

CalWORKs Plan

**Alpine County
Social Services
Department**

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Prepared by:

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Director**

This plan is submitted pursuant to Section 10531 of the Welfare and Institutions Code required by The Welfare to Work Act of 1997, AB 1542.

EXECUTIVE SUMMARY

On August 22, 1996, President Clinton signed Welfare Reform (the Personal Responsibility and Work Opportunity Reconciliation Act) into federal law. The new act removed the entitlement to assistance and introduced Temporary Assistance to Needy Families (TANF) with time-limited benefits and expanded work requirements for adults receiving assistance.

On August 11, 1997, Governor Wilson signed AB 1542 into California law. Known as California Work Opportunities and Responsibility to Kids (CalWORKs), this bill implements Welfare Reform in California and replaces both the Aid to Families with Dependent Children (AFDC) and Greater Avenues for Independence (GAIN) programs.

Welfare Reform is the single most significant change in American social welfare policy affecting children and families in 60 years. The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 will have an impact on millions of low-income families. Probably the single most significant change to welfare is the setting of a life-time limit of 60 months for receipt of cash assistance. CalWORKs offers parents access to training and education services, job search services, assistance with securing employment, and job retention services. Provisions have been made for assistance with transportation, child care and Medi-Cal coverage. CalWORKs also mandates that children attend school and receive appropriate immunizations.

Alpine County will strive to make the impact of CalWORKs a positive one for families, parents, children and community. Alpine's ultimate goal is to assist and prepare parents for their transition to personal responsibility and self-sufficiency and help them plan for the future of their children. This document will outline the Alpine County Department of Social Services' Welfare-to-Work plan and review the various programs and activities available to assist applicants and recipients reach self-sufficiency.

It is critical to note that Alpine County has a population of less than 1200 people. It is the least populated county in California. Ninety-six percent of the county's 724 square miles is publicly owned. Geographically the county is very mountainous and rural. Alpine County does not have any incorporated cities, but does have four townships which contain the population centers. Distances and geographical isolation, as well as heavy snow and closed roads for several months of the year, are major obstacles for

county residents. Alpine County has no supermarkets, pharmacies, family doctors, or emergency medical care facilities. In addition, Alpine County has no high-school operated adult education program, Regional Occupation Program, local Economic Development Department office or community college. Alpine has neither public transportation nor affordable on-demand transportation.

Alpine County's economy is based on tourism, Alpine has a limited economic base and no major industry. Alpine is dependent on tourism and the seasonal jobs at ski resorts in the winter and fire crews in the summer. Alpine has a very limited number of employers with more than 5 employees. County government, Caltrans, Bear Valley Ski Resort (seasonal) and Kirkwood Ski Resort (seasonal), the Washoe Tribe of Nevada and California, and the State Parks system are the largest employers in the county. Those employers with two to five employees include Alpine Children's Center, Sorenson's Resort, and East Fork Resort. Single proprietor businesses prevail in Alpine County, most of which employ between two and no staff.

A unique situation exists in Alpine which creates an additional barrier to self-sufficiency. The problem is the rental assistance program system set up by Housing and Urban Development (HUD). Alpine has a disproportionate share of CalWORKs recipients, 60%, who receive assistance from HUD through the Section 8 program. While the County appreciates the assistance Section 8 provides for low-income residents, if a recipient becomes employed their rental payment increases from \$25 per month to one-third of their income. The substantial increase in rent payments is perceived by some as a disincentive to seek employment.

CalWORKs participants in Alpine face a difficult challenge when seeking full-time, year round employment as the economy and services available do not support the need. Due to the extreme limitation of resources and other situations unique to Alpine County, the Department will have to continue to be creative to reach its goals. The Department will continue to maximize resources in both the private and public sector to promote employment, job creation, and job retention. Over the years the Department and other agencies in the county have been compelled to build successful partnerships with county and Washoe Tribe agencies and service providers in order to best meet the needs of participants. These partnerships have proven to be, for the most part, an effective way to do business. The major goals and objectives of the CalWORKs plan will include a continuation and enhancement of these partnerships.

The major goals and objectives of the Alpine County CalWORKs plan are:

- To enhance existing partnerships to promote services to CalWORKs participants.
- To create new partnerships among all appropriate agencies, businesses and service providers to support Welfare-to-Work activities and services.
- To increase the education level of participants by providing basic skills, GED, and short-term job specific education.
- To increase the job skills of participants by providing on-the-job training, community services, internships, work study, and short-term training directly related to employment.
- To increase employment by encouraging the creation of part-time and full-time, entry-level jobs.
- To develop and promote a front-end diversion program and support services.
- To increase job placements by offering participants the services of GSJTA, EDD, Social Services, diversion, and a central employment directory.
- To increase job retention by offering continuing services to participants to include case management, mentoring, counseling, and continued supportive services such as child care, transportation, and ancillary expenses.
- To assist families with the transition from cash assistance to self-sufficiency by offering continued support and case management by department staff, parenting classes and support groups, budgeting and money management, Drug and Alcohol services, and Mental Health services.

One of the more significant program elements which will contribute to the goals and objectives of the plan is the extensive, one-stop, individualized case management service provided to Alpine CalWORKs participants. Because of the smaller caseload, the Department is able to offer extensive personal services that help contribute to the success of the program.

