

**PLACER COUNTY CALWORKS
COMMUNITY SERVICE PLAN**
Addendum to the Placer County CalWORKs Plan

INTRODUCTION

This plan outlines the Placer County Department of Health and Human Services, Human Services Division Community Services component of the Welfare to Work (WTW) program, as required, and in accordance with Assembly Bill (AB) 1542. AB 1542 established the California Work Opportunity and Responsibility for Kids (CalWORKs) program, an assistance program designed within the parameters of the federal Temporary Assistance for Needy Families (TANF) program. Counties must develop Community Service plans to serve CalWORKs recipients who have reached their 18 or 24 month time limit on aid, but are unemployed or employed for insufficient hours to meet work participation requirements.

The purpose of Community Service is to provide CalWORKs participants with basic job skills, enhance existing job skills, or provide a needed community service that will lead to unsubsidized employment. Community service activities are limited to the public or private non-profit sector. Community service activities provide participants with job skills that can lead to unsubsidized employment and also develop and enhance personal characteristics, which are valuable in a work setting. Community service placements include, but are not limited to, the following: public service positions, landscaping, maintenance, road crews, clerical. The terms of the community service assignment are temporary and transitional, not permanent.

To determine the community's unmet needs, Placer County HHS, as part of our initial County CalWORKs Plan, contacted other county agencies, private employers, community based organizations, the faith community, members of the Greater Collaborative and other members of the community, to develop a summary of unmet needs. Existing work sites will continue to be utilized, and new sites will be developed to accommodate the changing needs and abilities of participants. These sites include public agencies, food closets/banks, clothes closets, Family Resource Centers, clinics, Placer Women's Center, transitional homes, Salvation Army, and recovery centers.

POPULATION TO BE SERVED

CalWORKs participants are referred to Community Service when the 18 or 24 month time limit for CalWORKs has been reached. Community Service assignments may also be made for individuals who have not reached their 18 or 24 month time limit, but whose remote location prevents them from participating in other Welfare to Work activities. Participants will participate in Community Service if they are unable to find unsubsidized employment sufficient to meet the hourly participation requirements, the County certifies that there is no job currently available to meet the participation hours requirement, the participant continues to meet CalWORKs eligibility criteria, and the assignment conforms to the participant's WTW plan.

Community Service is also available for participants who have not reached the end of their 18 or 24 month time limit, but need work experience to become employed. Participants may have several significant barriers to securing employment, including but not limited to, behavioral health, substance abuse, education, language/culture, and social compatibility. Intensive, ongoing support may be required for participants to successfully participate in Community Service.

The eighteen-month time limit may be extended for six months if the extension is likely to lead to unsubsidized employment.

PARTICIPATION REQUIREMENTS and TERMS

Participants in Community Service are required to perform activities for a maximum of 32 hours/week for single parent households and 35 hours/week for two parent households. If the client is employed, or if he/she is participating in services for substance abuse, behavioral health, and/or domestic violence, those hours will be counted and included in the maximum number of required hours.

Participants assigned to Community Service may participate in other work activities if they are unable to meet their required hours solely through community service and/or unsubsidized employment. The County will allow them to participate in allowable WTW activities in accordance with MPP 42-711.9. The assignment of participants to instructional or training activities will be individualized based upon the requirements of community service placement and the participant's skills. These activities are also counted towards meeting the community service participation requirement.

The County will adhere to the rules outlines in MPP 47-720, Nondisplacement Protection in Work Activities.

Program Flow

1. The WTW Counselor will review the participant's Time on Aid (TOA) to determine if the time limit has truly been reached.
2. The WTW Counselor will review the participant's WTW plan to determine whether services were offered and whether the client actually used the services as outlined in his/her plan.
3. Once a referral to community service has been determined appropriate for the participant, the participant shall be evaluated to identify strengths, skills, and barriers that may have already been overcome while on aid, determine what is still needed to help the client become self sufficient, review the client's job goal to determine if still appropriate, and for SIPs, review the original SIP plan for jobs listed as a labor connection after SIP education.
4. A Community Service referral form and the WTW case file will be given to the individual WTW counselor's supervisor for review and approval.
5. After Supervisor approval, a three way meeting will be scheduled between the client, the WTW Counselor, and the Community Service facilitator.
6. Once a Community Service slot is determined to be the most beneficial to the participant, the participant will be assigned. Staff at the work site, in conjunction with the counselor, will monitor and evaluate the participant's progress.
7. Duration at work sites may vary, depending on the participant's progress, barriers, and hours served. Assignments will be temporary and transitional in nature. Placements will be made in community service for a period of no more than twelve months. A review of the placement will be made every six months to ensure the placement is moving the participant toward the goal of self-sufficiency.

ADMINISTRATION

Placer County Health and Human Services Department, Human Services Division, is the lead agency in administering the Community Service Plan and is responsible for program development and operations, fiscal administration and case management. Work site supervision and the reporting of hours will be coordinated with the actual work site.

SUPPORTIVE SERVICES/EFFORTS

A full range of support services will be available to participants assigned to Community Service, which include childcare, transportation, and ancillary. Supportive Efforts, which may include job search, job coaching, and complementary training support that will move the participant toward unsubsidized employment, may be provided to the participants who have reached the 18 or 24 month time limit and are meeting the hours of work participation through unsubsidized employment and/or community service, e.g. computer classes, other short term education or training, counseling, ESL. However, if the education or training is required for, or relevant to, the specific community service activity, the hours may be counted toward meeting the community service participation requirement.