

1003 Broadway
Jackson, CA 95642
Phone: 209-223-6663
Fax: 209-223-6579

Fax

To: Diane Just

From: Steve J Baber

Fax: 916-654-1295

Date: January 23, 1998

Phone:

Pages: 6 (including this page)

Re: Amador WORKs Plan Clarifications

CC:

Urgent For Review Please Comment Please Reply Please Recycle

•Comments: Diane: Here are the clarifications that you requested for the Amador County Plan. Please let me know if there is anything else you need.

Sincerely,

Steve J Baber



Program Specialist II

January 23, 1998

Diane Just
California Department of Social Services

Amador WORKs Plan Clarifications:

- Amador WORKs Goals and Objectives-Page 2

The term "applicants" as used in this section refers only to those individuals who have applied after January 1, 1998, and who have been approved for Amador WORKs cash assistance. The county used this term to identify these individuals so they could be easily distinguished from those already on cash assistance prior to January 1, 1998. Therefore, they are actually recipients of Amador WORKs assistance. The county will not require any applicants to participate who have not yet been approved for Amador WORKs assistance, however, they may volunteer.

- (b) Partnerships with the Private Sector to Identify Jobs-Page 6

In addition to the private agencies listed within this section, the county is currently meeting with the Inter-Faith Church Council which involves a coalition of local churches, the Human Resource Council, Operation Care, and Amador-Tuolumne Community Action Agency. The county is continuing to invite new members from the safe community to its various task force committees for ongoing coordination.

- (g) Child Care and Transportation Services-Page 12

All child care services, stages one through stage three, have been contracted out to the Child Care Resources Agency (Human Resource Council) after being approved by the Amador County Board of Supervisor's on December 30, 1997. The Human Resource Council has been administering the child care services for all Amador WORKs participants since January 1, 1998, and they will be providing direct child care payments to child care providers. Amador County no longer provides the child care disregard to Amador WORKs recipients.

- (m) Assisting Families Transitioning Off Aid-Page 19

Amador County will continue to provide welfare to work case management and support services to all individuals who will soon be transitioning off of assistance, but are still receiving assistance. For those individuals who are no longer receiving assistance and have been discontinued from Amador WORKs cash aid, the county will not offer case management and supportive services. Further, the county will not provide any case management or supportive services to individuals after the 60-month time limit expires.

- (q) Interaction with American Indian Tribes- Page 23

Amador County currently has three federally recognized Indian Tribes: the Jackson Rancheria of Miwok Indians, the Buena Vista Rancheria of Me-Wuk Indians, and the Ione Band of Miwok Indians. Correspondence was sent to all three tribes, and two of them are now actively involved in county task force committees. A representative from the Jackson Rancheria is currently participating in the Economic/Job Development Task Force, and a representative from the Ione Band is participating in the Education/Training Task Force Committee. No response was received from a representative of the Buena Vista Rancheria.

- Attachment B

Amador County will exempt individuals with children under six months from participation in welfare to work activities, and will extend the exemption to twelve months if no child care is available. An individual who has received this exemption one time shall be exempt for a period of twelve weeks upon the birth or adoption of any subsequent children, extended to six months if no child care is available.

- Grievance Procedures

Amador County requests that the California State Department of Social Services incorporate the GAIN Grievance Procedures into the Amador WORKs plan. (Please see attached GAIN Grievance Procedures).

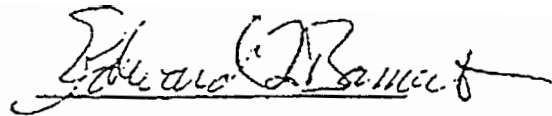
CERTIFICATION

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

A handwritten signature in cursive script, appearing to read "A. J. Russell", written over a horizontal line.

Chairperson of the Board of Supervisors
Signature

A handwritten signature in cursive script, appearing to read "Edward J. Bennett", written over a horizontal line.

