

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

CWD: Tehama County Department of Social Services	DATE: 4/23/2014
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**CWD CONTACT INFORMATION**

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

4/1/2014

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

3

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

0

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

0

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

12

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?

It is expected that through the Expanded Subsidized Employment (ESE) program Welfare to Work participants will gain basic employment skills including organization, decision making, and problem solving. In addition, participants will also learn life skills including personal care, respect for others, and communication. The ultimate goal is for participants to increase their skills and knowledge, and give them the confidence and professionalism that is required to obtain unsubsidized employment. Participants will be receiving job coaching, mentoring, job skill instruction, workplace skills, life skills, and structured job search through Tehama County's subcontractor, the Job Training Center. In addition, the worksites will be working one-on-one with the participants to provide them with training and coaching specific to what the worksite needs and expects of their staff.

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.?

The ESE program will place participants at worksites in the private, public, and non-profit sectors, as well as for-profit businesses. Some of the industries that participants will be placed in include: retail, education, health care, food and beverage, construction, automotive, and manufacturing. The goal is to match participants with a work site in an industry in which they are interested, and provide a good fit for the worksite. No worksites will specifically be excluded from the program. It requires however, that the subsidized worksite ensure non-displacement protection in work activities as outlined by the Manual of Policies and Procedures section 42-720 and Social Security Act 42 U.S.C 607(f).

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

See attachment.

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

The Job Training Center (JTC) will be responsible for connecting participants to employers throughout the community. JTC has been an integral part of the business industry in Tehama County for many years. Over the years they have built relationships with many employers in all different types of organizations and businesses, in varying industries, both large and small. In addition, they have also been working with job seekers to assist them in gaining employment through their job boards, job search assistance, and their training and education programs which consist of long or short term workshops and classes. They have an excellent understanding of what employers need from their employees in regards to skills, experience, and attitude, and have the expertise needed to assess potential employees. JTC will use both of these sets of skills to connect employers with subsidized employment participants.

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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.?

See attachment.

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

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

The Employer of Record for the Expanded Subsidized Employment Program will be the Job Training Center (JTC), which is the local Workforce Investment Board organization. They assume responsibility for the placement, including: supervision, pay roll, drug screening, worker's compensation, monitoring, coaching, job search, and unsubsidized job placement activities.

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

Job Training Center will be working to connect participants to worksites where both will prosper. JTC will take the time to assess the participant's skills, abilities, and attitude and connect them to an employer that is right for them. This will increase the likelihood that the participant will be retained by the worksite in an unsubsidized employment position once their subsidized employment placement ends. JTC will be providing support to the worksite and the participant throughout the placement which will likely increase the chances of the placement being successful. The Job Training Center will also be providing job search and job placement services to the participants to assist them with the transition to unsubsidized employment. JTC will educate worksites on tax credits that they may be eligible to if they hire the participant as an unsubsidized employee.

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

Currently the Tehama County Department of Social Services does not plan to supplement Expanded Subsidized Employment subsidies with the Single Allocation funding.

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

The average hourly wage will be \$9.50, and the number of hours per week will average 35 hours. However, hours will range from part time hours, of approximately 20 hours, to full time hours of 40 depending on the needs of the participant, as well as the work site. The program will provide participants with at least minimum wage. The wages paid will be based on the customary wage for the position.

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

On a case by case basis, if it is determined to mutually benefit the worksite and the participant, an extension of three months may be offered to the worksite; this extension can be offered to the worksite, and participant, twice. Job Training Center will conduct an evaluation of the participant and the worksite at month five (5), and if applicable also in month eight (8), to determine if an extension is appropriate. JTC, with the Employment and Training Worker (ETW) and the ETW Supervisor or Program Manager will make the final determination on whether an extension will be offered, as they must document how the extension would benefit the participant. JTC will be responsible for having the worksite complete an agreement with the worksite, for both extensions, which outlines the agreed upon wage, the benefit to the employer, and confirmation that they will indeed pay 50%, or the 75% of the predetermined wage.

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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.

