

**ASSEMBLY BILL (AB) 74  
COUNTY WELFARE DEPARTMENT (CWD)  
EXPANDED SUBSIDIZED EMPLOYMENT (ESE) PLAN**

CWD: Santa Clara County Social Services Agency	DATE: 11/15/2013
---	---------------------

**CWD CONTACT INFORMATION**

NAME/POSITION:

Rafaela Perez/Employment Services Administrator

ADDRESS:

333 W. Julian Street., 5th Floor, San Jose, CA 95110

PHONE NUMBER:

(408)755-7734

EMAIL ADDRESS:

Rafaela.Perez@ssa.sccgov.org

PLEASE INDICATE THE DATE YOUR CWD WILL BEGIN OFFERING AN ESE PROGRAM:

November 15, 2013

HOW MANY TOTAL PARTICIPANTS DO YOU EXPECT TO PLACE IN ESE IN STATE FISCAL YEAR 2013-14?

150

HOW MANY PARTICIPANTS DO YOU EXPECT TO PLACE IN ESE BY THE END OF MARCH 2014?

92

HOW MANY PARTICIPANTS DO YOU EXPECT TO PLACE IN ESE BY THE END OF DECEMBER 2013?

13

STARTING WITH STATE FISCAL YEAR 2014-15, HOW MANY PARTICIPANTS DO YOU EXPECT TO PLACE IN ESE ANNUALLY?

300

Please describe how your CWD plans to utilize funds allocated for the ESE Program and include responses to the following 10 categories. There is an 11th text box to enter other information about your ESE Program if needed. The text boxes will accept up to 1,000 characters of text. If additional space is needed you may also submit attachments to accommodate the additional information. You may also attach CWD materials that address each of the areas below if the materials can be converted to pdf format for posting to the CDSS website (i.e., not scanned copies).

1. What are your ESE Program goal(s) for the participants: basic employability skills, training for a specific field, obtaining unsubsidized employment, other?

Santa Clara County will be utilizing its ESE Program to provide CalWORKs families with opportunities to work in Full-Time or Part-Time Employment.

Full-Time subsidized placement is designed to serve two populations: those that have recently completed an educational or vocational training program and lack related work experience and those who possess marketable work skills, or experience, but lack recent work history. The goals for Full-Time participants are to connect/re-connect with the job market, hone existing work skills, build work experience and transition into a permanent, unsubsidized position within the company that provides the subsidized employment opportunity.

Part-Time Employment is designed to offer part-time subsidized employment opportunities to two populations; CalWORKs students that are currently participating in an educational/vocational training program or CalWORKs Employment Services participants with minimal work experience.

Continued: See Attachment.

2. What types of employers and industries will you place your participants in: private, public, non-profit, for-profit, retail, manual labor, data entry, health services, etc.?

A key element that Santa Clara County will focus on is developing employer relationships that offer participants opportunity for growth and permanent employment once the subsidized period ends. Given our focus, we will concentrate our efforts on developing a network of private industry employers that share the same goal.

Full-Time participants are expected to have a wide variety of work backgrounds and skill levels; as a result, the employer network will need to reflect their diversity. Santa Clara County already has a base employer network that offers opportunities in the retail, office professional, skilled labor, technology, and health industries. New efforts will be directed toward expanding the current network wherever possible, including specialized employment to accommodate specific client needs.

Continued: See Attachment.

- 
- 
3. What types of partnerships will you develop for your ESE Program: workforce investment boards, employers, community colleges, payroll services, other?

Santa Clara County has an existing employer network that partners with Employment Services to provide unsubsidized employment opportunities to participating families. This network will serve as a base population to begin developing Subsidized Opportunities within participating organizations. We will also be expanding the current employer network to include new companies that wish to participate in the ESE Program.

Additionally, we will draw upon current partnerships with local Adult Education providers and the Community College Consortium. These partnerships will provide a recruitment avenue for eligible CalWORKs participants that wish to participate in both Full, or Part-Time Subsidized Employment.

- 
4. What strategies will you use to link clients with employers?

All participants referred to the ESE Program will partake in an evaluation and placement process that is designed to align participants with appropriate employers. During the Evaluation, each Employment Counselor will assess the participants: work experience/history, skills and training, employment needs and goals to determine whether the participant is a suitable to participate in Subsidized Employment.

Subsequent to the Evaluation, participants will receive Job Readiness services that provide them with: Employment Expectations, Resume Development Assistance and Interview Coaching/Techniques. Additionally, participants will be assisted with work needs that may include, obtaining work tools, equipment, supplies, or uniforms. These services are designed to ensure that participants are prepared to enter the work force with all the necessities to be successful in the workplace.