GRIEVANCE PROCEDURES

PLAN UPDATE

As specified in the GAIN Regulations, Section 42-787, participants will be advised of their right to request either a State Hearing per MPP, Division 22, a Formal Grievance per Section 5302 of the Unemployment Insurance Code, or a Formal Grievance as established by the Amador County Board of Supervisors. Such requests are appropriate only when informal conciliation has failed. As both State Hearings and the first type of Formal Grievance are contained in State Regulations, the following will consist of procedures for filing a grievance through the Board of Supervisors only.

The Director of the Department of Social Services has been designated as the GAIN Grievance Officer. The Director is the Board of Supervisor's appointee to adjudicate grievances of County employees as well as those of GAIN clients.

Requests for a Formal Grievance will be forwarded to the GAIN Co-ordinator upon receipt. The GAIN coordinator will then schedule a hearing with the Grievance Officer no sooner than 10 nor later than 20 working days from the date the request was received. The request is considered to be received upon receipt in either the GAIN office or the main office of the Department of Social Services.

The notification of scheduling of the Formal Grievance hearing will contain all of the following information:

1. The time, date and place of the hearing;
2. The claimant's right to present evidence, bring witnesses and to question witnesses;
3. The claimant's right to be represented by an attorney, or any one else of the claimant's choosing.
4. The right of the claimant to have access to his/her case record and any and all relevant documents in advance of the hearing;
5. The right to a written statement from the Amador County GAIN office setting forth the facts on which their position is based.

Said notification shall be made available two (2) days prior to the date of the hearing. If the claimant has notified the GAIN Coordinator prior to the scheduled hearing, and has presented evidence of "Good Cause", said hearing may be postponed and rescheduled. Additionally, the GAIN Coordinator and Grievance

Officer may resolve any issues prior to the hearing date upon consultation and agreement.

Unresolved issues that are scheduled for hearing will be handled by GAIN Staff as follows:

1. The GAIN Case Manager will prepare the Position Statement. This statement will set forth the facts and the regulatory basis for any and all pertinent actions taken.
2. The GAIN Case Manager will assure that the Position Statement is available for the claimant two (2) working days prior to the hearing date.
3. The GAIN Coordinator is responsible for assuring that all necessary County staff and witnesses are present at the Hearing, and will represent the Department during the Hearing process.
4. If necessary, interpreters will be provided by the Department of Social Services. Such interpreters shall not be staff who are involved in the case, nor shall they be friends, relatives or acquaintances of the claimant(s).

The GAIN Grievance Officer is responsible for conducting the Hearing. Said Hearing shall be conducted as follows:

1. Although the formal rules of evidence as used in a Court of Law are not required, the testimony of all parties will be given under oath.
2. The hearing will be recorded on tape, and the tapes will be maintained in the GAIN Office.
3. The Hearing shall be conducted informally so as to elicit a complete airing of all the facts.
4. Both the County and the claimant shall have the opportunity to question any and all witnesses; however, the Grievance Officer may limit the questioning if the information produced becomes unduly repetitious, irrelevant or is needlessly demeaning to any party.
5. The Grievance Officer may question either party as a point of clarification.
6. The Grievance Officer may postpone or continue the Hearing to obtain evidence or testimony which is not available during the initial hearing, but is deemed to be required to reach a fair decision.

A written decision shall be made by the Grievance Officer within ten (10) working days from the conclusion of the hearing. Said decision shall be based on a finding of fact and conclusion of law without consideration given to the validity or constitutionality of such applicable law and/or regulation.

The Grievance officer will, within the time frames aforementioned, provide the GAIN Coordinator with the written decision. Upon the receipt of the decision, the GAIN Coordinator will then mail a copy to the claimant and the claimant's representative, if any. Enclosed will be a notification stating that the claimant has the right to further appeal through the State hearing process.

The written decision of the Grievance Office shall be binding upon the GAIN Office and/or the Social Services Department of the County until such time as it is appealed and overturned by a State Hearing decision.

