

SACRAMENTO COUNTY
COMMUNITY SERVICE
CaIWORKs PLAN ADDENDUM

SACRAMENTO COUNTY
DEPARTMENT OF HUMAN ASSISTANCE
COMMUNITY WORK EXPERIENCE PROGRAM

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Department of Human Assistance
Cheryl S. Davis, Director

This plan addendum is submitted pursuant to state statute and Section 42-700 of the Manual of Policies and Procedures (MPP).

INTRODUCTION

This plan outlines the Sacramento County Department of Human Assistance CalWORKs Program Community Service component of the Welfare-To-Work (WTW) program as required, and in accordance with Assembly Bill (AB) 1542. 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 the work participation requirement.

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.

The Community Service Plan supports the vision of the Sacramento County CalWORKs Plan of strengthening and preserving families and enhancing quality of life by emphasizing work and training for employable adults.

This Community Service Plan was developed by the Sacramento County Department of Human Assistance "Community Work Experience Process Action Team" with input from the local One Stop Career Centers, Adult Education, various Chambers of Commerce, Los Rios Community College, State of California, private sector employers, faith-based and community based organizations. Sacramento County also consulted with Richard Swartz of Opportunity America in identifying options for delivering this activity.

Sacramento County conducted a series of public forums and town hall meetings to gather input from the community to assist in developing our county's community service plan and County staff also attended community meetings regarding welfare reform and community service. After discussion and planning, an agreement was reached with the United Public Employees, Local 1, CEO and AFSME which represent Department staff.

In addition, Sacramento County also met with Coalition of California Welfare Rights Organization, Legal Services of Northern California, and the Department of Human Assistance's Cultural Diversity Task Force.

COMMUNITY UNMET NEEDS

As a result of the collaborative efforts, unmet Community Service needs were identified in the following areas: clerical support for public agencies, parks and recreation, public grounds and facilities maintenance, warehouse, careers with children, landscaping, security, medical office, customer service, and custodial maintenance.

Efforts will be made to refer community service participants to sites within the same geographic area as the participants reside.

Participants will be allowed to develop their own community service placement if the placement is consistent with the individual's WTW plan and conforms to State statute, regulations, and policies governing community service.

TARGET POPULATION

CalWORKs participants are referred to community service when the 18 or 24 month time limit for CalWORKs eligibility has been reached and:

- The participant has been 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 hour's requirement. A job is not considered to be available if the participant has taken and continues to take all steps to apply for appropriate positions and has not refused an offer of employment without good cause.
- The participant continues to meet CalWORKs eligibility criteria.

The 18-month time limit may be extended for six months if the extension is likely to lead to unsubsidized employment.

PARTICIPATION REQUIREMENTS

Community service participants, unless exempt from participation, must participate each month in WTW activities for a minimum of at least 32 hours per week, a participant in a two-parent family must participate each month for at least 35 hours per week. However, both parents in a two-parent assistance unit may contribute toward the 35-hour rule requirement, if at least one parent meets the federal work requirement of a minimum average of 20 hours per week. (MPP Section 42-711.421 (a).

An individual who fails or refuses to comply with the program requirements based on the remoteness of the employment, offer of employment, activity or other training for employment shall be required to participate in community service activities in accordance with MPP Section 42-716.4.

If an individual has received aid for a cumulative period of more than 18 or 24 months, as specified in Section 42.710.1 or 2, as applicable and returns to aid after a break in aid of at least one month, the individual may participate in either community service, unsubsidized employment, or in selected WTW activities per County Policies and Procedures.

Community service activities may also be provided for participants who have not completed the 18-24 month time limit period and are not meeting the minimum hours of participation with unsubsidized employment. CalWORKs participants can be referred to community service based on the provisions of the WTW plan/assessment.

A participant who must attend services for substance abuse treatment and/or mental health counseling and/or domestic abuse may have these hours of participation count toward meeting the work requirement. The treatment and/or counseling must enable or support the participant's participation in community service and is included in the participant's WTW plan.

A recipient participating in 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 other allowable WTW activities in accordance with MPP Section 42-711.931. The assignment of participants to instructional or training activities will be individualized based upon the requirements of the community service placement and the participant's skills. These activities are also counted towards meeting the community service participation requirement.

Example 1: An individual performing child care duties as his/her community service activity may be allowed to attend child development classes as part of his/her community service activity if the classes are required for all providers at the child care site and/or they will enhance the individual's ability to provide care.

Example 2: An individual performing clerical support duties that require the use of a personal computer may be allowed to attend computer training classes, part of his/her community service activity, to obtain necessary computer skills.