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

ESE, to be successful, requires community collaboration. The Job Training Center (JTC) is the county's Workforce Investment Board affiliated with the Northern Rural Training and Employment Consortium (NoRTEC) Workforce Investment Board. NoRTEC serves 11 small, northern California counties, extending from Del Norte County to Nevada County. JTC is contracted to be the Employer of Record and administer the subsidized employment program. JTC works closely with all types of businesses in the community; it is a private, non-profit organization. JTC provides info on local and regional job opportunities, training and education programs, and job search tools and resources. The center has staff trained in assisting community members in creating résumés, conducting job search, and completing applications. JTC provides computers, fax, printers, job postings, and classes. They also work with local businesses for hiring, training and human resource assistance, including recruitment, interviewing and hiring assistance, marketing assistance, handbooks, job descriptions and policy assistance, as well as regulation and compliance information. JTC has a long standing relationship with the organizations and businesses in the community. TCDSS and JTC work closely with Butte and Shasta Community Colleges to provide education opportunities to Welfare to Work (WTW) participants, as well as local organizations which offer job skills courses and training, including Northern Valley Catholic Social Services, eScholar and Corning Adult Education. Northern Valley Catholic Social Services (NVCSS) provides one-on-one case management for WTW participants, English as a Second Language (ESL) in the workplace classes for Spanish speaking participants, and assistance with CalWORKs Employment Services Achieve classes. The workshops are designed to provide participants with skills needed for them to be successful in the workplace and to assist them in successfully obtaining employment, retaining their jobs and advancing in their careers. Corning Adult Education (traditional class setting) and eScholar Academy (on-line/distance learning) provide Adult Basic Education (ABE), including Vocational English as a Second Language (VESL), and General Education Development (GED) and High School Diploma services. ABE and VESL includes the availability of online self-paced distance learning, classroom instruction, computer lab time, individual tutoring, and job coaching; referred participants will be able to start and stop as needed. Each of the local organizations and businesses that participate in the Work Experience program and those who participate in the AB 98 Subsidized Employment program will also continue to partner with TCDSS as possible worksites.

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.?

The Job Training Center will use their Job Developer to administer the ESE Program. This position possesses the necessary knowledge and ability to connect participants to employers. The roles and responsibilities of the Job Developer will be to meet with the participant to review their résumé, and in addition assess their interests, experience, education, and talents. They review in detail what positions are available in the program, and will review the job functions and expectations so that the participant, with the assistance of JTC and possibly their Employment and

Training Worker, can make an informed choice on where they believe they would be successful in work. The Job Developer will provide the participant with job search assistance, coaching in job skills, workplace skills and life skills necessary for the participant to successfully complete their assigned position. In addition they will assist with ongoing evaluation of the participant at their worksite, and will work with the worksite on any conflict resolution and work related issues. The Job Developer will also be responsible for working with the worksites to complete an agreement, which will outline information such as the start and end date of the position, the supervisory requirements for both the worksite and JTC, the payroll, workers compensation and tax information, and insurance and non-displacement requirements. The Job Developer will be the main contact for the participants, worksites, and the Employment and Training Workers/CWD.

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

At this time, in order to be an eligible candidate for the ESE program the Welfare to Work participant must have little to no paid work experience (unsubsidized employment) in the past, or have only been self-employed. At the time of entry into the program these participants cannot be otherwise employed and must be current CalWORKs recipients. This differs significantly from the eligibility criteria for the AB 98 Subsidized Employment Program serves individuals who may have previous paid work experience. In addition, the participant must have completed Workforce Academy (Job Club), must have completed at least four (4) months in unpaid Work Experience, had good attendance in all assigned activities for the past 30 days (good attendance means no unexcused absences and good cause reasons for any absences or tardiness, which must be kept to a minimum), and have displayed professionalism in attire and attitude. In the future, Tehama County will be looking into opportunities to provide up front short term subsidized employment placements which will be used as an evaluation process to determine what skills, knowledge, and improvements participants need to be successful in obtaining unsubsidized employment. This evaluation would provide an opportunity to address any of the participants' barriers to obtaining employment before transitioning to longer term employment activities. Participants who income out of the CalWORKs program, due to their subsidized employment earnings, will remain eligible to continue in their subsidized employment activity even though they are not active CalWORKs recipients.