

**CALIFORNIA'S CALFRESH
EMPLOYMENT AND TRAINING (E&T)
PROGRAM**

**FINAL PLAN FOR FEDERAL FISCAL
YEAR 2016**

PART I

SUMMARY OF CALIFORNIA'S FINAL CALFRESH EMPLOYMENT AND TRAINING PROGRAM FEDERAL FISCAL YEAR 2016

A. Program Summary

Title 7, Part 273, section 273.7 of the Code of Federal Regulations (CFR) requires states to establish an Employment and Training (E&T) program for Supplemental Nutrition Assistance Program (SNAP) applicants and recipients. SNAP E&T is designed to serve persons not in receipt of Temporary Assistance to Needy Families (TANF) benefits. The CalFresh E&T program, formerly the Food Stamp Employment and Training (FSET) program, serves as California's SNAP E&T program.

In California, E&T is administered at the county level and counties currently have discretion as to whether to offer an E&T program. High unemployment rates, small caseloads, remote locations, and the unavailability of county dollars have led some counties not to participate in E&T. Thirty-three counties have declined E&T participation for FFY 2016. These counties continue to report work registrant and Able-Bodied Adult Without Dependents (ABAWD) data, which is incorporated into California's state E&T plan.

For FFY 2016, there are twenty-five (25) counties participating in E&T. With the exception of Mariposa County, all of these counties operated an E&T program during FFY 2015. The 25 E&T counties consist of Alameda, Fresno, Humboldt, Kern, Los Angeles, Marin, Mariposa, Mendocino, Monterey, Orange, Riverside, Sacramento, San Diego, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sonoma, Stanislaus, Trinity, and Ventura.

Counties operating E&T provide a variety of components, which vary from county to county. Some counties do not involve other entities in administering E&T while others operate their program components in conjunction with other existing programs, such as General Assistance (GA). Non-financial interagency agreements within the public and private sectors as well as contracts with outside organizations are also used in the delivery of E&T services. Counties reimburse participants for transportation needed to effectively participate in E&T activities. Some counties provide additional reimbursements for other federally approved ancillary costs that are reasonably necessary and directly related to E&T participation. These include text books, tools, work clothing, and dependent care.

Alameda, Los Angeles, San Francisco, San Joaquin, and Santa Cruz counties provide specified E&T participants with short-term housing stabilization services. E&T funds used to assist with the provision of these services are limited to two months. Los Angeles, Sacramento, and San Francisco counties offer generalized anti-drug, anti-alcohol, and/or mental health counseling. These counties limit the use of E&T funds to activities such as disseminating information, conducting individual or group discussions, and making referrals. Santa Clara and Mendocino counties offer anti-substance abuse services not paid for with E&T dollars.

The California Department of Social Services (CDSS) has been approved to extend our statewide waiver of the ABAWD work requirement through December 31, 2016.

California was approved for the waiver based on an unemployment rate greater than 20 percent above the national average for the 24-month period of January 2013 through December 2014. CalFresh recipients are not required to meet the ABAWD work requirement to retain their CalFresh benefits. However, ABAWD data continues to be tracked and reported. Since the ABAWD work requirement is currently waived in California, no data is included in this year's plan regarding use of the ABAWD 15 percent exemption.

Information issued by the United States Department Of Labor (DOL) indicates that a number of California counties, including some E&T counties, are currently designated as Labor Surplus Areas. Section 18926.5 of the Welfare and Institutions Code prohibits LSA counties from mandating E&T participation. E&T is a voluntary program in all LSA counties. Those participating counties such as Sonoma, Mendocino, and San Francisco that are not considered Labor Surplus Areas, either in part or in full, have chosen to offer voluntary E&T programs. Thus, no county will impose SNAP sanctions when a participant fails to comply with E&T requirements. General Assistance cash sanctions will continue to be applied in nearly all counties in which the county's GA program also serves as its E&T program.

B. Program Changes

Several participating counties have added components to their E&T programs. For example, Sacramento County has expanded services offered to its General Assistance population to include a job club component. Kern County has incorporated its GA workfare component into its E&T program, and Riverside County plans to add E&T vocational training and education components. Los Angeles County is restoring its workfare component which targets employable non-assistance CalFresh recipients who do not receive General Relief cash assistance. Humboldt County is reaching out to its community partners with the goal of adding a work experience component to its E&T programs.

Sacramento County is adding a new dimension to its E&T Program by participating in the Community College CalFresh E&T (CC CET) Program, a voluntary third-party reimbursement program which may ultimately be operative in up to three counties in California during FFY 2016. The overall program goal is to help CalFresh students achieve academic success and become more employable. The Foundation for California Community Colleges (CCCs), under the authority of the California Department of Social Services, will have responsibility for program oversight, administration, claiming, reimbursement, audit and evaluation. Counties will be responsible for referral, CalFresh eligibility determination, and inclusion of student participation data on the Stat 47 report in partnership with the colleges. Colleges will be responsible for student assessment and assignment, participant reimbursements such as textbooks and transportation, case management, career counseling, and other allowable services.

In Sacramento County, the CC CET Program will be implemented at Cosumnes River College (CRC). Program information specific to CRC will be identified as "CC CET-Sacramento CRC" throughout this plan. CC CET implementation is contingent upon completion of approved contracts and a MOU that define the roles and responsibilities of Sacramento County, CRC, CDSS, and the Foundation for CCCs (hereafter referred to as the Foundation.) More detailed information on the program is forthcoming.

Alameda County has added Transitional CalFresh clients to its E&T target population. This will allow participants that are transitioning from CalWORKs to CalFresh only to continue participating in Job Club and Education activities and to receive the supportive services provided to CalFresh E&T Program participants.

San Diego County is in the process of adding a new Job Club component to the current E&T Program. Voluntary participants assigned to Job Club will be assigned to complete exercises and assessments using an Online Learning System. The Job Club component is part of a SNAP Technology Grant and will be paid for with grant funds.