SECTION (a)**COLLABORATION WITH PUBLIC AND PRIVATE AGENCIES TO PROVIDE TRAINING AND SUPPORTIVE SERVICES**

Briefly describe how the county will work with other public and private agencies to provide necessary training and support services. The section should include, at a minimum, a list of the necessary training and support services and the public and/or private agencies which will provide those services. [References: Education Code Section 10200 and WIC Section 10531(a)]

Collaboration with Public and Private Agencies

The Department has well developed partnerships and collaborations with many county and local agencies and service providers. These partnerships have been developed and nurtured by the Department in an effort to better serve clients and participants. A brief summary of these partnerships is provided below.

The Department has collaborated for many years with Golden Sierra Job Training Agency (GSJTA), Employment Development Department (EDD), Job Opportunities in Nevada (JOIN), and California Indian Manpower Consortium (CIMC) in its efforts to secure job vacancy and placement information, and secure training and education services.

The Department is a member of the Local Transportation Commission's (LTC) Social Services Transportation Advisory Committee (SSTAC), and staff attend meetings and routinely review and discuss transportation needs with the Director of Public Works and members of the LTC.

Although Alpine County is not a member of a Community College district, the Department has utilized the many valuable services of both Lake Tahoe Community College and Western Nevada Community College for many years.

The Department has worked intimately for years with the local child care centers, as well as the Resource and Referral agency, Choices for Children, to ensure high quality, affordable and accessible child care for all county residents.

Provision of Training and Support Services

Utilizing new and existing partnerships, Department staff will make referrals to service providers as necessary to meet the needs of individual participants. The Department will offer the following supportive services, with anticipated service providers listed below:

- **Child Care:** Choices for Children
Alpine Children's Center
Bear Valley Daycare
Kirkwood Daycare
Woodfords HeadStart
Private and exempt providers

- **Ancillary:** Social Services

- **Personal Counseling:** County Mental Health
Washoe Tribe Family Trauma Healing Center
Private Counselors
County Drug & Alcohol Services
Washoe Tribe Drug & Alcohol Services
AA and NA meetings

- **Transportation:** Mileage reimbursement and minor auto repair provided by Social Services dependent upon availability of funds.

Welfare -to-Work Activities offered will include:

- **Unsubsidized Employment:** Employment not sponsored by an agency, with wages paid by the employer.
 - Private sector employers
 - Public sector employers
 - Private non-profit employers
- **Subsidized Employment:** Paid employment in private or public sector with subsidy from a public agency.
 - Golden Sierra Job Training Partnership Act
 - Employment Development Department
 - California Indian Manpower Consortium
- **On-the-Job Training:** Paid position with emphasis on development of job skills based on assessment of interest, skills, and abilities.
 - Golden Sierra Job Training Partnership Act
 - California Indian Manpower Consortium
 - Private and Public Sector Employers
- **Grant-Based on The Job Training:** Training subsidized by the CalWORKs grant.
 - County Social Services
- **Vocational Education and Training:** Classroom training based on local labor market needs.
 - Lake Tahoe Community College
 - Western Nevada Community College
 - Central Sierra Regional Occupation Program
 - California Conservation Corps
 - Job Corps
- **Adult Basic Education and GED:** Education provided to learn basic skills including General Education Diploma.
 - Alpine County School District
 - Douglas High School
 - Woodfords Indian Education Center
 - Western Nevada Community College

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- **Work Study:** Work assignments related to receipt of financial assistance for college.
 - Western Nevada Community College
 - Lake Tahoe Community College

 - **Job Search and Job Readiness:** Services to prepare participants to enter the workforce.
 - County Social Services
 - Employment Development Department
 - Golden Sierra Job Training Partnership Act
 - California Indian Manpower Consortium

 - **Community Service:** Unpaid positions required to complete specific short and long term projects for the community whether public or private organizations.
 - County Government
 - Private and Public sector employers
 - Faith Community
 - Service Groups
 - Sites Developed by CalWORKs Participants

 - **Self Employment:** Employment from a business developed by the individual.
 - CalWORKs Participants
 - Service Corps of Retired Executives Association (SCORE)

 - **Work Experience:** Unpaid position with emphasis on development of job skills based on assessment of interest, skills, and abilities.
 - County Social Services
 - Public and Private Sector Employers
 - Lake Tahoe Community College
 - Western Nevada Community College

 - **Diversion:** A program designed to provide a one-time-only payment or services to resolve barriers to employment and avoid the need for public assistance.
 - County Social Services

Does your county have a Refugee Employment Services Plan?

No. The Department has no refugees receiving services at this time.

SECTION(b)**PARTNERSHIPS WITH THE PRIVATE SECTOR TO IDENTIFY JOBS**

Describe the county's partnerships with the private sector, including employers, employer associations, the faith community, and central labor councils, and how those partnerships will identify jobs for CalWORKs program recipients. [Reference: WIC Section 10531(b)]

A formal partnership with private sector employers does not currently exist. As discussed in the Executive Summary, Alpine County has a very limited number of employers with more than 5 employees, and single proprietor businesses prevail. The County does not have a central labor council or an employer association. Alpine has two small churches on the west slope and in the past Social Services staff have made presentations to the congregations regarding employment programs and opportunities and will continue to do so. Department staff will ask the faith community to provide mentors to assist CalWORKs participants with job placement as well as job retention.

The County Board of Supervisors will approve a resolution in January, 1998, to allow the Alpine County Chamber of Commerce to apply for the Job Creation funds from the Trade and Commerce agency. The Chamber of Commerce has been appointed by the Board as the Economic Development Organization (EDO). Social Services will be a member of the Job Creation Task Force. Members of the Chamber will be invited to participate in a partnership with the Chamber and the Department, agreeing to inform the Department first of any job vacancies, and to interview and hire CalWORKs participants whenever appropriate.