XII. GRIEVANCE PROCEDURES

As specified in the GAIN Regulations, Section 42-787, participants will be informed of their right to request a State Hearing per MPP, Division 22, or a hearing set forth by the Board of Supervisors, if informal conciliation cannot be reached.

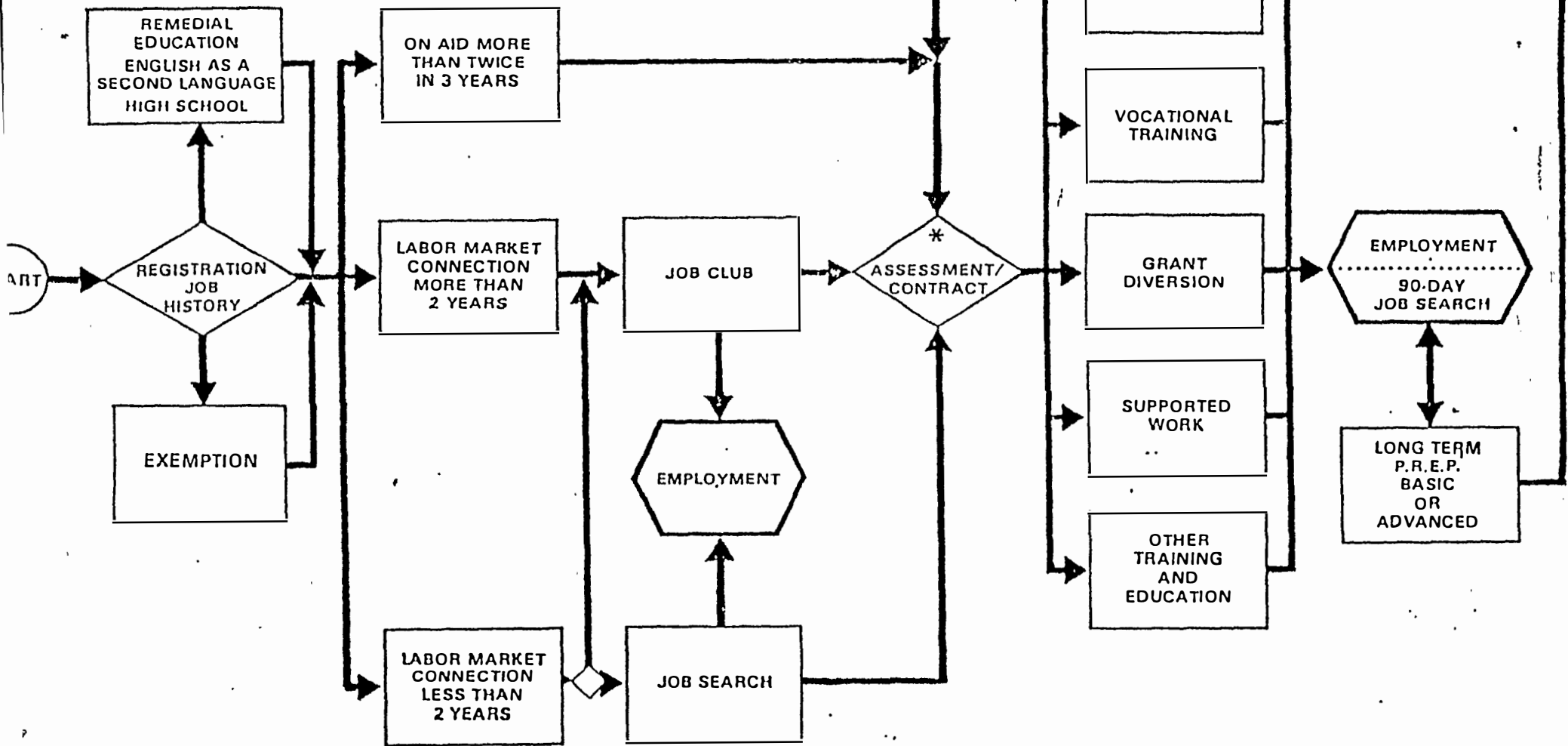
Currently the County of Amador is undergoing a change in the formal grievance procedure as established through the Board of Supervisors. When the new procedures are established, they will be incorporated as an integral part of this Plan.

