

STANISLAUS COUNTY
COMMUNITY SERVICES AGENCY
COMMUNITY SERVICE PLAN

I. OVERVIEW

Community Service placements are considered to be temporary and transitional in nature. The goal is to prepare the customer for entry into the workforce. Customers are regularly encouraged to obtain unsubsidized employment while they are engaged in the Community Service component. The primary focus/goal for each individual is that they become self-sufficient.

II. COMMUNITY NEED

The Stanislaus County Community Services Agency (CSA) Community Service Program provides CalWORKs/StanWORKs customers an opportunity to develop and/or improve employability skills while gaining a connection to the workforce. Customers receive positive reinforcement and recognition as they accomplish new tasks and learn new skills on a Community Service work site. Through a contract with the Stanislaus County Department of Employment and Training (DET), Community Service placements are developed with local public and private nonprofit agencies for community service activities that support the betterment of the community. Work site supervisors are encouraged to maintain a supportive atmosphere for learning and appreciation for the work provided by Community Service participants.

CalWORKs/StanWORKs customers provide a valuable service to their communities while building the work skills that will support their families in the future. Stanislaus County community service activity placements provide for a wide variety of job related experiences which will lead to unsubsidized employment. Current slots include, but are not limited to, placement in: animal services, assessment/tax collection, behavioral health, building maintenance, business services, central supply, support for charitable agencies, child care, communication services, community housing and shelter, construction, criminal justice, custodial, education, employment services, environmental resources, finance, fleet services, food service, foster parent/family services, health services, housekeeping, information systems, landfill, landscape, law enforcement, media services, nutritional programs, printing, public safety, public works (including parks and roads), purchasing, recreation, retail (including local downtown associations), risk management, senior services, social services, thrift operations, transportation, veterans services, warehousing, wastewater treatment, and wildlife care.

III. COMMUNITY SERVICE PARTICIPANTS

The Community Service Plan focuses on both mandatory and optional populations of CalWORKs/StanWORKs customers. The target population includes, but is not limited to:

- Mandatory CalWORKs/StanWORKs recipients who have not reached their 18 or 24 month time limit,
- Mandatory CalWORKs/StanWORKs recipients who have reached their 18 or 24 month time limit, and
- Volunteers.

IV. CUSTOMER FLOW (MANDATORY CALWORKS/STANWORKS RECIPIENTS WHO HAVE REACHED THEIR 18 OR 24 MONTH TIME LIMIT)

- Customers who have reached their time limits and do not meet extension criteria *and* are not participating in unsubsidized employment for the required number of participation hours, are referred to the DET administered CSO. The CSA case manager makes the referral and authorizes supportive services necessary for the customer to participate in their assigned activity. Necessary supportive services will be available to every Community Service participant to enable that person to participate in their assigned activity. Supportive services that will be provided will include childcare, transportation, ancillary expenses, assessment/counseling services for behavioral health, domestic abuse and general employment counseling.
- As appropriate, DET, with information received at the CSO and input from the CSA case manager, refers customer to an appropriate Community Service placement slot. In accordance with MPP Section 42-711.4, an adult recipient in a one-parent assistance unit (AU) will be required to participate in the Community Service activity for a minimum of at least 32 hours per week, averaged monthly, and an adult recipient in a two-parent AU will be required to participate each month for at least 35 hours per week, averaged monthly. However, both parents in a two-parent AU will be able to contribute toward the 35-hour requirement, if at least one parent participates for a minimum average of 20 hours per week.
- Monthly time sheets are completed regarding each Community Service customer. Community Service site supervisors may complete the comments section, as needed, when completing the time sheets. Community Service site supervisors are required to provide quarterly progress evaluation information to DET. DET forwards time sheet and progress evaluation information to the CSA case manager.

- The CSA case manager and DET staff maintain regular communication regarding the customer throughout the above Community Service flow process.
- The CSA case manager determines whether a customer who has received TANF for a cumulative period of more than 18 or 24 months and reapplies for TANF after a break in aid of at least one month should be referred into Community Service or if it would benefit the customer and lead to unsubsidized employment if the individual is assigned to another StanWORKs WTW activity.

V. COLLABORATIONS

The CSA Community Service Program was designed and developed by CSA in collaboration with the Stanislaus County Board of Supervisors, DET, Stanislaus County Private Industry Council, Stanislaus County Chief Executive Office, Stanislaus County Counsel, Stanislaus County District Attorney's Office including representation from Family Support, Stanislaus County Housing Authority, Stanislaus County Health Services Agency, Stanislaus County Probation Office, Stanislaus County Behavioral Health and Recovery Services (BHRS), Stanislaus County Sheriff's Office, Employment Development Department (EDD) Stanislaus County Economic Development Corporation, Yosemite Community College District (YCCD), Modesto City Schools, Stanislaus County Office of Education, California State University, Stanislaus, Turlock Adult School, Social Security Office, United Way, Women's Haven, Central Valley Opportunity Center, Westside Community Alliance, GC Services, Farmers and Merchants Bank, and the Salvation Army. Former and current TANF recipients also participated in the development and implementation of the program.

Fiscal administration and case management is the responsibility of CSA.

CSA contracted with DET to identify Community Service placement slots within public and private nonprofit organizations throughout Stanislaus County on an individualized, case-specific basis. DET, in cooperation with individual CSA case managers, makes Community Service placements appropriate to the individual customer's skills and needs. The goal of the program is to enhance and develop the customer's employment competency skills and obtain unsubsidized employment.

DET will:

- Identify targeted Community Service slots within public and private nonprofit organizations throughout Stanislaus County,
- Assure that Community Service slot assignments comply with non-displacement provisions as stated in MPP Section 42-720,
- Serve as liaison to all participating work site agencies,
- Provide Community Service Orientations at which customers are matched with a potential Community Service work site,
- Place identified Community Service customers in public and private nonprofit work sites,
- Provide support and assistance to Community Service participants who exhibit need. Motivation and job search resource assistance are examples of services provided,
- Work with CSA to create a comprehensive coordinated Community Service Plan for each customer, and
- Provide bilingual bi-cultural services on an as-needed basis.

Work site agreements, job descriptions, referral and evaluation forms have been developed and are used for all reporting requirements.

While in Community Service placement, each customer is monitored by a CSA case manager on an at least monthly basis. The work site supervisor completes time sheets with evaluation notes as appropriate. An individual work site progress evaluation is required on a quarterly basis.

VI. DURATION OF COMMUNITY SERVICE PLACEMENTS

Most Community Service placements will not exceed six (6) months. DET meets with both the customer and the work site supervisor if the individual has not obtained unsubsidized employment prior to reaching six (6) months of Community Service placement. The CSA case manager, with input from DET, determines if the customer should continue in the current Community Service assignment or be referred to another StanWORKs WTW activity.

VII. SUPPORTIVE EFFORTS

As appropriate, CSA allows customers who have reached their 18 or 24 month time limit and who are meeting the hours of work participation requirement through Community Service and/or unsubsidized employment to participate in additional activities such as job search, education, and/or training activities. The assignment of individuals to instructional or training activities is individually based on the requirements of the specific Community Service placement and the individual's skills.

CSA will make every effort to serve individuals who live in remote areas by placing them into community service activities. Whenever possible, that placement will be within two miles of their home. Other sites may be arranged if alternative methods of transportation can be provided to assure successful participation.

Revised 11/1/00