San Francisco County applied for and was granted a three year technology grant to build a new database system that will model the Washington State eJAS system. This system will allow San Francisco to better track the activities and report on the success of program participants. This database is currently moving to the development phase.

C. Program Components

Participating counties will offer one or more of the following components:

- Job Search
- Job Club
- Workfare (including an up-front job search period of 30 days)
- Self-Initiated Workfare
- Work Experience
- Vocational Training
- Education [including English-as-a-Second-Language (ESL) and adult basic education]
- Job Retention

E&T participation requirements vary among counties and are consistent with those established by federal law, regulations, and Administrative Notices. A more complete description of E&T components, including examples of county participation requirements, is contained in Part II.

D. Sequencing of Components and Concurrent Assignments

The counties have flexibility in the design of their E&T programs. Thus, the sequencing of components varies from county to county, and there is no standard sequence.

E. Other Related Employment Programs

In California, CalFresh recipients may also qualify for employment services, including those provided through county GA programs, refugee employment programs, or the Workforce Innovation and Opportunity Act (WIOA). In most counties, E&T program participants have access to one stop career centers. Individuals who are recipients of California Work Opportunity and Responsibility to Kids (CalWORKs) are exempt from CalFresh work registration and are not assigned to E&T.

F. Workforce Development System

Some counties such as San Francisco, San Mateo, Humboldt, and San Luis Obispo work closely with their one-stop centers to deliver some or all of their E&T components.

One-stop centers provide a full range of services such as job search workshops, career counseling, support from job developers, job placement assistance, access to the Internet, networking opportunities, local labor market information, and referrals to community resources. In addition to their specific E&T activities, E&T participants have access to all of these services. In other counties such as Sonoma and Stanislaus E&T participants have access and may be referred to one-stop services; however, E&T is not directly administered through the one-stop system.

G. Outcome Data

E&T counties provided various types of outcome data including numbers of participants entering employment, types of employment found, pay ranges, etc. The amount and type of data provided varies significantly from county to county. In general, counties increasingly provide more detailed outcome data within their E&T plan.

PART II E&T COMPONENT SUMMARIES

A. Component Summaries

The following narrative provides a general description the various components offered by E&T counties as well as the participation requirements and organizational responsibilities for each component. Some counties offer a single component, others design their program so that individuals participate concurrently in more than one activity and others establish a sequence of activities which follow one another. Because of the voluntary nature of CalFresh E&T in all participating counties, CalFresh sanctions are not imposed for failure to comply with E&T participation requirements. GA cash sanctions continue to apply in most counties whose target population is GA recipients.

Counties limit the maximum hours of participation for a component or combination of components to 120 hours per month. For purposes of CalFresh E&T, hours of participation in workfare, self-initiated workfare and work experience are limited to the number obtained by dividing the household's CalFresh allotment by the state minimum wage of \$9.00 per hour. Additional hours may be required as a condition of eligibility for county General Assistance. E&T participants may volunteer to participate for additional hours beyond the limits established for mandatory participants.

1. Component Name

Job Search

2. Component Activities

In the job search component, participants make a pre-determined number of inquiries about employment opportunities to prospective employers over a specified period of time. In some counties, including Santa Clara, job search is unsupervised and participants conduct their job searches independently. Other counties like Mendocino maintain weekly contacts with participants through check-in meetings. In Humboldt County, job search is supervised and county employment specialists instruct participants in how and where to look for employment, how to apply for and complete job applications, and how to prepare resumes and cover letters. San Luis Obispo administers job search through its one-stop center.

3. Participation Requirements

Requirements for weekly participation, the number of contacts, and the length of the component vary among participating counties. Monthly participation requirements are consistent with the federally-established parameters of 12 to 120 hours per month. Methods for monitoring compliance with job search include written reports submitted by participants as well as random phone calls made by county staff to potential employers.

Marin County offers an intense and successful job search component that lasts for six months or until employment is acquired. Clients participate for 20 hours per week and submit job search reports identifying a minimum of 25 employer contacts.

4. Organizational Responsibilities

Most counties directly administer the job search component. Organizational responsibilities include, but are not limited to the following:

- Conducting up-front assessments;
- Providing one on one or group training on how to search for employment;
- Monitoring job search participation by means that include random phone calls to employers listed on job search logs submitted by participants;
- Issuing participant reimbursements;
- Providing referrals to one stop centers and other service providers; and
- E&T case management.

5. Geographic Areas Covered

This component will be operative in 16 counties.

6. Targeted Populations

The primary target population for job search is CalFresh applicants and recipients in receipt of GA.

1. Component Name

Job Club (Job Search Training)

2. Component Activities

Job club is designed to enhance the job readiness of participants by providing instruction in job-seeking techniques, understanding employer expectations, conducting face-to-face and telephone interviews, preparing resumes, writing cover letters, and filling out applications. Typically, job club is a classroom activity consisting of various workshops designed to help participants acquire and retain employment. Mock interviews are sometimes performed to increase participants' self-confidence. Job club may include an assessment of each participant's employment history, educational level, goals, and job skills.

Job club components frequently include job search activities. In Ventura County, participants make 8 job searches per week along with participation in employment-

related WIA activities. The focus of job club in Fresno County is on job searching and soft skills development and is comprised of activities that teach participants how to effectively seek employment or to augment their current employment skills.

Alameda County offers an intense job club component and training sessions cover one or more of the following areas: Life Skills, Identifying Personal Strengths, Creating a Career Goal, Retaining Employment, Employer Expectations, Completing Applications, and Writing Resumes.

3. Participation Requirements

Required hours of participation and the length of the component vary among participating counties. For example, In Santa Barbara County, job club is a 4 week program that consists of up to 5- eight hour workshops. Alameda County runs a six week job club component involving 30 hours participation per week. Monthly participation requirements for job club are consistent with the federally-established parameters of 12 to 120 hours per month.

