

January 11, 2021

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 14-81E

The purpose of this erratum is to correct information about training provided to participants under the California Work Opportunity and Responsibility to Kids (CalWORKs) Expanded Subsidized Employment Program in question 14 of [All County Letter \(ACL\) No. 14-81](#).



KIM JOHNSON
DIRECTOR

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DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

January 11, 2021

ERRATUM

ALL COUNTY LETTER (ACL) NO. 14-81E

TO: ALL COUNTY WELFARE DIRECTORS
ALL CALWORKS PROGRAM SPECIALISTS
ALL WELFARE-TO-WORK COORDINATORS
ALL COUNTY REFUGEE COORDINATORS
ALL COUNTY CALFRESH SPECIALISTS

SUBJECT: **CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) PROGRAM: CLARIFYING GUIDANCE FOR THE IMPLEMENTATION OF THE EXPANDED SUBSIDIZED EMPLOYMENT (ESE) PROGRAM RESULTING FROM THE PASSAGE OF [ASSEMBLY BILL \(AB\) 74](#) (CHAPTER 21, STATUTES OF 2013)**

REFERENCES: [ACL NO. 13-81](#) AND [ACL NO. 14-81](#); [WELFARE AND INSTITUTIONS CODE \(WIC\) SECTION 11322.64\(a\)\(2\)](#)

The purpose of this erratum to [ACL No. 14-81](#) is to update guidance regarding training under the ESE Program in question 14. The original answer to question 14 in [ACL No. 14-81](#) indicated that training for participants of the ESE Program is an Operational Cost. This erratum corrects this guidance to state that ESE training may be an Operational Cost or a Non-Operational (Non-Wage) Cost, depending on the type of training.

Question 14 from [ACL No. 14-81](#) is on page two of this ACL, and the response has been clarified to add information about training claimed as a Non-Operational (Non-Wage) Cost. Following the clarified response is a section titled “Additional Guidance,” which includes a table with examples of ESE training as an Operational Cost and as a Non-Operational (Non-Wage) Cost.

14. Q: According to [ACL No. 13-81](#), ESE funds may be used to cover all operational costs of the ESE Program, including providing training to participants. Does this include training for customer service, soft-skills, and computer basics?

A: Training costs may be claimed to the ESE Program if the training is a requirement of the ESE placement or is a requirement for the client to participate in the ESE Program. To determine whether the training is an Operational Cost or a Non-Operational (Non-Wage) Cost, the content of the training should be considered. General training provided for the overall success of ESE participation and placement for the ESE Program are considered **Operational Costs**. Training that is specific to the participant's needs and/or placement are **Non-Operational (Non-Wage) Costs**. For example, if a participant has been placed in a job that requires specific training to be successful in the placement, and this training is not provided by the employer as part of the paid hours of the placement, then this training may be claimed to the ESE Program as a Non-Operational (Non-Wage) Cost. Another example of an allowable expense is placing clients in soft skills training to prepare them for placement in the ESE Program, which would be considered an Operational Cost.

The CWD may not claim training costs to the ESE Program if the CWD places a client into a training or education activity without the intention of placing the client in an ESE Program placement that requires that training or education. For example, a client may be placed in a vocational education program or into an adult basic education program based on the client's needs but is not placed in the activity as a prerequisite to or expectation of being placed in the ESE Program. Training claimed to the ESE Program needs to be training designed to assist clients with their placements or to move clients into ESE placements as soon as possible.

Additional Guidance

The table on the next page includes descriptions of categories of ESE training as Operational Costs and Non-Operational (Non-Wage) Costs, as well as examples for each category. The table on the next page is a sample only; it is not an exhaustive list:

ESE TRAINING CATEGORIES

ESE Training as an Operational Cost	ESE Training as a Non-Operational (Non-Wage) Cost
Training that a CWD requires of all ESE participants to participate in the program: <ul style="list-style-type: none">• Orientation to the ESE Program: Rights and Responsibilities, Benefits of Participation, etc.• Soft Skills• Interviewing Skills and other Job Readiness training for the ESE program	Training assigned to ESE participants for an ESE placement on an individual, case-by-case basis: <ul style="list-style-type: none">• Vocational education• Certification (for example, computer skills, customer service)• Job skills training directly related to employment

Detailed information about ESE Operational Costs and Non-Operational (Wage and Non-Wage) Costs has been issued in a separate ACL.

If you have questions or need additional guidance regarding this erratum, contact the CalWORKs Engagement Bureau at (916) 654 2137.

Sincerely,

Original Document Signed By:

JENNIFER HERNANDEZ
Deputy Director
Family Engagement and Empowerment Division