On an informal basis, the Social Services Department is already identified as a central clearing house for local employment needs. County employers, as well as service providers such as Golden Sierra Job Training Agency (GSJTA) and the Employment Development Department (EDD), call the Department to provide notice of employment vacancies. This information is then provided to the employment services staff and is posted in applicable areas including the Learning Center and the Woodfords Indian Education Center. Employment services staff contact participants who fit the employment needs, and offer assistance with completion of job applications, interview skills, assistance with securing an interview and provide transportation if staff and transportation funds are available.

It is important to note that Alpine's existing and potential labor market is South Lake Tahoe in El Dorado county, as well as Gardnerville, Minden, Carson City, and Reno, Nevada. The Department will continue to utilize existing partnerships with the public and private sector of these communities to identify jobs by continuing regular communication with the Job Opportunities in Nevada (JOIN) and Economic Development Offices program staff, and through receipt of State of Nevada Employment Bulletins. Department staff will make regular contact with these service providers to determine availability of jobs and will include this information in the central directory.

SECTION (c)**LOCAL LABOR MARKET NEEDS**

Briefly describe other means the county will use to identify local labor market needs. [Reference: WIC Section 10531(c)]

As stated in section b, Alpine County does not have a central labor council or an employers association. The closest EDD office is located in South Lake Tahoe, which is often inaccessible in the winter due to snow, or simply not accessible because participants do not have reliable transportation and public transportation is non-existent. To compensate for the lack of formal employer associations/partnerships, and at the suggestion of both employers and recipients, the Department will develop a centralized employment directory. No such service currently exists in Alpine County.

For those employers interested in participating in the central directory, Department staff will contact them by phone or in-person (contact schedule to be determined by the employer), to review their employment needs. This information will then be disseminated and input into several sources including EDD's CalJOBS network, One-Stop Career Centers located at the Department's Learning Center and Woodfords Indian Education Center, the JobsMart data bank at the County Library, and on the Learning Center Web site. The information will also be posted on community boards at accessible locations such as the Social Services office, Learning Center, County Administration office, General Store in Markleeville, Woodfords Community Center, and Woodfords Indian Education Center. Job vacancy information will also be printed in the only local newspaper which is published on a monthly basis.

Once the central directory is established several of the tasks necessary to maintain it will be completed by CalWORKs participants, providing them with job training and skills development in communication, keyboarding, data entry, word processing, and the five workplace competencies identified by Goal 2000 Secretary's Commission on Achieving Necessary Skills (SCANS).

The Department will also continue to obtain local labor market information from EDD, Golden Sierra Job Training Agency, California Occupational Guide, California Outlook Handbook, Chamber of Commerce, newspapers, and various Internet sources.

SECTION (d)

WELFARE-TO-WORK ACTIVITIES

Each county is expected to offer a range of services adequate to ensure that each participant has access to needed activities and services to assist him or her in seeking unsubsidized employment. [Reference: WIC Section 11322.7(a)] Pursuant to WIC Section 11322.7(b) " No plan shall require job search and work experience of participants to the exclusion of a range of activities to be offered to recipients." Activities allowed by state law include, but are not limited to, those listed below. Please indicate which of the following activities will be provided and identify allowable activities that will not be provided [Reference: WIC Section 10531(d) and WIC Section 11322.6]

- | | |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Unsubsidized employment | <input checked="" type="checkbox"/> Work study |
| <input checked="" type="checkbox"/> Subsidized private sector employment | <input checked="" type="checkbox"/> Self-employment |
| <input checked="" type="checkbox"/> Subsidized public sector employment | <input checked="" type="checkbox"/> Community service |
| <input checked="" type="checkbox"/> Work experience | <input checked="" type="checkbox"/> Job search and job readiness assistance |
| <input checked="" type="checkbox"/> On-the-job training | <input checked="" type="checkbox"/> Vocational education and training |
| <input checked="" type="checkbox"/> Grant-based on-the-job training | |
| <input checked="" type="checkbox"/> Adult basic education (includes basic education, GED, and ESL) | |
|
 | |
| <input checked="" type="checkbox"/> Other | |
| <input checked="" type="checkbox"/> Drug & Alcohol Services | |
| <input checked="" type="checkbox"/> Mental Health Services | |
| <input checked="" type="checkbox"/> Domestic Violence Services | |

The Department believes it is critical to the success of the participants to provide them with a solid foundation of basic job skills, particularly because jobs are so limited. To meet this goal the Department will provide a wide array of welfare-to-work activities as well as support services to include child care, transportation, ancillary, and personal counseling services. Welfare-to-work activities will include but are not limited to ABE and GED, job search and job readiness workshops, short-term education or training designed to prepare the participant for entry level employment, supported work, vocational education and training and subsidized employment.

Alpine County CalWORKs Plan

Attachment 1

Except for those participants who qualify for and accept up-front diversion assistance, Alpine CalWORKs participants will complete the Goals 2000 Secretary's Commission on Achieving Necessary Skills (SCANS) competency exam within 4 weeks of approval of application, recertification, or phase-in of GAIN participants. Applicants will be offered the opportunity to complete the exam if they choose to. This tool will help the Department employment services staff identify the participant's fundamental skills and workplace competencies in the following areas:

Reading, writing, arithmetic, listening, speaking, creative thinking, decision making, problem solving, organizing, learning style, reasoning, responsibility, self-esteem, sociability, self-management, and honesty.