DURATION OF PLACEMENTS

Community service placements are intended to be temporary, transitional and not permanent. Assignments to community service based on the WTW plan are limited to 12 months unless the county and the participant agree to amend the WTW plan to allow an extension. The continuing appropriateness of the community service placement is reviewed every two months. Duration of a placement may be either short-or long-term depending upon the needs of the participant. Assignments to community service based on having reached the 18 or 24 month CalWORKs time limit are limited to the 60-month federal TANF limit.

SUPPORTIVE EFFORTS

(WTW Activities In Addition To Community Service Allowed Post 18 or 24 Month Time Limit)

A participant that has already met their hours of work participation requirement through unsubsidized employment and/or community service may voluntarily participate in additional WTW activities as defined in County Policies and Procedures, to the extent possible, these activities should be consistent with their WTW plan. The county will provide job search assistance, and referrals to education and training. The hours spent in these other activities will not count toward meeting the participant's work participation requirement, however, if County approved the County will provide supportive services for those voluntary activities.

CLIENT FLOW

1. CalWORKs participants are referred to community service based on either:
 - The provisions of the WTW plan/assessment; or
 - Having reached the 18-24 month time limit and has been unable to find unsubsidized employment sufficient to meet the hourly participation requirements and the county certifies that there is no job available to meet the participation hour requirement.Participation in community service may be the only activity or it may be one of several activities specified in the WTW plan.
2. If community service is an appropriate activity the client will sign the WTW Activity Agreement to attend a community service workshop. The workshop provides participants with an overview of the program requirements. Translators will be available for limited or non-English speaking participants.
3. Following the workshop the Case Manager and the participant check the list for appropriate placement and attempt to locate a placement that is compatible with the participants' interests, skills, and abilities.
4. Once an appropriate community service site has been selected, the Case Manager will amend the WTW plan to reflect the community service placement and authorize any needed supportive services.
5. Worksite supervisors will provide regular attendance reports and quarterly progress reports.
6. Case Managers will continue to provide ongoing support to participants to assist them in completing a successful community service activity, which will lead to unsubsidized employment.

ROLES AND RESPONSIBILITIES

The Human Services Specialist (Case Manager) is responsible to do the following:

- Determine eligibility for the WTW program.
- Develop and approve the WTW plan.
- Attempt to locate a placement that is compatible with the participants' interest, skills, and abilities.
- Ensure that the community service site will not adversely affect any known medical condition of the participant.
- Monitor and encourage compliance with the participant's plan.
- Review good cause for non-participation.
- Authorize supportive services payments.
- Mentor the participant in good work habits.

The Central Community Work Experience Coordinator is responsible to do the following:

Recruitment

- Market agreements countywide for public agencies, school districts, County Office of Education, State and Federal agencies.
- Oversee site development in communities.
- Approve or deny work sites developed by participants.

Tracking

- Maintain a master list of all sites and openings.
- Monitor site compliance with the terms of the agreement.
- Monitor site to provide regular attendance reports and quarterly progress reports.
- Notify the Case Manager of any no-shows regarding the initial referral and of unexcused absences.
- Facilitate communication between the site and the department.
- Monitor work site for compliance with the non-displacement protection provisions of the CalWORKs program.

In addition to the Central Community Work Experience Coordinator, two job categories have been added to assist in providing neighborhood services to community service participants. The Area Community Work Experience Coordinator will assist in recruiting worksites countywide, marketing community service worksites in a specific regional area and tracking work site information. The Bureau Community Work Experience Coordinator will coordinate and lead community service workshops and orientations, and provide marketing leads to the Area Community Work Experience Coordinator.

PROGRAM ADMINISTRATION

Sacramento County Department of Human Assistance, Employment Services Division, will administer the Community Service program and is responsible for the program planning and development, fiscal administration, and case management.

SUPPORTIVE SERVICES

Prior to the 18-24 month time limit being reached, community service participants are eligible for needed supportive services including childcare, transportation and ancillary.

Sacramento County will provide needed childcare, transportation and ancillary expenses for community service activities beyond the 18-24 month limit (up to the 60-month time limit).

SANCTIONS

Participants assigned to participate in community service are accountable for satisfactory attendance. If a CalWORKs participant is required to participate in community service activities and fails to do so, and the case manager determines there is no good cause, to participate, a sanction will be imposed in accordance with MPP Sections 42-711.94 and 42-721.4.

DISPLACEMENT PROVISIONS

Sacramento County will comply with the anti-displacement provisions set forth in accordance with MPP Section 42-720.

CONTACT PERSONS

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