Regardless of the methodology established, the following items will be included as rights of the grievant:

1. A prompt hearing before an independent, impartial hearing officer;
2. The right to present evidence and question witnesses;
3. The right to a written statement from the County in advance of the hearing setting forth the facts and basis of the County's position;
4. The right to a written decision making findings of facts and conclusions of law;
5. The right to be represented by an attorney or other representative;
6. The right to have access to all relevant documents and information in advance of the hearing;
7. The right to tape record or obtain other verbatim records of the hearing.

GREATER AVENUES FOR INDEPENDENCE (GAIN)

← RESOLVED DURING INITIAL INTERVIEW PROCESS →



LEGEND:

* - Options based on Job History * - disputed assessments resolved by 3rd party arbitration.



AMADOR COUNTY

Amador WORKs Plan

Date Submitted

December 19, 1997

Prepared by:

Amador County
Department of Social Services

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

Amador WORKs Goals and Objectives

The purpose of the Amador WORKs welfare-to-work program is to assist applicants and recipients of public assistance to become self-sufficient through employment prior to termination of services offered to families participating in the program. Emphasis is placed on the provision of supportive services to individuals and their families. The consistent focus being that of attainment of immediate employment with follow-up transitional services designed to move the recipient and their family off of aid as soon as possible, and job retention by the recipient leading to continued self-sufficiency of the family.

The Amador County welfare-to-work program will require all applicants and recipients of Amador WORKs to immediately look for employment and accept the first offered job during initial job services, which the recipient/applicant will be referred to upon completion of a welfare-to-work orientation/appraisal. Emphasis will be placed upon intensive supervised job search of four days per week, for a total of four weeks, with additional job club workshop activities offered to those participants in need of basic job search skills and training in various employment related topics.

Individuals who do not secure employment after participating in up-front job services, or those individuals initially unable to participate, will then be referred to assessment that will be utilized to develop a welfare-to-work plan.

AMADOR COUNTY

Amador WORKs

EXECUTIVE SUMMARY

Section 10531 of the Welfare and Institutions Code (WIC) requires each county to develop a plan that is consistent with state law and describes the full range of services available to move Amador WORKs applicants and recipients from welfare-to-work. Subsections (a) through (q) set forth specific plan requirements which are addressed below. The Amador WORKs plan should not duplicate the planning processes which have already occurred within the county, rather it should incorporate other planning efforts where appropriate.

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

[References: Education Code Section 10200 and WIC Section 10531(a)]

Does your county have a Refugee Employment Services Plan?

NO

Amador County will collaborate with various established public and private agencies to provide necessary training and support services as follows, and it will continue to seek out additional agencies for their support and assistance:

<u>Public Agencies</u>	<u>Training</u>	<u>Supportive Services</u>
Mother Lode Job Training Agency	Adult Basic Education Vocational Training	Tuition Transportation Counseling
Amador County School District	Adult Basic Education	On-Site Child Care
Amador County Library	Adult Literacy Program	N/A
Amador County Mental Health Services		Counseling/Crisis Intervention/Treatment
Amador County Drug and Alcohol Program		Counseling/Crisis Intervention/Treatment
Amador County Probation Department		Counseling/Crisis Intervention/Placement Services

Public Agencies

Training

Supportive Services

Employment Development
Department

Job Search Services
Labor Market Information

Computer Access to
Job Search Databases
(SHARE and CalJOBS)

