

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

CWD: Yuba County Health and Human Services	DATE: 2-18-2014
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CWD CONTACT INFORMATION

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

2-24-2014

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

60

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

35

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

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

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?

The goal for our ESE program is to:

- 1) Match contracted employers/businesses with qualified CalWORKs participants who will become permanent full-time employees of these employers/businesses.
- 2) Obtain basic employability skills to qualify for higher paying positions.
- 3) To receive specific skills to enhance their ability to obtain Unsubsidized Employment.

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.?

Our goal is to access all of the different types of employers in our area, no limitations on the type of employers or industries will be made.

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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?

We are partnering directly with employers/businesses and non-profit organizations. We will work closely with these partners to assist with the development and training of the ESE employees. We will also be working together with our community college. Yuba County contains one community college with which we currently work together. There is a CalWORKs Counselor stationed at the community college whom our clients are referred to for assistance with an education plan, work study, etc., and who we work closely with. This college also completes our Learning Disability evaluations. We plan to strengthen this partnership through a greater coordination of these services.

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

- 1) Review the education, work history and skills the participants possess.
- 2) Utilize the knowledge and experience of our Work Experience/Subsidized Employment coordinator to match employers to our clients.
- 3) Participants will interview with prospective employer and the employer has the decision to hire or not.
- 4) All ESE individuals must complete a one-week training academy. This academy helps ensure that everyone is truly job-ready. It further enhances the job interview and resume skills originally obtained in Job Search Readiness. This academy is taught at the Yuba County One Stop by our own instructors. Students must meet the criteria listed in question #6 to become eligible for this class.

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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.?

Yes, we are using a job developer. The job developer is a CWD staff member.

The role and responsibilities of the Subsidized Employment Specialist will be to:

- 1) Conduct weekly field visits to each of the employers when participants are initially placed. The objective of the visit is to ensure the participant is fitting into their new work environment, to assist the participant and/or employer with any issues that may arise, and address any concerns either party may have. These visits will become more infrequent as time elapses, if appropriate.
- 2) Assist and gather monthly evaluations completed by the employer and participant. These evaluations will gather data to determine if the participant is receiving the necessary skills, tools, guidance to be successful. The participant will also submit monthly evaluations to ensure the contracted employer is meeting their expectations. These expectations are listed in question # 11.
Please see forms listed in #11.

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

The majority of our Subsidized Employment participants will need to successfully attend and complete our Subsidized Employment Academy.

Criteria for enrollment into the Academy is:

- 1) Have at least 6 months remaining on their 48-month time clock
- 2) Have at least 1 year of work experience, vocational education or any combination thereof
- 3) Have reliable child care
- 4) Have reliable transportation
- 5) Have appropriate interview clothing
- 6) Have completed Job Club (JSR/SJS) activities within the past year
- 7) Have completed the assessment process and have a WTW Plan
- 8) May not be sanctioned/non compliance WTW Status

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 will be the contracted employers.

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

Since the contracted employer is the employer of record, our goal when arranging interviews with employers for our participants is that it is a long term arrangement. If this new employment does not transition the participant off aid, they will be moved to an unsubsidized employment activity once their 6-12 month period has ended.

We also require a minimum job search while placed to ensure the client does not miss an opportunity for full time unsubsidized employment in case the current site employer is unable to hire permanently.

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9. Will your CWD supplement ESE subsidies with Single Allocation funds? If yes, how?
Single allocation funds will be used if and when necessary to cover any projected costs.

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

The wages to be paid will be \$8.00 to \$10.00 per hour up to 40 hours per week.
Based on preliminary numbers, we expect the wage that most employers will pay will be the minimum wage.
Most employers will increase this wage by \$.50 per hour after the initial 6 month period.
The average number of hours will be 30.

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

Prior to being placed with the employer, the ESE participants will attend a 1 week Subsidized Employment Academy. Our goal is to assist each participant in developing the skills needed to obtain and maintain employment. Topics covered will include: Time Management, Employer Expectations, Communication Skills, Problem Resolution, Customer Service, Ethics, Business Etiquette and Culture, Sexual Harassment Training, Safety in the Workplace Training and Interpersonal Skills.

(Continuation from #5) Feedback is obtained from the ESE participants to help them resolve barriers. This feedback/ employer's expectations include: whether or not the employer is providing necessary equipment, allows for all breaks, allows for continuous improvement, resolves conflict, if there are any changes at work that they would like to talk about, etc. We also have several forms we use to connect with the employer, such as: "Guide for Work Site Supervisors" and "Employee Progress Report" (completed by employer).

Please fill out this form electronically and submit to 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.