4. Organizational Responsibilities

Job club workshops are conducted either by county staff or contracted service providers.

Organizational responsibilities include, but are not limited to the following:

- Conducting classroom training;
- Providing one on one job coaching;
- Assessing participants' employability;
- Monitoring job club participation;
- Issuing participant reimbursements; and
- E&T case management.

5. Geographic Areas Covered

This component will be operative in 17 counties.

6. Targeted Populations

The primary target population for job club is CalFresh recipients in receipt of GA. Santa Cruz County targets homeless ABAWDs and Fresno County targets CalFresh recipients living in specific neighborhoods.

1. Component Name

Workfare

2. Component Activities

Workfare consists of community service performed at county offices and local, private, and public non-profit organizations. The goal of workfare is to improve participants' employability and prepare them for paid employment. Participants perform such tasks

as office work, stocking, roadside clean-up, and grounds maintenance. Orange County offers a sizable and multi-faceted workfare component that begins with an assessment and includes job club and job search.

3. Participation Requirements

The number of E&T Workfare hours assigned each month is determined by dividing the household's CalFresh allotment by the federal or state minimum wage, whichever is highest. In California, the state minimum wage of \$9.00 per hour is used. The length of the component varies among participating counties.

Typically, E&T workfare also serves as a component of the counties General Assistance/General Relief (GA/GR) work program. GA/GR participation requirements often differ from those established for E&T. For example, GA workfare hours in Monterey County are determined by dividing the GA cash allotment by the State minimum wage. San Francisco County requires participation of seven hours per week.

The E&T and GR obligations run concurrently. However, if the participant fails to complete the assigned hours without good cause, only the GR benefits will be terminated for non-compliance.

4. Organizational Responsibilities

Organizational responsibilities include, but are not limited to the following:

- Arranging workfare placements;
- Assigning participants to workfare and monitoring participation;
- Issuing participant reimbursements; and
- E&T case management.

5. Geographic Areas Covered

This component will be operative in 19 counties.

6. Targeted Populations

Except for Los Angeles, the target population for workfare is CalFresh recipients who are also GA recipients. Los Angeles targets employable non-assistance CalFresh recipients who are not in receipt of General Relief.

1. Component Name

Self-Initiated Workfare

2. Component Activities

Self-initiated workfare is comparable to regular workfare, except that individuals locate their own workfare assignments in the public or private sector. Self-initiated workfare is only operative in Santa Clara County. The county has partnered with local shelters that provide work experience and clients who reside at these shelters learn job skills related to food service or maintenance as well as employment readiness skills. A participant may initiate his or her own work experience/rehabilitation program with the approval of the county.

3. Participation Requirements

Hours of participation are determined by dividing the household's CalFresh allotment by the state minimum wage.

4. Organizational Responsibilities

Organizational responsibilities include, but are not limited to the following:

- Issuing participant reimbursements;
- Evaluating progress and monitoring attendance and compliance; and
- E&T case management.

5. Geographic Areas Covered

This component will be operative in Santa Clara County.

6. Targeted Populations

Santa Clara targets CalFresh recipients receiving GA.

1. Component Name

Work Experience

2. Component Activities

This component is designed to improve the employability of participants through actual work experience and On-the-Job Training (OJT). Participants acquire new skills or reinforce existing skills, which will better prepare them to acquire employment. Participants are typically placed into non-salaried assignments with public and/or private non-profit agencies. To assist counties in determining the most fruitful component placement, the work experience component typically includes an upfront assessment of each participant's skills, experience, limitations, and interests.

Participants in San Mateo's work experience component have the option of working in warehouse, shipping & Receiving, and/or food services. Participants learn specific skills in the areas of production, assembly, janitorial, and forklift operations.

San Francisco County offers highly supported work experience programs that involve closely supervised OJT with County Agencies and Community Based Organizations. In each of these programs the participant receives an hourly wage (which is funded solely with local general fund dollars). Because these individuals are considered employed, they can apply for jobs as currently employed persons which makes them more competitive in vying for employment.

The primary work experience program in San Francisco County is known as JOBS NOW! This component provides 6 months of work experience. Participants are hired by public agencies, private sector businesses or nonprofit agencies, and the employers are reimbursed for the cost of the training. After successful completion of the six months, participants are expected to retain their jobs with the employers or be placed in another permanent job.

3. Participation Requirements

Monthly hours of participation in E&T work experience are determined by dividing the household's CalFresh allotment by the state minimum wage of \$9.00 per hour. GA participation requirements may differ from those established for CalFresh. San Mateo County uses the standard calculation for E&T participation while GA hours of participation are determined by dividing the GA allotment by the state minimum wage. The length of the component varies among participating counties.

Participation requirements for those who volunteer to participate in San Francisco's JOBS NOW! program involve 20 – 32 hours per week and the component lasts for at least 6 months. CalFresh Recipients who do not wish to volunteer for this component due to the number of hours of participation required are referred to a less intensive activity that does not exceed the hour limit proscribed by E&T requirements. The GR participation requirement is three half days per week in San Mateo County.

4. Organizational Responsibilities

Organizational responsibilities include, but are not limited to the following:

- Performing assessments;
- Developing work experience assignments either directly or through contracts with service providers;
- Conducting work experience training;
- Monitoring participation either directly or through monthly attendance and progress reports received from service providers;
- Issuing participant reimbursements; and
- E&T case management.

5. Geographic Areas Covered

This component will be operative in four counties.

6. Targeted Populations

Non-assistance CalFresh recipients, including those in receipt of General Assistance.

1. Component Name

Vocational Training

2. Component Activities

This component is designed to improve the employability of E&T participants by providing training in a skill or trade that allows the participants to move directly into employment. Providers of vocational training activities include CBOs, adult schools, community colleges, Private Industry Council (PIC), and Regional Occupational Program (ROP). Federal E&T funds do not take the place of state or county funds for existing services and are authorized only for the costs that exceed the normal cost of such services provided to persons not participating in E&T. Vocations for which participants receive training in Alameda County include cement mason, phlebotomy,

computer software applications, cosmetology school, janitorial helper, and grounds maintenance.