Once staff has determined the appropriate Welfare-to-Work plan for the participant proper referrals, support services, and case-management will begin. All CalWORKs cases will be reviewed monthly by the Department Director.

Identify allowable activities that will not be provided.

- (x) Job skills training directly related to employment
- (x) Education directly related to employment
- (x) Supported work
- (x) Transitional employment

SECTION (e)**SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT SERVICES**

Briefly describe how the welfare department and the county alcohol and drug program will collaborate and utilize new funds available to ensure the effective delivery of substance abuse services. These funds should be used to maximize federal financial participation through Title XIX of the federal Social Security Act. If the county has determined who will provide substance abuse treatment services, please indicate the providers in the plan. If that decision has not been made, please provide CDSS an addendum to the county CalWORKs plan indicating the provider when determined. [Reference: WIC Section 11325.8]

Plan for Substance Abuse Services

Alpine County has only two Drug & Alcohol service providers, County Drug & Alcohol Services and Washoe Tribe Drug & Alcohol Services. A one-page, self-identifying assessment tool will be created by the county Drug and Alcohol licensed therapist for use by Department staff at intake of new applicants and recertification or phase-in of existing GAIN participants. Department staff will be provided training on use of the assessment tool by Drug & Alcohol staff. Appropriate referrals to county Drug & Alcohol for further assessment and/or services will be initiated based upon the information provided by the participant.

The Department will utilize CalWORKs funds to pay for the client evaluations for the anticipated increased client load due to the implementation of CalWORKs. Department staff and Drug & Alcohol service providers will participate in monthly Multidisciplinary Team (MDT) meetings to facilitate consistent case management. Drug & Alcohol staff will provide annual training to Department staff on recognizing substance abuse problems that may be creating barriers to employment, and on making appropriate referrals.

(x) Certify that the county's substance abuse treatment services will include at least the following: evaluation, case management, substance abuse treatment, and employment counseling, and the provision of community service jobs.

Describe any additional services the county will provide. [Reference: WIC Section 11325.8]

The Department staff will attempt to ensure cooperation of the CalWORKs participants by assisting with client scheduling and offering transportation to all appointments when necessary and if funding is available, excluding daily or weekly AA or NA meetings.

Briefly describe how the welfare department and the county department of mental health will collaborate and utilize new funds available to provide effective mental health services. Counties should maximize federal financial participation to the extent possible in the provision of mental health services. [Reference: WIC Section 11325.7]

Plan for Mental Health Services

Alpine County has two Mental Health service providers, County Mental Health and the Washoe Tribe Family Trauma Healing Center. The licensed County Mental Health therapist will create an assessment tool for use by department staff, and will provide annual training to staff on proper use of the assessment tool. Assessment will be completed only when (a) it has been requested by the CalWORKs participant or (b) the case has been submitted for review and approval by the Department Director. Based upon information provided by the participant, appropriate referrals for further assessment or services will be provided.

The Department will utilize funds to pay for client evaluations for the anticipated increased caseload due to the implementation of CalWORKs. Department staff and county Mental Health service providers will participate in monthly MDT meetings to facilitate consistent case management. County Mental Health staff will also provide training to Department staff in recognizing emotional and mental disabilities that may be presenting barriers to employment and in making appropriate referrals.

(x) Certify that the county will provide at least the following services: assessment, case management, treatment and rehabilitation services, identification of substance abuse problems, and a process for identifying individuals with severe mental disabilities.

Please describe any additional services the county will provide.

The Department staff will attempt to ensure cooperation by the CalWORKs participants by assisting with scheduling and offering transportation if necessary and funds are available.

SECTION (f)

MENTAL HEALTH SERVICES AVAILABLE AFTER TIME LIMITS

Briefly describe the extent to which and the manner in which the county will make mental health services available to recipients who have exceeded the 18 or 24 month time limit. [References: WIC Section 10531(f) and WIC Section 11454]

Services will continue with no change for CalWORKs recipients who have exceeded the 18 or 24 month time limits but are still within the 60 month window for services.

For those who exceed the 60 month time limit, the County does not anticipate a change in the provision of Mental Health services. The County believes residents should have equal access to Mental Health Services regardless of the receipt or non-receipt of cash assistance.

SECTION (g)**CHILD CARE AND TRANSPORTATION SERVICES**

Please briefly describe how child care services will be provided to CalWORKs participants. This should include a description of how the county will provide child care for families transitioning from county funded providers to non-county funded providers of child care services. It should also indicate what criteria the county will use to determine, on a case-by-case basis, when parents who have primary responsibility for providing care to a child six months of age or younger, may be exempt from welfare-to-work participation. The exemption period must be at least twelve weeks and, at county discretion, can be increased to one year for the first child. The exemption period for subsequent children is twelve weeks, but may be increased to six months. Briefly describe the criteria the county will use to determine the period of time a parent or other relative will be exempt considering the availability of infant child care, local labor market conditions, and any other factors used by the county. Additionally, briefly describe how the county will ensure parents needing child care services can access the Resource and Referral Agency.

Child Care - Families Transitioning Off Aid

The Department will contract with the local Resource and Referral agency, Choices for Children, for provision of Stage I child care services to CalWORKs participants. This same agency is the sole provider of Stage II funds, and will continue to administer Stage III funds. By contracting with Choices for Children the Department will ensure a smooth transition for CalWORKs participants as they move from the use of county funded providers to non-county funded providers as they enter into Stage III.