HRC-Child Care Resources

Child Care Training

Child Care
Orientation/Counseling
And Referrals

Department of State
Vocational Rehabilitation

Referrals and Follow-up
to Educational Programs

Tuition/Supplies for Training
Transportation
Child Care
Ancillary Expenses
Counseling

Regional Occupational Program

Computer Applications
Training

N/A

Delta College and
Los Rios College Districts

Various offered courses,
which lead to employment

Financial Assistance
Job Placement Assistance

Amador-Tuolumne
Community Action Program

Head Start pre-school
Parent Training courses
Parent Aide program

Transportation
Child Care

Private Agencies

Amador County is currently seeking out collaboration and partnership with additional local private agencies.

Blue Ribbon Temporary Services

N/A

Job Placement

Sutter-Amador Hospital

Work Experience Training

N/A

(b) PARTNERSHIPS WITH THE PRIVATE SECTOR TO IDENTIFY JOBS

[Reference: WIC Section 10531(b)]

Amador County has partnerships with the following private sector organizations, and is actively seeking out additional partnerships:

Private Agencies

Identification of Jobs

Jackson Rancheria Casino
And Hotel

Weekly job newsletter
Monthly testimonial/participation in
Job Club by Human Resources Manager

EMCO High Voltage

Monthly visit to Job Club Workshop
By Operations Manager to discuss current
Job openings and employer requirements

Private Industry Council

Welfare-to-Work staff regularly attends
PIC Board meetings

Blue Ribbon Temporary Services

Job listings and job placement

(c) LOCAL LABOR MARKET NEEDS

[Reference: WIC Section 10531(c)]

The Amador WORKs Program will obtain local labor market information through its partnerships with the following agencies:

Employment Development Department

EDD will continue to provide local labor market information to staff and participants through the vehicle of the Job Club/Job Search workshop. The county will also continue to refer to EDD publications such as the Occupational Outlook Handbook, California Occupational Guide and the Internet access of CalJOBS.

Mother Lode Job Training Agency/California Cooperative Occupational Information System/Private Industry Council

The county attends local labor market and information consortiums and offers input to the development of the annual publication of demand occupation information and assists in developing the list of occupations that are to be sampled for future publications. Staff from the Amador WORKs Program and the Mother Lode Job Training Agency meets on a regular basis to discuss local labor market needs.

Amador County Economic Development Corporation

The county will continue to facilitate the newly established Economic/Job Development Task Force and continue to collaborate with other agencies, such as the Amador County Economic Development Corporation.

Additional Sources

The county relies on many daily, quarterly and annual publications such as magazines, newspapers and trade newsletters. Also, periodicals from the Chamber of Commerce, which offer important information on local employment opportunities, are utilized.

(d) WELFARE-TO-WORK ACTIVITIES

Amador County will 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. The ranges of welfare-to-work activities that will be offered are listed below. [Reference: WIC Section 11322.7(a)] Pursuant to WIC Section 11322.7(b) [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"/> Job skills training directly related to employment |
| <input checked="" type="checkbox"/> Grant-based on-the-job training | <input checked="" type="checkbox"/> Supported work |
| <input checked="" type="checkbox"/> Vocational education and training | <input checked="" type="checkbox"/> Transitional employment |
| <input checked="" type="checkbox"/> Education directly related to employment | <input checked="" type="checkbox"/> Other (list) |
| <input checked="" type="checkbox"/> Adult basic education (includes basic education, GED, and ESL) | |

Welfare-to-Work Activities

Other: Mental Health Services
 Drug and Alcohol Services
 Domestic Violence Assistance

Diversion: Diversion assistance will be offered to applicants with apparent eligibility who could benefit from a one-time lump sum payment or services designed to resolve barriers to employment. In determining whether an applicant would benefit from diversion, the county shall consider, but not be limited by, the following criteria:

Diversion Criteria:

The applicant employment history, likelihood of the applicant finding and retaining immediate, full-time employment, housing stability, adequate child care, transportation needs, and other work-related expenses. If an applicant is determined eligible for the lump sum diversion program, and chooses to receive diversion services rather than apply for aid under Amador WORKs, the applicant shall be referred to Child Care Resources Agency, for child care assistance under Stage III, and also referred to Medi-Cal and other services available.

