

H. COMMUNITY SERVICE PLAN (ADDENDUM)

State statute requires that The Department of Social Services' County Plan include a community service component. Community services activities, which are limited to the public and/or private nonprofit sector, are intended to provide the participant with job skills and work experience when they have been unable to secure unsubsidized employment after 18-24 months of CalWORKs assistance.

COUNTY RESPONSE

Background and Purpose

Since 1985, Plumas County Department has operated a very active and effective community service/work experience program that served participants in the GAIN program as well as mandatory participants in the FSET and GA "workfare" programs. Since that time, the Department has built a network of work site opportunities that include libraries, senior nutrition centers and clerical jobs in public office settings.

With the implementation of AB 1542, counties must now provide community service activities for non-exempt CalWORKs participants who have completed 18-24 months of Welfare-to-Work activities and have not yet found unsubsidized employment sufficient to meet the minimum hours of participation. The Plumas County Community Service Program will also serve those individuals who live in remote geographical areas (defined as two hours round trip by vehicle or two miles, if walking) and participants who have not yet reached their time limits but are placed in the program to gain job skills that can lead to unsubsidized employment.

Plan Development

The Department has been a member of the countywide Employment and Training Committee for the last decade and works closely with the Committee when collaborative efforts are required.

The Committee is comprised of representatives from the Plumas Co. Dept. of Education, Feather River College, Alliance for Workforce Development, EDD, The Plumas Corporation, Community Development Commission, Organized Labor, The Chamber of Commerce and others. This Committee has served as the primary advisory body for the planning of the Community Service Program.

The Plumas County Department of Social Services will be responsible for the administration, implementation and all on-going activities associated with the Community Service Program

Meeting Community Needs

Participants who are unable to meet the required number of hours in unsubsidized employment will be assigned to community service activities with local public agencies and non-profit community based organizations. Agreements are currently in place and include, but are not limited to:

- Community Services District
- Mental Health Department
- Employment Development Department
- City of Portola
- Department of Social Services
- Community Development Commission
- Hospital Thrift Shop
- Plumas Rural Services

- Nutrition Center for Seniors
- Quincy Library (literacy program)

Many participants perform clerical support and public grounds and facilities maintenance. Some assist in child care and literacy programs. The County continues to develop job sites and expand the types of activities that participants can perform.

Population To Be Served

The Community Service Program will be directed to assist CalWORKs recipients in Plumas County who have reached their 18-24 month time limit and are unemployed or employed for insufficient hours to meet the work participation requirement. The program will also serve those who have not reached the 18-24 time limit when community service activities are included in part of the Welfare-to-Work Plan or for those in remote geographical areas. There are approximately 250 adult participants in the County who are potentially eligible for the Program. It is estimated that 50-60 individuals will eventually be enrolled and will take part in the activities that have been identified as a community need and will also provide job skills and experience designed to assist the participant in securing and retaining full time employment. All assigned individuals and worksites will be monitored on a regular basis to ensure compliance with state statute and County policies and procedures.

- Individuals who have received aid for a cumulative period of more than 18-24 months, and return to aid after a break in assistance of at least one month, will be required to attend an Orientation and Appraisal appointment in the Employment Services Unit. An appraisal will be conducted to determine if there is a need for short-term training and/or remedial education. If it is determined that the individual will benefit from this, it will be for a maximum of three months. Participants will then be enrolled in the Job Club/Job Search component. If unsubsidized employment is not attained at the conclusion of the assigned activity, participants will be assigned to the Community Service Program. (Exhibit 1)

- If a participant has reached the 18-month time limit and has not found unsubsidized employment sufficient to meet the required minimum hours of participation, AND the Case Manager has verified that no job is available, the participant will remain eligible for aid only if he/she participates in the Community Service Program for the required hours. "No job currently available" means that the participant has taken and continues to take all steps to seek and apply for work and has not refused work without good cause. The 18-month time limit may be extended up to six months if all criteria are met as outlined in MPP 42-710 and CWD Procedure No. 00-02.

Duration of Community Service Participation

Community Service assignments for all recipients will be limited to increments of three months. At the end of each three month period, an assessment will be conducted to determine if further training related to their work assignment is needed to increase their potential employability. The three month increments of community service will be offered to all participants until they are successful in attaining unsubsidized employment hours that meet the participation requirement. All community service placements shall be in compliance with the nondisplacement provisions outlined in MPP 42-720.

Supportive Services

Necessary supportive services shall be available to every participant in order to participate in the Community Services Program. If necessary supportive services are not available, the individual shall have good cause for not participating in accordance with MPP Section 42-713.21. As provided in the Welfare-to-Work Plan entered into between the County and participant, supportive services shall include all of the following:

- Child Care as described in MPP Chapter 47-100.

- Transportation
The least costly form of public transportation including County provided transportation that would not preclude participation. If there is no public transportation available that meets the requirements, participants may use their own vehicles. In such instances, the participant shall be reimbursed at a rate of \$0.15 per mile.
- Ancillary expenses shall include the cost of books, tools, clothing specifically required for the assignment and other necessary costs.

Other Allowable Activities

- Activities such as instruction or training that are required for, or relevant to, the specific community service activity in which a recipient is placed, may be considered part of his/her community service assignment. The assignment of individuals to instructional or training activities will be individualized based upon the requirements of the community service placement and the individual's skills. These individualized instructional or training activities are also countable towards meeting the community service participation requirement.
- The hours of participation in substance abuse treatment and/or mental health counseling and/or domestic abuse services may be counted toward meeting the individual's work requirement, if the treatment and/or counseling and/or domestic abuse service enables or supports the individual's participation in community service and is included in the individual's Welfare-to-Work Plan.
- Individuals who have already met their hours of work participation requirement through unsubsidized employment and/or community service ;may voluntarily participate in additional activities. The hours spent in these other activities will not

count toward meeting the individual's work participation requirement. However, to the extent possible, these activities should be consistent with their Welfare-to-Work Plan.

Community Service Placement

Unless exempt from participation, an adult recipient in a one-parent assistance unit (AU) must participate each month for a minimum of at least 32 hours per week, averaged monthly. An adult participant in a two-parent AU must participate each month for at least 35 hours per week, averaged monthly. Both parents in a two-parent AU may contribute toward the 35 hour requirement if at least one parent participates a minimum average of 20 hours per week.

Prior to assignment, an assessment will be conducted to determine site placement. The participant's skills and interests will be considered as well as the community need. When required and appropriate, fingerprinting and substance abuse screening will be conducted.

Individuals may develop their own community service placement. Such placements must be consistent with the individual's Welfare-to-Work plan and must conform to state statute, regulations and all policies governing community service.

Individuals are limited to participation only at sites who have entered into and signed the *CalWORKs Sponsor Agreement*. (Exhibit 2)