The final contract with Choices for Children has not been negotiated, but will include assistance with a range of child care services to include daycare, development of evening and swing-shift care, family day care, exempt provider care, and extended day care services. Alpine County has licensed child care centers available in Kirkwood, Bear Valley and Woodfords for children two to twelve years of age. Licensed infant care is currently not available, nor is licensed swing-shift care.

The County Superintendent of Schools and the County Board of Supervisors are in the process of appointing members to the Local Child Care Planning Council. The County will utilize Department of Education (DOE) funds provided to the Council to complete

a needs assessment to accurately identify child care needs and to develop a plan to address those needs. The Department will be a member of the Council.

Child Care - Criteria To Determine Exemptions

- **Single Parent or Primary Care Provider**

Criteria used to determine when a parent who is the primary care provider of a child six months of age or younger may be exempt from participation will include the following: On a case-by-case basis, the employment services worker will complete an assessment of the following:

- identification of any family or community support network for the parent,
- assessment of the health of the child and parent,
- consideration of any Child Protective Services' referrals or involvement,
- availability of appropriate child care.

Each determination for exemption will be determined on an individual basis. Based upon the above criteria, if it is determined that, in the best interest of the child, the parent should not participate in CalWORKs, the parent will be exempted for no less than 12 weeks and possibly up to one year for the first child. For subsequent children the Department will use the same criteria, and if it is determined to be in the best interest of the child that the parent should not participate in CalWORKs, the parent will be exempt for no less than 12 weeks and no more than six months.

All exempted cases will be reviewed on a quarterly basis. If the circumstances leading to the exemption have not changed the parent will be exempted for an additional 3 months, or up to the time limit of six or twelve months, whichever is appropriate.

Child Care - Access to Resource and Referral Agency

The local Resource and Referral Agency, Choices for Children, does not have an office in Alpine County. A local phone number is provided and is accessible by all county residents. Future plans include a part-time co-location of this agency with Social Services in the new building to be ready in late 1998. Until the new Department office is completed, the Department will offer the agency space 2 days per week in its current office in an effort to streamline services to CalWORKs participants.

- availability of appropriate child care,
- availability of appropriate employment.

If it is determined that appropriate child care is not available, that the current labor market will not support the job search efforts of the parent or caretaker relative, or that it is not in the best interest of the child(ren) for the parent to participate in CalWORKs, the participant may be exempted.

All exempted cases will be reviewed on a quarterly basis. Based upon each review, if the circumstances leading to the exemption have not changed the parent will be exempted for an additional three months.

Child Care - Access to Resource and Referral Agency

The local Resource and Referral Agency, Choices for Children, does not have an office in Alpine County. A local phone number is provided and is accessible by all county residents. Future plans include a part-time co-location of this agency with Social Services in the new building to be ready in late 1998. Until the new Department office is completed, the Department will offer the agency space 2 days per week in its current office in an effort to streamline services to CalWORKs participants.

Briefly describe how transportation services will be provided. [Reference: WIC Section 10531(g)]

Alpine has neither public transportation nor affordable on-demand transportation services. If CalWORKs participants are able to provide their own transportation, the Department will provide mileage reimbursement as well as assistance with minor auto repair. In situations where a participant has a job interview the Department will make every attempt to provide transportation if given sufficient notice and if sufficient funds are available.

The County Board of Supervisors recognizes the need for additional transportation services for CalWORKs participants. The Board has agreed, in concept, to approve the conducting of a transportation needs assessment which must include creative solutions to the county's transportation problems, to be completed in 1998/99.

For the majority of CalWORKs participants, access to major county employers is dependent on an automobile as it is not feasible to walk or bike to most of the job sites. One major ski resort does provide a van-pool, but rides are limited to those employees with specific jobs at the resort. Often times it is necessary to have a 4-wheel drive vehicle or tire chains to travel in the county.

The Department is looking into creating a welfare-to-work activity for clients who will drive others to work. Van-pools seem to be a viable alternative to the County's transportation problem; however, the current CalWORKs transportation funding level does not support this alternative. If additional funds become available, round trip rides could be made available to local labor markets including South Lake Tahoe, CA and to Gardnerville, Minden and Carson City, Nevada, and to Reno, Nevada which is 150 miles round-trip. Discussion of shared van-pooling has taken place with the Mono County Department of Social Services because northern Mono residents have the same labor market as Alpine.

In an effort to assist CalWORKs participants in rural counties, the County Board of Supervisors would like to see changes made to the legislation to include mileage reimbursement payments up to sixty months. This could help the participant with automobile insurance costs, repair, and possibly the purchase of a new(er) car in an effort to maintain reliable transportation and retain their job.

SECTION(h)

COMMUNITY SERVICE PLAN

Briefly describe the county's plan for providing community service activities. This should include a description of the process the county will follow to determine where community services assignments will be located, and the agencies/entities that will be responsible for project development, fiscal administration, and case management services. If it is not known at this time, the county may provide the specific details of the Community Service Plan as an addendum. [References: WIC Section 11322.6 and WIC Section 11322.9]

The Department will provide the specific details of the Community Service Plan as an addendum.

- Are subject to sexual abuse.
- Have children in the home who are involved in sexual activity.
- Are being forced to participate in non-consensual sexual acts or sexual abuse.
- Are subject to threats of, or attempts at, physical or sexual abuse.
- Are subject to neglect or deprivation of medical care.
- Are subject to stalking.

CalWORKs participants will be encouraged to confidentially and voluntarily disclose abuse at any time during their participation in CalWORKs. Those who self-identify as being victims of domestic violence will be encouraged by staff to participate in the program to enhance their self-esteem and their ability to become independent should they desire to leave the situation and the offender. Participants will also be clearly informed that should participating in CalWORKs increase their risk of abuse, certain program requirements can and will be modified.

