

COUNTY NAME;

CALAVERAS

CALWORKs COUNTY PLAN ADDENDUM

1. Mileage Reimbursement Rate Effective January 1, 2010
2. (d)Welfare to Work Activities (Subsidized Employment) Effective January 5, 2010

Date Submitted to California Department of Social Services:

January 6, 2010

Prepared By:

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1. I hereby certify that the Calaveras County Board of Supervisors were briefed regarding the contents of this Plan Addendum regarding "Mileage Reimbursement Rate" prior to submittal.


County Welfare Director's Signature

Mary Sawicki
Printed Name

December 15, 2009
Briefing Date

2. I hereby certify that the Calaveras County Board of Supervisors were briefed regarding the contents of this Plan Addendum regarding "(d)Welfare-to-Work Activities" prior to submittal.


County Welfare Director's Signature

Mary Sawicki
Printed Name

January 5, 2010
Briefing Date

**Calaveras Works and Human Services Agency
Addendum to the CalWORKs Plan**

January 2010

WELFARE-TO-WORK ACTIVITIES

[WIC Section 10531 (d) & WIC Section 11322.6]

California –DSS- Manual EAS 42-716

(d) WELFARE TO WORK ACTIVITIES

The goal of Calaveras County is to move recipients of cash aid into unsubsidized employment. Achieving that goal will be a function of matching job-ready applicants and recipients to available job openings. Achieving job readiness for all CalWORKs recipients will require using the Welfare-to-Work activities listed below. Calaveras County will utilize the Welfare-to-Work activities of “Subsidized private sector employment” and “Subsidized public sector employment” activities beginning January 2010. It is the intention to utilize TANF Emergency Contingency Funds (ECF) to create subsidized employment opportunities for CalWORKs recipients through September 2010 or until the ECF funds are no longer available.

- | | | | |
|-------------------------------------|--|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Unsubsidized employment | <input checked="" type="checkbox"/> | Community Service |
| <input checked="" type="checkbox"/> | Subsidized private sector employment | <input checked="" type="checkbox"/> | Job search and job readiness assistance |
| <input checked="" type="checkbox"/> | Subsidized public sector employment | <input checked="" type="checkbox"/> | Job skills training directly related to employment |
| <input checked="" type="checkbox"/> | Work experience | <input type="checkbox"/> | Supported work |
| <input checked="" type="checkbox"/> | On-the-job-training | <input checked="" type="checkbox"/> | Transitional employment |
| <input type="checkbox"/> | Grant-based on-the-job training | <input checked="" type="checkbox"/> | Other (list)
<input checked="" type="checkbox"/> Mental Health Services
<input checked="" type="checkbox"/> Substance Abuse Service |
| <input checked="" type="checkbox"/> | Vocational education and training | | |
| <input checked="" type="checkbox"/> | Education directly related to employment | | |
| <input checked="" type="checkbox"/> | Adult basic education (includes basic education, GED, and ESL) | | |
| <input checked="" type="checkbox"/> | Work study | | |
| <input checked="" type="checkbox"/> | Self-employment | | |

Calaveras Works and Human Services Agency
Addendum to the CalWORKs Plan

Effective January 1, 2010

TRANSPORTATION SUPPORTIVE SERVICES:
MILEAGE REIMBURSEMENT RATE
[WIC Section 10531 (g)]

Mileage Reimbursement Rates

Authority: All-County Letter No. 03-15; 08-41; M.P.P. 42-750.11

Mileage reimbursement or advances to current CalWORKs clients will be calculated and paid as follows:

1. The CalWORKs client must be in an approved Welfare-To-Work (WTW) activity, including employment.
2. Transportation supportive services must be necessary for the CalWORKs client in order to participate in the program activity to which he or she is assigned or to search for, accept, or retain employment.
3. The CalWORKs client must meet all of the following criteria for use of a personal vehicle in order to be eligible for mileage reimbursement:
 - a. The vehicle must be registered to the CalWORKs client through the California Department of Motor Vehicles (DMV).
 - b. The vehicle must be currently insured with the appropriate vehicle insurance coverage.
 - c. The CalWORKs client must possess a current, valid California Driver's License.
 - d. The CalWORKs client's vehicle must be claimed as property in the CalWORKs client's benefits case.
 - e. For those CalWORKs clients who make use of non-owned vehicles for WTW purposes, the following criteria must be followed for the use of a non-owned vehicle.
 - **Criteria for use of a non-owned vehicle:**
 - The CalWORKs client must possess a current, valid California Driver's License, and
 - Provide a written statement from the registered vehicle owner that the CalWORKs client is required to reimburse the owner of the registered vehicle for use of the vehicle.
4. The CalWORKs client must submit documentation of the date(s) mileage reimbursement is requested for, the Welfare-To-Work activity (ies) involved, and the number of miles traveled.
5. Effective January 1, 2010 the reimbursement rate for travel when a participant uses a personal vehicle and is in an approved Welfare-to-Work activity will be calculated using a two-tiered system per ACL 08-41 dated September 29, 2008.
 - a. The two-tiered payment system is based on AAA.com average driving costs,

the average costs for Calaveras County, and surveys of neighboring counties.

- \$.41 per mile driven up to 400 miles in a calendar month
- \$.25 per mile driven for 401 miles and above in a calendar month.

AAA -Average Driving Costs of small, medium and large sedan		
Gas Costs		
Gas @\$3.00 avg cost per gallon /12 mpg		25 cents
Fixed Operating &Ownership Cost		
Maintenance=oil changes, routine maintenance, normal wear & tear AAA.com avg cost per mile=	05 cents	
Tires-4 tires avg cost \$400 /25,000 miles per set =	02 cents	
Insurance –Avg Annual cost \$600/ 10,000 miles per year = cost per mile	06 cents	
Annual license & registration, taxes=\$250.00 / 10,000 miles per year =cost per mile	03 cents	
Total Operating &Ownership Cost per mile		16 cents
Total Cost per mile		41 Cents

- b. The rate of \$.41 cents per mile is based on the fixed costs of \$.16 per mile plus an additional cost of \$.25 per mile for gas reimbursement for up to 400 miles driven per month. The rate of \$.25 per mile will be reimbursed for mileage over 401 miles per month.
- c. The reimbursement rate will be reviewed no less then yearly by the County to ensure that the reimbursement rate reflects current regional market rates and covers necessary transportation costs. The County will update the reimbursement rate when appropriate, and will begin using the updated mileage reimbursement rate for CalWORKs participants at the time the rate is updated.

The County shall print these policies and make them available to CalWORKs clients whenever they request mileage advances or reimbursement and to members of the public upon request.

Use of Mileage Reimbursement Payments or Advances and Restrictions on Reimbursement for Other Costs of Maintaining and Operating a Motor Vehicle

1. Mileage reimbursement payments are intended to be used to reimburse the CalWORKs client for operating and fixed costs such as:
 - a. Fuel;
 - b. Vehicle insurance;
 - c. Vehicle license fees;
 - d. Vehicle registration costs, including smog inspection;
 - e. Routine maintenance and tune-ups to include parts (belts, filters, fluids, spark plugs and wires, and similar items) and labor;
 - f. Oil changes;
 - g. Replacement of tires; and
 - h. Replacement of brakes, brake lines and brake pads.

2. In most circumstances, CalWORKs clients receiving mileage reimbursement are not eligible for separate supportive services payments or reimbursements for any of the items in #1, as these operating and fixed costs are covered within the mileage reimbursement rate. Such payments or reimbursements may be approved on a case-by-case basis when there is a demonstrated hardship or extenuating circumstances.
3. It is the responsibility of the CalWORKs client requesting reimbursement or payment for an item in #1 to provide information and/or documentation about the hardship or extenuating circumstances.
4. Any request for payment or reimbursement above the approved mileage reimbursement rate for an item listed in #1 shall be reviewed and approved or denied by a CalWORKs Employment and Training Supervisor, Program Manager, or designee. Case managers may not authorize such payments without the review and approval of one of the above-titled individuals.
5. The decision of the Employment and Training Supervisor, Program Manager, or designee is final. The case manager shall issue a Notice of Action to the client stating the decision on the payment or reimbursement request.
6. CalWORKs client requests that are not approved under this section may file for a State Hearing as described on the Notice of Action.