In Los Angeles, participants receive referrals to short-term vocational training programs that can be completed within 60 days and are based on their employment goals or interests. Vocational training courses are provided at local adult schools and community colleges and address such topics as typing, basic computer skills with hands-on computer experience, knowledge of industry-standard computer software, clerical functions, Security Guard training.

3. Participation Requirements

Weekly hours of participation and the length of the activity are defined by the specific vocational training program in which the participant is enrolled. Monthly participation requirements are consistent with the federally-established parameters of 12 to 120 hours per month. For example, in Santa Clara County, hours of participation are no less than 20 per month and the component lasts for a maximum of 12 months.

4. Organizational Responsibilities

Organizational responsibilities include, but are not limited to the following:

- Conducting vocational assessments;
- Referring participants to providers of vocational training;
- Conducting vocational training (performed by partner agencies and contractors);
- Monitoring attendance and progress;
- Issuing participant reimbursements; and
- E&T case management.

5. Geographic Areas Covered

This component will be operative in five counties.

6. Targeted Populations

Most counties offering vocational training target CalFresh recipients receiving GA. San Francisco County targets non-assistance CalFresh recipients.

1. Component Name

Education

2. Component Activities

The education component in California consists primarily of Adult Basic Education (ABE), high school equivalency programs, and English as a Second Language (ESL), including vocational ESL programs. The component is designed to improve employability and is typically geared for students who are beyond the compulsory age for high school. Federal E&T funds do not take the place of state or county funds for existing educational services and are authorized only for the costs that exceed the normal cost of such services provided to persons not participating in E&T.

One of Los Angeles County's education components is their literacy component. Participants take a literacy assessment during orientation and those who do not pass the literacy test are offered enrollment in ESL or ABE classes. This component is designed to assist participants with literacy barriers learn basic reading and writing skills prior to participation in other E&T activities. In San Luis Obispo County, the Basic Education component occurs concurrently with Job Search. The component may consist of GED preparation, basic computer skills, and/or English as a Second Language.

3. Participation Requirements

Weekly hours of participation and the length of the activity are defined by the specific education component in which the participant is enrolled. Monthly participation requirements are consistent with the federally-established parameters of 12 to 120 hours per month. Basic education is sometimes combined with job search. Education activities in Alameda County last up to three months. In Santa Clara County, participation in education may be extended up to 18 months.

4. Organizational Responsibilities

Organizational responsibilities include, but are not limited to the following:

- Performing literacy educational tests and assessments;
- Referring participants to appropriate classes consistent with their needs and employment goals;
- Monitoring attendance and progress;
- Issuing participant reimbursements;
- E&T case management.

5. Geographic Areas Covered

This component will be operative in seven counties.

6. Targeted Populations

Most counties offering an education component target CalFresh recipients also receiving GA.

1. Component Name

Job Retention

2. Component Activities

In the job retention component, E&T participants who have acquired a job can receive reimbursements and services to help them retain employment. Job retention services in Riverside County consist of transportation and limited ancillary supportive services, employment services counseling, and case management.

When an E&T participant acquires employment in Fresno County, the participant's case manager will regularly contact the participant to assist in identifying and eliminating any barriers that may have emerged within the scope of the participant's new employment.

The case manager will also address financial barriers and offer assistance in the form of reimbursement for costs which include transportation, equipment, tools and clothing required for the job.

3. Participation Requirements

Consistent with federal regulations, counties provide job retention services for no more than 90 days to those individuals who secure employment, provided they have received other employment/training services as part of E&T. Shasta County provides services for 30 days, Mendocino County provides services for 60 days, and Fresno County provides services for 90 days.

4. Organizational Responsibilities

Organizational responsibilities include, but are not limited to the following:

- Verifying participants' employment status;
- Responding to questions participants may have relative to their job and providing employment counseling;
- Issuing participant reimbursements; and
- E&T case management.

5. Geographic Areas Covered

This component will be operative in eight counties.

6. Targeted Populations

The target populations consist of E&T participants who secure employment.

1. Component Name

Community College CalFresh E&T (CCCET) Program

2. Component Activities

CCCET-Sacramento CRC: In Sacramento County, a new community college CalFresh E&T program will be offered by CRC. This component is designed to support students in achieving academic success and becoming more employable. Students attending CCCET-allowable CRC classes including GED, ESL, career technical education, and adult basic education will receive participant reimbursements such as textbooks and transportation, along with case management, career counseling, academic monitoring, tutoring, priority registration for courses, and other allowable services.

The CCCET Program will draw some of its non-federal share (match) from Extended Opportunity Programs and Services (EOPS), a statewide community college program that supports first-time students in defining and completing their educational objectives. EOPS currently provides supplemental educational services not offered by colleges to the general student population. Federal share dollars will fund a new program offered under a new name, which is provided exclusively to CalFresh E&T recipients who have been assessed and assigned into the program. Oversight and administration of the

program will be provided by the EOPS Coordinator and additional staff assigned to the program.

The CCCET program will offer: (a) new federal-share services for CCCET students who are not in EOPS but meet target population criteria; (b) participant reimbursements to all CCCET students, including students receiving EOPS and new services; and (c) EOPS services through the non-federal share.

For students to receive CCCET services, they must be California residents at or below 200% of federal poverty level generally and attending college at least half-time. In addition, students must be educationally disadvantaged, timed-out of TANF, a veteran, or an emancipated foster youth.

3. Participation Requirements

CCCET-Sacramento CRC: Students are required to attend college at least half-time, take CCCET-allowable courses, and meet with counselors as required.