The Department will find good cause to defer from participation in those instances where participation would be detrimental to, or unfairly penalize, the participant and/or child(ren), as determined by the County Mental Health Department, a licensed counselor with the Tahoe Women's Center, a licensed counselor with the Washoe Tribe Family Trauma Healing Center, or staff with the County Victim Witness program. Participants will be asked to sign a release of information allowing the Department to communicate and coordinate case management and CalWORKs activities.

Once a CalWORKs participant is identified as a victim of domestic violence the Department will provide referrals to services available should the client choose to utilize them. These referrals will be made available to victims who choose to participate in the program as well as those who require program modification due to increased risk of abuse. The services available include counseling and shelter provided by the South Lake Tahoe Women's Center, counseling provided by County Mental Health, counseling provided by the Washoe Tribe Family Trauma Healing Center, and Victim Witness services provided by Probation department staff. The Department will provide assistance with scheduling, transportation if available, and continued case management services.

All deferrals will be reviewed on a quarterly basis.

- Are subject to sexual abuse.
- Have children in the home who are involved in sexual activity.
- Are being forced to participate in non-consensual sexual acts or sexual abuse.
- Are subject to threats of, or attempts at, physical or sexual abuse.
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Once a CalWORKs participant is identified as a victim of domestic violence the Department will provide referrals to services available should the client choose to utilize them. These referrals will be made available to victims who choose to participate in the program as well as those who require program modification due to increased risk of abuse. The services available include counseling and shelter provided by the South Lake Tahoe Women's Center, counseling provided by County Mental Health, counseling provided by the Washoe Tribe Family Trauma Healing Center, and Victim Witness services provided by Probation department staff. The Department will provide assistance with scheduling, transportation if available, and continued case management services.

SECTION (j)**PERFORMANCE OUTCOMES TO MEET LOCALLY ESTABLISHED OBJECTIVES**

Please indicate whether there were any local program outcome objectives identified during the CalWORKs plan development process and how the county proposes to track those outcomes. If the county develops alternative outcomes for the CalWORKs program during future collaborative efforts, please submit information on those measures as an addendum to the CalWORKs plan. [Reference: WIC Section 10542]

Due to the minimal time frame provided to counties to complete the CalWORKs plan, Alpine County has not formally conceptualized the outcome objectives mandated by law, or the tools necessary to track and evaluate the success of their efforts. Alpine will utilize the expertise of U. C. Davis Center for Human Services to assist with the development of local program outcomes and objectives as well as an evaluation tool to track the outcomes. This information will be submitted as an addendum.

SECTION (k)**PUBLIC INPUT TO THE COUNTY PLAN**

Briefly describe the means the county used to obtain broad public input in the development of the CalWORKs plan. [Reference: WIC Section 10531(k)]

The Department utilized a variety of methods to obtain broad public input in the development of the CalWORKs plan.

A logo and a number of publicity pieces were designed to target recipients, employers, and potential employers as well as the community at large. These included:

- Five informational flyers mailed to cash assistance recipients over a nine month period. The flyers provided information about federal welfare reform as well as CalWORKs.
- Three articles about welfare reform and CalWORKs were published in the local monthly newspaper.
- One large block ad was run in the local monthly newspaper regarding the scheduled community forums.
- One mass mailing was sent to more than half of the county residents. The mailing contained information about scheduled community forums.

Surveys were developed and disseminated:

- One survey was mailed to all current recipients with a 34% response rate.
- The other survey was mailed to all licensed county businesses with a 47% response rate. It is important to note that although many employers do not employ a lot of staff, they were interested in the CalWORKs plan and willing to take time to complete the survey and offer suggestions.

Public community forums were held:

- Two forums were held specifically to address the needs and concerns of recipients and to obtain their input about what would help them transition from public assistance to employment.
- An additional forum was held to explain CalWORKs and the county plan to employers and service providers and to ascertain how Social Services could best assist them in hiring CalWORKs participants

Availability of County Plan: Following each community forum the Department announced how and where the public could review the draft plan and provide further input. In order to enhance accessibility of the plan, copies of the draft and final plan were made available at:

- County Clerks office
- Library
- Social Services office
- Woodfords Indian Education Center
- Woodfords Community Council office.

SECTION (I)**SOURCE AND EXPENDITURES OF FUNDS**

Provide a budget specifying your county's estimated expenditures and source of funds for the CalWORKs program on the forms provided (Attachment 2). Your budget should meet the requirement of WIC Section 15204.4 which specifies that each county shall expend an amount for these programs (administration and services) that, when combined with funds expended for the administration of food stamps, equals or exceeds the amount spent by that county for corresponding activities during the 1996/97 fiscal year. [Reference: WIC Section 10531(1)]

Please refer to Exhibit A, following this page, for budget information.

County Plan Budget 1997/98 State Fiscal Year

Section 1

	Total	FCS	State General Fund	County Funds *	Other **
Food Stamp Administration (For County MOE Purposes)			32,565.00	3,908.00	

- * When combined with food stamp administration, the total level of estimated county funds for CalWORKs administration and services should meet the requirement of Section 15204.4 of the W&I Code which specifies that counties expend an amount for these programs that, when combined with the amount expended for the administration of the food stamp program, equals or exceeds the amount expended for corresponding activities in 1996/97.
- ** If other sources of funding are being made available for an activity, please identify on a separate page.

