Substance Abuse Services
- ◆ Domestic Abuse Services

## **PARTICIPATION REQUIREMENTS**

Community Internship is meant to be temporary and transitional, with the goal toward permanent, unsubsidized employment and self-sufficiency prior to the participant reaching his/her lifetime limit of 60 months on cash assistance.

Participants are required to perform this activity for 32 hours per week for single parent households; 35 hours per week for two parent households. In addition to community service, the hourly requirement can be fulfilled by participation in unsubsidized employment and/or supplemental activities listed above when they are directly related to the participant's Community Internship placement and included in their Welfare to Work plan.

## **FOCUS GROUP**

An internal group was established to keep the planning process organized and to identify whom should be involved in developing the plan. It was decided to develop a Community Service survey and send it to public agencies, non-profits, the faith community and schools to gather their input. Invitations were extended to a large segment of agencies in order to maximize community participation in the plan development. These included: private sector employers, education agencies, organized labor, recipients of aid, the faith community, public and non-profit agencies, Economic Resource Council, representatives from the Nevada County Workforce Connection and other interested parties.

## **COMMUNITY RESOURCE SURVEY**

A total of 207 organizations were sent the questionnaire. 45% of them responded. Of these, 14 were public agencies, 37 were private non-profits, 20 were from the faith community and 23 were from the education community.

Their findings were as follows:

The largest areas of unmet needs in the community are: clerical, computer, data entry, building maintenance/janitorial, landscaping, teacher's aide, and childcare.

Fifty-seven of the responding organizations were interested in having one or more placements. Thirty-four could use help 5-10 hours per week per placement. Seventeen could use help 11-20 hours per week, and nine could use 21 plus hours per week.

Clerical help is the number one indicated category of work to be performed. Also rating high are data entry, landscaping and building maintenance/janitorial.

The survey indicated a need for skills required prior to placements. General office skills are rated the highest, followed by basic reading, computer, and typing. Also indicated were people skills and attitude. The organizations also indicated that many would provide training in general office skills and computer as well as in whatever specialized training is needed at that specific site or for that specific person.

Special requirements included thirty-six organizations requiring fingerprinting, eighteen requiring a driver's license, 9 requiring drug testing, 9 hepatitis vaccination, and 13 other vaccinations. TB tests and communication skills were also indicated as needs for several organizations.

Fifteen of the organizations that responded are represented by unions, but only one was a closed shop.

## UNMET COMMUNITY NEEDS

Overall, from the survey and group meetings, the work activities identified as having the best potential for unsubsidized employment are: data entry, clerical, building maintenance/janitorial, landscaping, teacher's aide, childcare, food service and nursing assistant.

## ADMINISTRATION

Nevada County Adult and Family Services' CalWORKs Program will administer the Community Internship Project.

Community Internship placements will begin in April, 2000 at a minimal level. The maximum placements for the Community Internship Project placements for the year 2000 are projected to be as follows:

<b>TIME-OFF MONTH</b>	<b>MAXIMUM #</b>	<b>EXPECTED #</b>
January, 2000	0	0
February, 2000	0	0
March, 2000	0	0
April, 2000	2	1
May, 2000	2	2
June, 2000	4	2
July, 2000	3	1
August, 2000	7	3
September, 2000	5	3
October, 2000	5	3
November, 2000	9	3
December, 2000	11	5
<b>TOTAL:</b>	<b>48</b>	<b>23</b>

These numbers may in fact be smaller than indicated as some participants may find unsubsidized employment prior to their 18 or 24 month clock expiring. Others may become sanctioned or exempt from the program. It is also possible that some participants under an 18 month time clock may have their clock extended for an additional six months if it appears the extension will lead to unsubsidized employment.

It is anticipated that the Community Internship Program will have only minor impact on the community. Projections show only 9 of the 23 people will require a full time (32 hr/wk) placement. The other 14 people are already employed part time.

## **PLACEMENT PROCEDURES**

This project will utilize Employment Services' Representatives who are familiar with the participant and his/her needs. Staff who are currently developing Work Experience placements in the county will develop Community Internship placement slots.

The Employment and Training Representative who has the open CalWORKs case will work closely with the Community Internship Placement Developer to ascertain which placement would be most appropriate. The Employment and Training Representative will be responsible to determine that no job is currently available to the participant, and that the participant meets CalWORKs financial eligibility requirements. A failure to comply with the Community Internship Project's requirements, without good cause, will result in the adult family member being sanctioned off the grant.