4. Organizational Responsibilities

CCCET-Sacramento CRC:

The Foundation's organizational responsibilities include, but are not limited to the following:

- Planning, oversight and administration
- Claiming and reimbursement
- Audit and evaluation

CRC organizational responsibilities include, but are not limited to the following:

- Tracking of student participation and reporting of participation to the County
- Issuance of participant reimbursements
- Case management to increase access to campus and community resources that support student success, completion of courses, and employment
- Monitoring of academic progress
- Counseling on academic programs and careers
- Additional services to be described in forthcoming supportive documentation

Sacramento County organizational responsibilities include, but are not limited to the following:

- Referral into CCCET
- CalFresh eligibility determination
- Inclusion of student participation data on the Stat 47 report

5. Geographic Areas Covered

CCCET-Sacramento CRC: This component is offered at CRC within Sacramento County and may be expanded as other counties and colleges participate in the project.

6. Targeted Populations

CCCET-Sacramento CRC: The CCCET program targets low-income CalFresh students who are taking CCCET-allowable CRC courses and are timed-out TANF recipients, veterans, emancipated foster youth, or educationally disadvantaged.

Part III WORK REGISTRANTS, DEFERRALS, AND ABAWDS

This part of the E&T plan contains estimates for the number of work registrants and ABAWDs expected to be in California during FFY 2016 and explains whether these counts are duplicated or unduplicated. This part also identifies state E&T exemption (deferral) policy.

A. Work Registrant Population

1. Work Registrant counts

- a. The number of work registrants in the existing CalFresh caseload expected to be in the state on October 1, 2015: 891,035
- b. The anticipated number of new work registrants to be added between October 1, 2015 and September 30, 2016: 756,473
- c. The total number of work registrants expected to be in the state between October 1 and September 30 of the fiscal year (a+b=c): 1,647,508

2. Unduplicated or Duplicated Work Registrant Count

The vast majority of counties specify that their work registrant estimates are unduplicated counts. A few counties shared that they are unable to guarantee unduplicated numbers. The primary source for obtaining work registrant data is the revised Stat 47 that was released via All County Letter (ACL) 14-91 dated January 6, 2015. The report is entitled the Non-Assistance CalFresh Work Registrants, Able-Bodied Adults Without Dependents (ABAWD), and Employment and Training (E&T) Program Quarterly Statistical Report. The Stat 47 report is used to complete the FNS 583. This report is designed to gather an unduplicated count of work registrants. Some counties employ additional means in preparing work registrant estimates including internal ad hoc reports and manual counts. For FFY 2016, an ad hoc report based on the revised Stat 47 report was the primary source for gathering work registrant estimates for C-IV counties.

California is dependent on the use of various automated tracking systems for gathering work registrants counts. Given the size of its work registrant population, it is impossible for such systems to be foolproof in capturing CalFresh data, including work registrant counts.

B. Deferral Policy

CalFresh E&T is currently a voluntary program in all participating counties. Therefore, temporary exemptions (known as deferrals in California) are not needed as a means of assisting mandatory participants who are prevented from participating in E&T due to circumstances beyond their control. Work registrants are not in danger of receiving

CalFresh sanctions for failing to attend E&T activities. CDSS has not included estimates for various deferral criteria.

C. ABAWD Population

Note: The ABAWD population is a subset of the work registrant population. There are always fewer ABAWDs than there are work registrants because there are added exemptions from the ABAWD work requirement which do not apply to work registration. Persons not exempt from the ABAWD work requirement are included in a county's ABAWD population even if they reside in a waiver county or are granted the 15 percent exemption.

1. ABAWD Counts

- a. The number of ABAWDs in the existing CalFresh caseload expected to be in the state on October 1, 2015: 548,997
- b. The anticipated number of new ABAWDs to be added between October 1, 2015 and September 30, 2016: 426,628
- c. The total number of ABAWDs expected to be in the state between October 1 and September 30 of the fiscal year (a+b=c): 975,634

2. Unduplicated or Duplicated ABAWD Count

The vast majority of counties specify that their ABAWD estimates are unduplicated counts. A few counties shared that they are unable to guarantee unduplicated numbers. The primary source for obtaining ABAWD data is the revised Stat 47 that was released via ACL 14-91. This report is designed to gather an unduplicated count of ABAWDs. Some counties employ additional means in preparing ABAWD estimates including internal ad hoc reports and manual counts. For FFY 2016, an ad hoc report based on the revised Stat 47 report was the primary source for gathering work registrant estimates for C-IV counties.

D. Meeting Ongoing Federal Reporting Requirements

Work registrants, ABAWDs, and E&T participation data is collected through our automated data systems and entered on the Stat 47 report. This data is compiled by staff from the Data Systems and Survey Design Bureau within the CDSS Research Services Branch and is included on the FNS 583 report. In completing Part III of the E&T plan, participating counties use numbers from Stat 47 Reports and other data gathered through various means such as ad hoc reports and manual counts, to derive their estimates for the anticipated number of new work registrants and ABAWDs to be added between October 1 and September 30 of the FFY.

PART IV PROGRAM COORDINATION

California's E&T program is administered by the twenty-five participating counties and the processes and time frames involved in administering E&T vary from county to county. CDSS provides oversight and direction to the counties administering the E&T program. In view of the flexibility given to counties in the design of their E&T programs, CDSS is unable to provide a detailed narrative or flow chart that outlines program coordination in all participating counties. Thus, the following narrative provides a

generalized overview of the methodology and time frames for county-administered E&T programs in California. Examples are included to illustrate various administrative approaches.

A. General Program Coordination

1. Narrative Coordination Statement

Counties conduct an orientation in which clients are informed of CalFresh program rules, including E&T requirements. Some counties distribute written information at application which describes the E&T and GA program administered by the county. County eligibility workers and case managers screen applicants to determine whether they are a work registrant and whether they are part of the county's E&T target population. Currently, evaluation of deferral status is not needed in California because of the voluntary nature of the E&T program.