(e) SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT SERVICES

Plan for Substance Abuse Services

. [Reference: WIC Section 11325.8]

X Amador County certifies 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.

[Reference: WIC Section 11325.8]

Plan for Mental Health Services

[Reference: WIC Section 11325.7]

X Amador County certifies 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.

Staff will collaborate with the county's Alcohol and Drug Program in providing substance abuse evaluation, counseling, and intervention to Amador WORKs participants. The current protocol now in place within the county Alcohol and Drug Program will continue to provide an effective system to participants whose substance abuse increase barriers to employment and decreases their employability. Funding for these services from Amador WORKs will be applied as appropriate and as necessary.

Staff will collaborate with the local Mental Health Department in providing mental health counseling and emotional disability intervention to Amador WORKs participants. The current protocol of operations established within the county Mental Health Department will continue to provide the necessary evaluation, assessment, intervention, and treatment services to Amador WORKs participants to assist them in the transition to employment and job retention, and on to self-sufficiency. Funding from Amador WORKs for mental health services will be applied as appropriate and as necessary.

See Attachment A for the plan of services to be offered by Amador County Mental Health Services and the Amador County Alcohol and Drug Program.

(f) MENTAL HEALTH SERVICES AVAILABLE AFTER TIME LIMITS

Amador County will make mental health services available to recipients who have exceeded the 18 or 24-month time limit as listed below. [References: WIC Section 10531(f) and WIC Section 11454]

Individuals who have exceeded the 18 or 24 month welfare-to-work time limit and who are diagnosed to be in need of services offered by the county Mental Health Department, shall have those services available to them as those same services are offered to all individuals within the county. Social services staff will continue to assist those individuals in the eligibility process for Medi-Cal benefits and County Medical Services Program benefits. Mental Health Services is also a part of the Department of Health and Human Services in Amador County, allowing for more effective co-ordination.

(g) CHILD CARE AND TRANSPORTATION SERVICES

Child Care

Transportation

[Reference: WIC Section 10531(g)]

Child Care

Child care Stages I through III will be administered by the Child Care Resources Agency (HRC) of Amador County. Amador WORKs participants will have the right to their choice of a child care provider and other services through HRC. Close coordination and collaboration between the county welfare department and Child Care Resources is being developed to help families move smoothly from the immediate, short-term child care to the long-term child care necessary for the family to leave welfare. Families currently receiving the child care income disregard will be transitioned to a direct provider payment method within six months of Amador WORKs implementation, but no later than July 1, 1998. See Attachment B for the plan of services to be offered by the Child Care Resources Agency (HRC).

Transportation

Transportation will be provided to recipients of the Amador WORKs welfare-to-work program in Amador County through the following:

- Gas vouchers and mileage reimbursement for individual vehicle usage
- Bus passes
- Taxi vouchers
- Volunteer carpooling

The Transportation Task Force Committee is currently researching additional methods of transportation, including the diversion lump-sum program to assist individuals with transportation expenses related to immediate employment, van pool and shuttle services, and increasing the number of public transportation routes and hours of operation within the Amador Rapid Transit System (ARTS).

(h) COMMUNITY SERVICE PLAN

[References: WIC Section 11322.6 and WIC Section 11322.9]

The Amador WORKs staff currently has a substantial collaboration with many public and non-profit organizations which have been utilized to place individuals participating in work experience activities, such as the GAIN Alternative Work Experience Program, (AWEX). We will continue to collaborate and develop future community service work sites as the need for work experience placements and community service placements increases.