Prior to referral to a Community Internship site, the participant will sign a Welfare to Work Activity Agreement indicating the placement, and the specific objectives or skills to be accomplished. S/he will also attend a Community Internship Orientation, either in a group or individually. At the orientation, participants will be given an appointment to immediately see, or to return for a personal interview with their Employment and Training Representative to establish their individualized Internship site.

During this interview, the participants will review their employment history as well as their training record. Options for placement will be discussed and upon agreement, an interview will be set up with the Community Internship site supervisor. If the participant is accepted onto the site, a placement contract will be signed. At this point, the Welfare to Work Plan will be updated to reflect the specific placement, and also to indicate specific supportive services that will be provided to support participation. Placement Sponsors will be responsible for completing timesheets and monthly "report cards."

After a participant is placed in an appropriate Community Internship site, their Employment and Training Representative will maintain contact through telephone and written communications. Since the duration of the Community Internship is intended to be temporary, there will be monthly face-to-face meetings to review progress, including job site visits. Adjustments to better assist the participant towards self-sufficiency and changes to the placement and/or Welfare to Work plan will be made when necessary.

The Community Internship Project Placement Developer will be responsible to work with the site supervisors to ensure the needs of the participant are being met as they relate to skill development while at the same time helping to create a positive experience for the mentor site.

If participants are placed at sites that cannot offer a full 32/35 hours of participation, they will be required to participate in additional Community Internship hours at an alternate site, or in an unsubsidized work activity.



## **DISPLACEMENT PROVISIONS**

The Welfare & Institutions Code (W & I) Section 11324.6 sets forth antidisplacement provisions for Community Internships. In order to comply with this Code, Nevada County will require each Internship site to provide a written statement to the effect that a Community Internship position has not been created as a result of, or shall not result in, any of the following:

- Displacement or partial displacement of current employees, including, but not limited to, a reduction in hours of overtime and overtime work, wages, or employment benefits.
- The filling of positions which would otherwise be promotional opportunities for current employees, except when positions are to be filled through an open process in which participants are provided equal opportunity to compete.
- The filling of a position, prior to compliance with applicable personnel procedures or provisions of collective bargaining agreements.
- The filling of established unfilled public agency positions, unless the positions are unfunded in a public agency budget.
- The filling of a position created by termination, layoff, or reduction in work force, caused by the employer's intent to fill the position with a subsidized position pursuant to this plan.
- A strike, lockout, or other bona fide labor dispute, or violation of any existing collective bargaining agreement between employees and employers.
- The filling of a work assignment customarily performed by a worker in a job classification within a recognized collective bargaining unit in that specific service site, or the filling of a work assignment in any bargaining unit in which funded positions are vacant or in which regular employees are on layoff.
- The termination of a contract for services, prior to its expiration date, that results in the displacement or partial displacement of workers performing contracted services, caused by the employer's intent to fill the position with a subsidized position pursuant to this plan.
- The denial to a participant of protections afforded workers on the service site by state and federal laws governing workplace health, safety, and representation.

## **SUPPORTIVE SERVICES**

Community Internship participants are eligible for a full array of supportive services to include the following:

- Child Care
- Transportation Assistance (public or private rates)
- Ancillary Services

Any ancillary service provided must be directly related to the Community Internship placement. In addition, there is a \$200.00 total limit for each individual. A Supervisor must approve payments requested after the \$200.00 limit has been reached.

## **RURAL COMMUNITY MENTORING**

Community Internship activities may be provided for individuals who live in remote areas and do not have transportation for up-front activities. Community Internship will only be provided for those participants who are not otherwise engaged in unsubsidized employment for the minimum hours required.

Prior to placement in the Community Internship Project, an assessment will be completed by an Employment and Training Representative. If the participant cannot attend assessment due to transportation or childcare difficulties, the E & T may travel to the individual's area to provide the assessment.

The Community Internship placement must be provided within two miles of the individual's home. If a placement site is impossible to develop, good cause will be given for non-participation.

The same guidelines apply to Rural Community Internship Placements as are outlined in the above description of the Nevada County Community Internship Project.

## **SUMMARY**

Community Internship provides the opportunity for private and non-profit organizations to participate in empowering CalWORKs interns to attain self-sufficiency, while at the same time helping to fill the community's unmet needs. Nevada County will continue to meet with the Advisory Committee as needed to address concerns and gather suggestions for new placements. The Employment and Training Representatives and the Community Internship Placement Developer will continue to support the placement sites as well as support the participants who are working toward unsubsidized employment and self-sufficiency.

## **CONTACT PERSONS**

For additional information contact:  
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