Nearly all counties perform an upfront assessment of a the participant's work history, job readiness, barriers to employment, literacy, interests, and aptitudes. Information acquired from the assessment is used to determine which activity an individual will be assigned to. Case managers and employment specialists are responsible for monitoring E&T participation, issuing participant reimbursements, and updating case records. The components most frequently offered by counties consist of job search, job club, and workfare and the population most commonly targeted for E&T participation in FFY 2016 consists of CalFresh recipients who also receive GA.

Since E&T is voluntary in California, CalFresh sanctions are not imposed for failure to comply. However, most counties continue to apply GA cash sanctions. Some counties, including Humboldt and Stanislaus counties whose E&T target population consists of GA recipients have summarized their GA cause determination and sanction process as part of their E&T program descriptions. Those who fail to comply with E&T requirements are no longer eligible for ancillary and transportation reimbursements.

2. Information Coordination

The Statewide Automated Welfare System (SAWS) is used to track and report E&T participation. ABAWD data is entered and stored in the Medi-Cal Eligibility Data System (MEDS). County staff conduct regular meetings and use such things as electronic case records, internal memos, attendance sheets and participation logs to coordinate administration of E&T.

3. Coordination Time Frames

CalFresh applicants who are not exempt from work registration and are part of the county's target population are usually assigned to E&T components within a short period of time. In San Luis Obispo County, participation typically begins within three days from the date of assessment. In Alameda County, the CalFresh E&T assignment generally begins within two weeks from the date of application.

B. Interagency Coordination

Section D of Part IV consists of a table that displays the linkages between the E&T program and other programs. The table reflects information that is representative of the participating E&T counties.

1. Areas of Coordination

Programs and agencies that are linked to E&T include the California Employment Development Department, CalWORKs, county GA programs, one-stop centers, CBOs, adult education schools, training centers and community colleges. The level of coordination with other agencies in the administration of E&T varies from county to county. On the one hand, the E&T program in San Francisco County is linked to a variety of organizations and agencies including its Workforce Development Division, City College of San Francisco, Department of Public Health, Department of Public Works, and San Francisco Recreation and Parks. On the other hand, counties such as San Diego County have no interagency agreements and E&T is administered internally. In most counties, administration of E&T is closely tied to those agencies involved in the administration of GA work activities.

Some counties work closely with their one-stop centers in the delivery of some or all of their E&T components. One-stop centers provide a full range of services such as job search workshops, career counseling, support from job developers, job placement assistance, access to the Internet, networking opportunities, local labor market information, and referrals to community resources. Other counties informally refer participants to their one-stop center, but E&T is directly administered by county staff or by contractors.

2. Methods of Coordination

Counties employ a variety of methods for maintaining their interagency agreements, including Memorandum Of Understanding (MOU), joint plans of operation, non-financial interagency agreements, contracts, and informal referrals. For example, Santa Barbara County has developed non-financial MOUs with County and CBOs to provide job sites for their workfare participants. In addition to their primary methods employed for delivering E&T components, several counties informally refer E&T participants to other agencies to receive a variety of services including job search services and life skills training. In Orange County, all General Relief clients are offered referrals to other appropriate entities including the Employment Development Department, Veteran's Affairs, Health Care Agency, and Social Security Administration.

C. Contractual Arrangements

Most of the participating E&T counties, including Santa Clara, Orange and Mendocino County do not contract out any portion of the E&T program. In counties such as Alameda, Los Angeles, and San Francisco, contracts are established with a variety of service providers. Fresno County maintains a contract with Reading And Beyond, a local non-profit agency, to administer the CalFresh E&T Program. Sacramento County has a contract with Volunteers Of America to administer its Matther Community Campus program, a Transitional Employment and Training program for homeless individuals and families. Santa Cruz County will contract with the Homeless Services Center for the provision of E&T job club services to homeless ABAWDS and employable General Assistance recipients.

CCCET-Sacramento CRC: The California Department of Social Services (CDSS) will contract with the Foundation for California Community Colleges as the state intermediary agency. The Foundation will contract with CRC to provide CCCET

services. The CRC will complete a Memorandum of Understanding (MOU) with Sacramento County identifying county responsibilities which consist of determining CalFresh eligibility, referring eligible CalFresh applicants to CRC, and entering CCET participation data on the Stat 47 report.

CDSS has entered into an interagency agreement with the York Risk Services Group, Inc. (York) for workers' compensation coverage and claims adjustment services for participants in E&T. A smaller interagency agreement has also been established with the California Department of General Services (CDGS) to manage and supervise the larger interagency agreement with York. The payments for both agreements are made in arrears on a cost reimbursement basis. Supporting documentation must be submitted with each invoice, and both CDGS and York are mandated to comply with federal and state auditing requirements. Please refer to Table 1 for the amount spent on county contractual obligations.

D. Summary of County Administration and Interagency Coordination for the E&T Program

Note: This section contains the same entries as Table 3 of the FNS E&T handbook.

Coordination Areas	Agencies Involved	Number of E&T Placements Expected	Methods of Coordination
Delivers an E&T component	County Department of Health and Human Services; General Relief Program; contractors; One-Stop Centers; CalWORKs; community colleges; CBO's; non-profit organizations; Homeless Services Centers	229,862	Internal case management; informal referrals; non-financial interagency agreements; contractual agreements
The E&T program delivers a service for another agency or program	N/A		N/A
Joint component of the E&T program and another agency or program	County GA programs; city colleges; Welfare-To-Work Programs; Contractors	27,594	Joint plans of operation; informal referrals; contractual agreements; paper

			referrals
Referral of individuals from the E&T program to another program or agency	CBO's; community colleges; adult schools; mental health clinics; drug and alcohol recovery programs; county rehabilitation offices; Employment Development Department; State Department of Rehabilitation; One-Stop Centers; California Restaurant Association; Salvation Army; Parks and Recreation District	7,500	Informal referrals; non-financial agreements; interagency agreements; contractual agreements; MOUs
Other forms of coordination (specify)	workfare sites; food banks; county offices.	348	Participant referrals;

