

# RIVERSIDE COUNTY CalWORKs County Plan

## Community Service Plan

---

**Introduction** Riverside County Department of Public Social Services (DPSS) developed a comprehensive plan for its Welfare to Work Program emphasizing self-sufficiency through employment. The DPSS Community Service Plan stresses prevention of the need for participation in community service through focused attention on each individual entering the program. Most individuals can achieve full-time unsubsidized employment or self-sufficiency prior to the 18-/24-month time limit by the development of a tailored plan which may include employment, assessment as required, and/or training and education. The program is designed to meet the requirements of being:

- Short-term in nature,
- Skill-based,
- Performed in the public or private nonprofit sector, and
- In compliance with the anti-displacement provisions of MPP §42-720.

---

**Time Limit Extensions** At the 18-month time limits, recipients are evaluated for extensions. A 6-month extension will be granted if the following criteria are met:

- The extension is likely to lead to employment or increased hours of employment, and
- Barriers have been identified which prevent the participant from working in unsubsidized employment, and
- The participant is complying with Welfare to Work (WtW) requirements.

---

**Community Needs to be Met** Community Service activities must fill an unmet need in the community, benefit the participant, and provide training and transferable skills that will assist the participant in obtaining unsubsidized employment. Examples of the types of placements include, but are not limited to, support for the local food bank and Habitat for Humanity where clients may assist in construction or clerical activities.

---

*Continued on next page*

## Community Service Plan, Continued

### Population Served

DPSS does not offer community service activities to recipients who have not reached their 18-/24-month time limit. Instead, the focus is to prevent the need for community service activity by helping participants find employment and by offering assistance to enhance their skills.

Employment status once the participant has reached the 18-/24-month limit is treated as follows:

- For those employed full-time (32/35+ hours per week), no additional participation is required and the use of training and education is encouraged;
- For those unemployed or employed less than full-time, participation in a community service activity is required. The required hours of participation for each participant will be computed per mandated Simplified Food Stamp Program guidelines. Training or education directly related to the community service assignment is allowed on a case-by-case basis.

---

### Duration of Activities

Community service placements at any one site may not exceed six months. During the individual's participation in community service activities, the client will continue to be assisted in obtaining employment.

---

### Agency Involvement

To determine the community's unmet needs, DPSS, as part of our initial County CalWORKs Plan, contacted other county agencies, private employers, community-based organizations, the faith community, and others, to develop a summary of unmet needs. In developing the county's CalWORKs program, a number of forums were held in various communities throughout the county to discuss the programs of welfare reform, including various planning and implementation issues, among them, community service.

As a result of Request for Proposal submittals, the Volunteer Center and Genesis Enterprises, Incorporated were selected as our community partners in this endeavor. Both providers are capable of providing the necessary placements and are familiar with the needs of the population served.

---

*Continued on next page*

## Community Service Plan, Continued

### Placement Duties

DPSS is responsible for the fiscal administration of the program. In addition, the CalWORKs WtW Case Manager:

- Refers clients for community service activities as appropriate,
- Determines duration of community service activities, and
- Maintains client contact and case control.

Should a client wish to develop their own community service activity placement the WtW Case Manager will assist in ensuring the activity complies with all regulatory requirements.

The contracted provider, either the Volunteer Center or Genesis Enterprises:

- Meets with the referred client and assigns them to an appropriate community service activity,
- Consults with and obtains approval of the placement with the WtW Case Manager, and
- Communicates progress and issues that arise with the client to the WtW Case Manager.

---

### Supportive Services

Clients are provided supportive services throughout their participation in community service activity, including:

- Child care,
- Ancillary services, and
- Transportation services.

The goal of DPSS is to assist each person, in whatever way necessary, to achieve self-sufficiency through employment. Activities are evaluated on a case-by-case basis to best serve the individual.

The activities may include services such as:

- Mental health,
- Substance abuse,
- Domestic abuse,

as well as basic adult education and specific training as it relates to the client's welfare to work plan and community service activity.

---