County Plan Budget 1997/98 State Fiscal Year

Section 2

Note: The following categories are for information purposes only and are not an indicator of specific claiming categories

	Total	TANF/State General Fund	Child Care Reimbursement		County Funds *	Other **
			CCDBG	Title XIX		
TOTAL CalWORKs Admin & Services Items (A) thru (D)						
(A) TOTAL CalWORKs Single Allocation Items (1) thru (7)						
(1) Benefit Administration		73,359.00		4,911.00	7,005.00	
(2) Program Integrity (Fraud)		4,149.00			1,370.00	
(3) Staff Development/Retraining		18,900.00				
(4) Welfare-to-Work Activities		101,987.00			19,714.00	
(5) Cal Learn		3,284.00	451.00		250.00	
(6) Child Care - 1st half of 1997/98		10,789.00	7,131.00		869.00	
(7) Other Activities ***		Health & Safety 2,000.00				
(B) Child Care - 2nd half of 1997/98		36,513.00				
(C) Mental Health Treatment		2,511.00				
(D) Substance Abuse Treatment		3,014.00				

* When combined with food stamp administration, the total level of estimated county funds for CalWORKs administration and services should meet the requirement of Section 15204.4 of the W&I Code which specifies that counties expend an amount for these programs that, when combined with the amount expended for the administration of the food stamp program, equals or exceeds the amount expended for corresponding activities in 1996/97.

** If other sources of funding are being made available for an activity, please identify on a separate page.

*** Please identify "other activities" on a separate page.

SECTION (m)**ASSISTING FAMILIES TRANSITIONING OFF AID**

Please describe how the county will work with families transitioning off aid. The description should include (1) assistance for those individuals who transition off aid due to time limits, and (2) those who leave aid due to employment. [Reference: WIC Section 10531(m)]

Six months prior to transitioning off aid due to time limits:

The Department will make no less than monthly home visits, or more if deemed necessary, and will offer the assistance of a social worker to provide the following services or referrals:

- Budgeting and money management
- Mentoring
- Family discussion and referrals to counseling to assist with the impact of the transition.

Transitioning off aid due to having reached the 60 month time limit:

On a case-by-case basis, if the parents/caretakers remain unemployed or without any tangible receipt of funds necessary to support the minors in the assistance unit, the Department will continue to make no less than monthly home visits and will offer the following services:

- Job search and job readiness activities
- Safety-net assistance in the form of vouchers and vendor payments
- Mentoring
- Community service work
- Mental Health services
- Drug & Alcohol services
- Referrals to Choices for Children for child care assistance and/or respite care
- Budget and money management assistance
- Continued oversight by Child Protective Services will be provided on a case-by-case basis if deemed necessary by CPS staff and Department Director. All cases will be reviewed at monthly MDT meetings.

Transitioning off aid due to employment:

If the participant elects to receive continued services, the Department will provide:

- Continued case management
- Job retention skills
- Mentoring
- Budget and money management assistance
- Mental Health Services
- Drug & Alcohol Services
- Referrals to Choices for Children for child care assistance.

SECTION (n)**JOB CREATION**

Please describe the efforts that have been undertaken, or that the county plans to pursue, relating to the job creation plan described in Chapter 1.12 (commencing with Section 15365.50) of Part 6.7 of Division 3 of Title 2 of the Government Code.

The Alpine County Board of Supervisors plans to approve a resolution in January, 1998, to allow the Chamber of Commerce to apply for the Job Creation Investment Funds from the Trade and Commerce Agency for CalWORKs participants. The Board of Supervisors has appointed the Alpine County Chamber of Commerce as the local Economic Development Organization. The EDO will coordinate a county Job Creation Task Force, who will have the duties of development of a job creation plan and implementation of job creation strategies. The Department Director will be a member of the Job Creation Task Force.

SECTION (m)

OTHER ELEMENTS

Pilot projects: Please include a description of any pilot projects that the county may wish to pursue and submit a separate proposal for, as part of its CalWORKs Program. Should the county later determine an interest in a pilot proposal, this information could be submitted as an addendum to the County Plan.

Alpine County reserves the right to submit an addendum to pursue pilot programs. The following options may be explored:

- Diversion to on-going participants.
- Joint County and Tribe administration of welfare-to-work activities with the Washoe Tribe of Nevada and California.
- Non-Custodial Parent Job Services

SECTION (p)**COMPLIANCE WITH REQUIREMENTS OF CalWORKs**

Under CalWORKs counties are required to enroll single parent families in welfare-to-work activities for a minimum of 20 hours per week beginning January 1, 1998, 26 hours per week beginning July 1, 1998, and 32 hours per week beginning July 1, 1999. [Reference: WIC Section 11322.8(a)]

The Department will adhere to state law and will enroll all CalWORKs participants in the minimum required number of participation hours as stated in AB 1542:

- 20 hours per week beginning 01/01/98
- 26 hours per week beginning 07/01/98
- 32 hours per week beginning 07/01/99.

The Department staff will encourage participants to participate at a higher level of hours in order to expedite the attainment of self-sufficiency. The Department will implement the 18 month time limit for new applicants on January 1, 1998. The optional six-month extension will only be provided on a case-by-case basis if the local economy indicates a need for the receipt of additional time and services.

Prior to July 1, 1999, counties have the option to require adults in single-parent assistance units to participate up to 32 hours per week. Does your county intend to exercise that option? [Reference: WIC Section 11322.8(a)]

The Department will not exercise the option to require adults in single-parent households to participate 32 hours per week prior to July 1, 1999. Due to a lack of transportation, child care for infants, and a minimal local job market, the Department believes this would create an unreasonable hardship for families.