PART V

PROGRAM COSTS AND FINANCIAL MANAGEMENT

A. Planned Costs of the County E&T Program

1. Operating Budget

For FFY 2016, California has been granted a final federal E&T 100 percent allocation of \$8,322,113. CDSS will withhold \$800,000 from the 100 percent allocation. Of the funds withheld by the Department, \$400,000 are used to pay for staff support and overhead costs for E&T activities performed by CDSS administrative and program staff based on the percentage of time spent on E&T activities. Time studies identify the percentage of staff time by program area and are calculated based on the methodologies in CDSS' approved Cost Allocation Plan. The remaining \$400,000 is budgeted for direct E&T program services (i.e., workers' compensation for E&T participants who are injured while participating in workfare and work experience assignments).

Once the cost of state operations and workers compensation is removed from the federal 100 percent grant, \$7,522,113 is available for dissemination among the 25 participating counties based on their average monthly CalFresh caseload. In addition to their portion of the 100 percent federal E&T allocation, participating counties may be reimbursed for 50 percent of allowable administrative costs, including employee salary and benefits, overhead costs, and the cost of E&T contracts. Examples of E&T

overhead costs include telecommunication, building costs (maintenance, space, and utilities), electronic data processing equipment and maintenance, office supplies, mail services, and administrative support costs. Allowable non-federal dollars will be used to draw down federal funds for administration of the CCCET.

CalFresh participants are reimbursed for the cost of transportation needed to participate in E&T activities. Several counties also reimburse participants for various federally-approved ancillary costs including tools, work clothing, training manuals, eye glasses, and textbooks. Such reimbursements must be reasonably necessary and directly related to participation in E&T. Alameda, Santa Cruz, San Francisco, San Joaquin, and Los Angeles counties offer short-term subsidized housing to homeless E&T participants on an as needed basis. Consistent with instructions issued by the Food & Nutrition Service (FNS) on June 1, 2010, federal E&T reimbursement for subsidized housing is limited to two months per participant.

Please refer to Table 1 for a breakdown of operating expenses by E&T component. Table 2 summarizes the total cost of California's E&T program by funding category.

2. Justification for Education

E&T funds are not used to pay for vocational training and/or educational services that are provided and paid for by other agencies. The cost attributed to education and vocational training under this E&T Plan includes the cost of administrative time spent referring and monitoring clients' participation in education or training components. Additionally, E&T funds will be used to reimburse participants for transportation and allowable ancillary costs. All vocational training and educational costs charged to E&T are strictly for the purpose of serving E&T participants.

CCCET-Sacramento CRC: Costs will be used to support students engaged in educational activities, but no claims will be made for tuition or other curriculum-related costs of instruction. In addition, the costs claimed are not available to other payers at lower cost or for free. Therefore, there will be no supplanting of education costs from state and local agencies by the CCCET program.

B. Participant Reimbursement

To ensure effective participation in the E&T program, counties reimburse participants for the cost of transportation needed to conduct job searches and travel to and from E&T activities. Federal reimbursements are used to pay for 50 percent of participant reimbursements and the remaining costs are funded using county dollars and other approved non-federal funds. Transportation reimbursements are issued in the form of bus tickets, monthly bus passes, and gas vouchers. Methods and procedures for transportation reimbursements vary among counties.

C. Cost Allocation

The basis for cost allocation in the E&T program is consistent with the cost allocation methods in all of CDSS' federally-approved plans. At the county level, costs are separated through employee time studies. The cost of county staff time devoted to E&T is recorded to the relevant E&T claiming codes and included in the County Expense Claim.

CCCET-Sacramento CRC: All salaries, supplies, and student expenses will be used exclusively for the CCCET program and allocated through the Foundation and CRC accounting systems, with the salary costs allocated based on staff hours claimed to the project.

PART VI
COMPONENT PLACEMENTS AND ANNUAL PARTICIPANT COUNTS

The following section identifies the E&T components offered in California, the anticipated number of persons who will be assigned to these components each month, and the monthly cost per participants for administration and participant reimbursements.

A. Component Participation and Cost Estimates

		1	2	3	4	5	6	7	8	9	10
	Estimated Component Participation	Job Search	Job Club (Job Search Training)	Workfare	Self-Initiated Workfare	Work Experience	Vocational Training	Education	Job Retention	CCCET Program	Other
A	ABAWDs Each Month	4,539	4,766	5570	12	403	399	703	122	0	220
B	Non-ABAWDs Each Month	2,158	842	2,010	0	206	128	213	92	357	35
C	Total Monthly Participation (A + B = total)	6,697	5,608	7580	12	609	527	916	214	357	255
D	* Annual Participation	80,364	67,296	90960	144	7,308	6,264	10,792	2,568	2,499	3,060
E	Annual Cost of Component Administration (Table 1 Column D)	34,497,981	26,136,242	8,568,918	13,734	2,979,344	1,809,600	6,525,788	244,812	1,000,000	493,398
F	Average cost per participant per month for administration. (E ÷ D = total)	429	388	94	95	408	289	605	95	400	161

L	persons receiving Dependent Care reimbursements. (K x 12 = total)										
M	Annual Cost of Dependent Care (Table 1, Column E)	0	0	0	0	0	0	0	0	0	0
N	Average cost per participant per month for Dependent Care. (M ÷ L = total)	0	0	0	0	0	0	0	0	0	0

* Note: Annual totals for E&T participants do not equal monthly participant counts multiplied by 12 as some components are not offered year round.

B. Annual E&T Participation

This section asks for both an annual duplicate count of E&T participants and an unduplicated count of individuals assigned to E&T. Section 1 is a duplicate count as a participant is counted as placed for each month of participation in an E&T component. An ABAWD who participates for three months in workfare would receive three placement counts. The count is further duplicated as participants are counted for each qualifying component in which they are placed. If the ABAWD who participated for three months in workfare also participated for three months in education, that same individual would receive three additional placement counts.