Continued: See Attachment.

- 
5. Will your CWD use job developers? If yes, will they be CWD staff or contracted? What will their roles and responsibilities be: employer relations, job coaching, unsubsidized job search, conflict resolution, etc.?

Yes, Santa Clara County's ESE Program will include a specialized unit of Employment Counselors, all CWD staff, that will focus on Job Development, Program Promotion and Employer Recruitment.

Responsibilities of this unit include identifying the employment needs of our population and identifying potential employers that can accommodate the needed positions, initiating contact with Employers, promoting the Subsidized Employment Program and outlining the expectations/goals of both the Employer and Employee, helping the employer develop positions within the company, establishing the hiring criteria and guidelines for potential employees and maintaining an ongoing relationship with Employers.

Employers will also receive ongoing support with invoicing, processing of associated paperwork and resolution of any concerns that may arise.

Continued: See Attachment.

- 
- 
6. What is your CWD's criteria for clients to participate: pre-requisites for entry, targeted population(s) to be served, etc.?

Both Full and Part-Time Employment have separate eligibility guidelines.

Qualified candidates for Full-Time Subsidized Employment shall be participating in CalWORKs Employment Services, able to work full-time and possess one of the following: a marketable skill set, past work experience or recent completion of an educational or vocational training program.

Qualified candidates for Part-Time Subsidized Employment must be actively participating in CalWORKs Employment Services, concurrently enrolled in an educational/vocational training program, or possess limited work skills and history.

- 
7. What entity (or entities) will serve as employer(s) of record: CWD, workforce investment board, placement agency, private employers, etc.?

The subsidized employer will be the official employer of record. Details of their responsibilities are itemized within an agreement between the County and employer. Responsibilities include obtaining and maintaining records, collection and payment of all taxes and other charges required by or imposed by any taxing authority.

Doing so is dually beneficial as it streamlines the accounting process for both the County and employer. The County will reimburse employers up to applicable minimum wage through a traditional monthly invoicing process. Employers will have the benefit of managing the employee's payroll, tax withholding and benefit issuance in the same manner as normal staff (independent of County oversight or audit). This also allows for seamless transition into unsubsidized employment as the worker will already be on the employer's payroll.

- 
8. What strategies does your CWD have to transition participants to unsubsidized employment?

Full-time employment will emphasize on transitioning qualified participants into a full-time position within the company that provided the subsidized employment opportunity. The transition is expected to take place after the company has had adequate time to train and develop the new worker, generally, between three (3) and six (6) months. Under extenuating circumstances, the subsidized period may be extended up to 12 months.

---

---

9. Will your CWD supplement ESE subsidies with Single Allocation funds? If yes, how?

Possibly: the CWD established a "ramp up" approach to fill all ESEP slots. The CWD would supplement ESE funding if the ESE slots are filled to capacity at a faster pace than anticipated, ongoing fill rate exceeds planned filled rate, and all planned program startup expenditures are completed in FY 2014.

---

10. What will be the average hourly wages and number of hours per week for placements?

The average wage and weekly work hours are as follows:

Full-time: These positions are full-time, 30-40 hours per week; the average hourly wage will be the applicable minimum wage rate per city ordinance. The subsidized position will be funded for 3-6 months.

Part-time: These positions are part-time, between 20-29 hours per week; the average hourly wage will be the applicable minimum wage rate per city ordinance. The subsidized position will be funded for 3-12 months.

Pay will vary based on the city ordinance governing minimum wage, at present the range is \$8.00 to \$10.15 per hour and may increase based on COLA or voter initiative.

---

11. Please include any other components of your ESE Program not covered above:

As part of the services offered through the ESE Program, participants will be provided with ongoing employment counseling and job retention services following their placement at a worksite.

Post-placement employment counseling will be designed to provide each participant with personalized attention to ensure that they receive the needed support to successfully engage in the subsidized employment position, monitor the client's progress with the position, provide referrals for community support services and work with directly with employers to transition the participant into a permanent unsubsidized position.

Participants will also have the opportunity to attend job retention workshops designed to help develop the skills needed to maintain employment, enhance their growth as an employee and focus on career development.

---

Please fill out this form electronically and submit to [ESEProgram@dss.ca.gov](mailto:ESEProgram@dss.ca.gov).

**Note:** CWDs must submit their plans no later than 30 days after implementation of their ESE Programs. CDSS may request subsequent submittals of AB 74 CWD ESE Plans from CWDs depending on the needs of the program.

---