SECTION (g)**INTERACTION WITH AMERICAN INDIAN TRIBES**

Please describe the discussions that have occurred with respect to administration for the federally recognized American Indian Tribes located within your county. This should include whether the county will administer the program, whether the tribes will administer their own approved tribal TANF program, or whether there will be joint county/tribal administration. [Reference: WIC Section 10553.2]

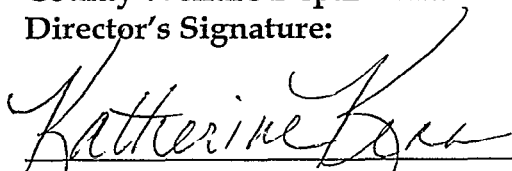
The Alpine County Department of Social Services will administer the CalWORKs program for Washoe and other Native Americans residing in Alpine County. The Washoe Tribe Director of Social Services, Ms. Lois Wood, has indicated that pursuant to several conversations with Brian Wallace, Chairman, Washoe Tribe, the Tribe does not intend to operate their own TANF program. The Department has requested a letter several times, confirming the intent of the Washoe Tribe. Upon receipt, a copy will be forwarded to CDSS to be attached to the Alpine County CalWORKs plan.

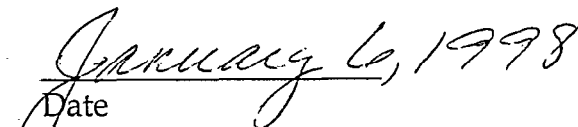
CIMC is not opting to administer the TANF program for the Washoe Tribe of Nevada and California. CIMC will be offering Indian and Native American Welfare-to-Work (INA WtW) program services as a supplement to those provided by Alpine County to Native Americans residing in Alpine county.

CERTIFICATION

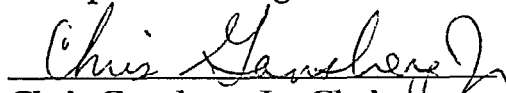
THIS PLAN HAS BEEN DEVELOPED IN ACCORDANCE WITH THE APPROPRIATE FEDERAL, STATE AND COUNTY LAWS AND REGULATIONS. THE TERMS OF THIS PLAN, INCLUDING ALL CERTIFICATIONS WITHIN THIS PLAN, AND ALL APPLICABLE LAWS AND REGULATIONS WILL BE FOLLOWED DURING THE IMPLEMENTATION AND EXECUTION OF THIS PLAN.

County Welfare Department
Director's Signature:


Katherine Kerr, Director


Date

Chairperson of the Board
of Supervisors' Signature:


Chris Gansberg, Jr., Chairman

01/06/1998
Date

Alpine County CalWORKs Plan

Attachment I

Addendum: March 1998

Grievance Procedures

Definition: A grievance is a claimed violation, misinterpretation, inequitable application, or non-compliance with provisions of the Alpine County CalWORKs program.

The Alpine County Clerk will receive all grievances and appeals.

Any time limit may be extended only by mutual agreement in writing.

An aggrieved participant may be represented by any person or organization of his/her choice at any stage of the proceedings.

Failure on the part of the County of the grievant to appear in any case before the Appeals Commission or arbitrator, without good cause, shall result in forfeiture of the case.

Informal Grievance Procedure: Within five (5) working days of the event giving rise to a grievance, the participant shall present the grievance informally for disposition to the Alpine County Clerk. Presenting an informal grievance shall be required before a formal grievance will be filed. The Clerk will make arrangements for a meeting within 5 days to include the following:

- The grievant;
- Director of the Department;
- The staff person(s) named in the grievance;
- The Department Sub-Committee from the County Board of Supervisors.

If the grievant believes that the grievance has not been informally resolved within five (5) working days he/she may initiate a formal grievance to be filed within two (2) working days.

Formal Grievance Procedure: A formal grievance can only be initiated by completing and filing with the County Clerk a form provided by the Clerk for this purpose. The form shall contain the following:

- Name of grievant;
- Name of the county department the grievant is filing against;

Alpine County CalWORKs Plan

Attachment 1

-
- Mailing address and phone number;
 - A brief and concise statement of the nature of the grievance and any corroborating evidence;
 - The date, place, and time when the alleged incident occurred;
 - A proposed solution to the grievance;
 - Signature of the grievant, and date.

Resolution of Grievance: Within ten (10) working days after a formal grievance is filed the grievant, their representation, and the Department Sub-Committee from the County Board of Supervisors shall meet and confer and render a decision in writing.

Appeal of Grievance: A final appeal to the formal grievance procedure may be filed, in writing, with the County Clerk not more than five (5) working days from the grievant's receipt of the written decision. The County Clerk shall transmit a copy of the grievant's appeal to the Appeals Commission which shall call a hearing on the matter. The hearing shall not be less than twenty (20) days nor more than thirty (30) days from the date of the filing of the written appeal. The grievant may, at the time of the hearing, select either alternative A or B, as outlined, as the final appeal step.

A: The grievance shall be determined by the Appeals Commission. The decision of the Appeals Commission shall be made in writing within thirty (30) calendar days of the hearing on the appeal and shall be final and binding on all parties, subject to ratification by the County Board of Supervisors, provided that the County Appeals Commission and the grievant agree on the issues to be arbitrated, or;

B: If the grievance pertains to the specific terms of any existing CalWORKs regulations, the grievance shall be determined by an arbitrator selected by mutual agreement between the County Board of Supervisors and the grievant. The decision of the arbitrator is final and binding on all parties.