Qualifying components are those which satisfy the ABAWD work requirement and consist of workfare, self-initiated workfare, work experience, education and vocational training. Non-qualifying components are those which do not satisfy the ABAWD work requirement and consist of job search and job club components with the exception of those offered under WIA or the Trade Act of 1974.

1. Estimated E&T Component Placements

- a. The estimated number of all ABAWD placements in qualifying components during the year: 0 *
- b. The estimated number of ABAWDs placed in non-qualifying activities and non-ABAWDs placed in E&T components: 269,575
- c. The estimated number of all component placements (a+b): 269,575

2. Estimated Individual Participation

Unlike Section 1, this section asks for an unduplicated count of E&T participants. Each individual must only be counted once for the year regardless of the number of components the individual will be assigned to or the anticipated number of months the individual will participate. Thus, an individual who participates in job search for two months followed by workfare for three months would only be counted once in this section.

- a. The estimated count of individuals expected to participate in the E&T program during the fiscal year: 87,682

* Per FNS' instructions dated September 27, 2011, estimates in entry 1-a (ABAWDs in qualifying components) have been included in entry 1-b. This is because California is currently under a statewide ABAWD waiver and ABAWDs are not subject to the three month time limit. Therefore, such persons are not required to participate in qualifying activities as a means of satisfying the ABAWD work requirement.

Part VII

E&T BUDGET FOR FFY 2016

The following two tables capture the combined counties' E&T budgets for FFY 2016. Table 1 breaks out county expenditures for each E&T component and Table 2 identifies expenditures based on sources of E&T funding (i.e., the federal 100 percent grant and federal and county matching dollars). Tables 1 and 2 replace Tables 4 and 5 in the FNS E&T handbook.

TABLE 1

OPERATING BUDGET

		A	B	C	D	E	F	G
	Component	Salary & Benefits	Other Costs (Overhead)	Contract Costs	Sub-total (A thru C)	Dependent Care	Transportation / Ancillary	Total (D+ E+F)
1	Job Search	15,264,388	13,154,052	6,079,541	34,497,981	0	8,072,328	42,570,309
2	Job Club	10,987,130	9,232,759	5,916,353	26,136,242	0	7,063,844	33,200,086
3	Workfare	5,379,037	2,903,118	286,763	8,568,918	0	6,457,884	15,026,802
4	Self-Initiated Workfare	8,777	4,957	0	13,734	0	864	14,598
5	Work Experience	1,448,983	959,633	570,728	2,979,344	0	750,493	3,729,837
6	Vocational Training	386,850	284,723	1,138,027	1,809,600	0	1,225,730	3,035,330
7	Education	3,318,596	2,919,620	287,572	6,525,788	0	2,191,101	8,716,889
8	Job Retention	100,297	34,513	110,002	244,812	0	148,476	393,288
9	CCET Program	0	0	1,000,000	1,000,000	0	200,000	1,200,000
10	Other	91,781	28,983	372,634	493,398	0	54,000	547,398
11	Subtotals (Lines 1 thru 9)	36,985,839	29,522,358	15,761,620	82,269,817	0	26,164,720	108,434,537
							Grand Total	109,234,537

*Workers' Compensation and State Operations

TABLE 2: FFY 2016 PLANNED COSTS BY FUNDING CATEGORY

	<u>Funding Categories</u>	<u>Estimates of Cost</u>
1	100 Percent Federal E&T Grant	7,522,113 + 800,000 * <hr/> 8,322,113
2	Overmatch for Administration Cost	
2a	50 Percent Federal	37,373,852
2b	50 Percent County	37,373,852
2c	<u>Subtotal</u> for Overmatch (2a + 2b)	74,747,704
3	Participant Reimbursement for Transportation/Ancillary	
3a	50 Percent Federal	13,082,360
3b	50 Percent County	13,082,360
3c	<u>Subtotal</u> for Transportation/Ancillary (3a + 3b)	26,164,720
4	Participant Reimbursement for Dependent Care	
4a	50 Percent Federal	0
4b	50 Percent County	0
4c	<u>Subtotal</u> for Dependent Care (4a + 4b)	0
5	Grand Total of Planned Cost (1+2c+3c+4c) Must agree with Table 1's Grand Total Cost	109,234,537

*Workers' Compensation and State Operations

PART VIII
ORGANIZATIONAL RESPONSIBILITIES

A. Person responsible for Work Registrant and ABAWD reporting:

Within CDSS, the Administration Division, Research Services Branch is responsible for the completion of the FNS 583 which contains statewide numbers for work registrants, ABAWDs and E&T component placements. The current contact is Richard Terwilliger and his contact information is as follows:

Richard Terwilliger, Chief
Data Systems and Survey Design Bureau
744 P Street, MS 09-13-081
Sacramento, CA 95814
Telephone: (916) 653-1368
E-mail: richard.terwilliger@dss.ca.gov

B. Person responsible for preparing the E&T Plan:

The CDSS Welfare to Work Division is responsible for preparing the E&T plan. The current contact is Laurence Lewis and his contact information is as follows:

Laurence Lewis, Unit Manager
CalFresh Branch
744 P Street, MS 8-9-32
Sacramento, CA 95814
Telephone: (916) 651-5255
E-mail: Laurence.Lewis@DSS.ca.gov

C. Person responsible for E&T Financial Analysis and Claims:

Within CDSS, the Administration Division is responsible for financial reporting. The current contact is Jannie Wen and her contact information is as follows:

Jannie Wen, Bureau Chief
Fund Accounting and Reporting Bureau
744 P Street, MS 9-4-76
Sacramento, CA 95814
Telephone: (916) 654-1630
E-mail: Jannie.Wen@dss.ca.gov