The county work experience coordinator will continue to place individuals with various non-profit public and private agencies according to the individuals employment needs, skills, and location as appropriate. While it is the responsibility of the coordinator for community services project development and work site placement, it is the responsibility of the welfare-to-work staff for case management services and fiscal administration of the community service activities. Community service assignments shall be coordinated between the public or non-profit agency and the Amador WORKs Program, with monthly attendance records and quarterly progress reports submitted by each respective agency and evaluated by county staff.

Placement into a community service work site shall be utilized for welfare-to-work activities, in conjunction with unsubsidized employment, to meet required hours of participation, for incidents of remoteness and for individuals who have reached their 18 or 24 month time limit when the county has certified that no job is available. Participants in community service activities are expected to develop essential work behavior skills which will lead the individual to unsubsidized employment and on to self-sufficiency. Child care and transportation supportive services will be provided as necessary to participants assigned to community service activities.

Some of the current established community service partnerships between Amador County and other public and non-profit organizations are as follows: Jackson Head-Start, Pioneer Elementary School, Amador County Library, Amador County Health Department, Amador County Family Support Division, Amador/Tuolumne Community Action Agency, Amador-Sutter Hospital, Amador Water Agency, Pioneer Ranger Station (El Dorado National Forest Service), Amador County Building and Maintenance, Amador County Museum, and Amador County Department of Social Services.

(i) WORKING WITH VICTIMS OF DOMESTIC VIOLENCE

. [Reference: WIC Section 10531(i)]

Until regulations are adopted by California Department of Social Services in consultation with the Taskforce on Domestic Violence established by the Welfare-to-Work Act of 1997, the county may utilize other standards, procedures, and protocols for determining good cause to waive program requirements for victims of domestic violence, for example, those now used in the GAIN Program. [Reference: WIC Section 11495.15]

Initial and follow-up training in domestic violence screening and identification procedures for Amador County eligibility staff and welfare-to-work staff shall be provided by The Center for Human Services Training and Development, University Extension of the University of California, Davis.

We will utilize the current standards, procedures, and protocols under the GAIN Program for determining good cause to waive program requirements for victims of domestic violence until the California Department of Social Services adopts regulations.

Participants identified as victims of domestic violence shall be referred to appropriate local agencies, such as Amador County Victim Witness Program and Amador County Operation Care, for assistance, counseling, and crisis intervention.

(j) PERFORMANCE OUTCOMES TO MEET LOCALLY ESTABLISHED OBJECTIVES

[Reference: WIC Section 10542]

The local program outcome objectives currently identified by Amador County to be tracked are as follows:

- Number of applicants served through the diversion lump-sum program
- Number of referrals to mental health services, substance abuse services, and domestic violence assistance
- Number of referrals to sanctions
- Numbers of grant reductions and grant terminations
- Number of families returning to assistance after job loss
- Number of families going off of assistance and number remaining off of assistance after retaining job for specific period of time
- Number of individuals participating in countable activities and hours of participation
- Number of individuals exempted from participation and corresponding criteria for exemptions
- Cumulative time on assistance and time enrolled in a welfare-to-work program
- Reduction in the number of families receiving cash assistance
- Increase in the number of job placements

The methods that Amador County will utilize in tracking current and future program outcome data, will be through the Employment Management Data Collection System (GEMS), and through the State Automated Welfare System (SAWS). Other methods of tracking will be researched as new systems are developed and made available.

(k) PUBLIC INPUT TO THE COUNTY PLAN

Amador County used broad public input in the development of the Amador WORKs plan as described below. [Reference: WIC Section 10531(k)]

Amador County established Task Force Committees after inviting the local community to a public forum on welfare reform on September 15, 1997. The purpose of the forum was to discuss issues and answer questions pertaining to the Amador WORKs legislation, and to exchange information, which ultimately led to the formation of the individual committees. These Task Force Committees have been meeting on a regular basis, and they will continue to meet and collaborate on an “As needed” basis to meet the ongoing needs of all involved stakeholders.

The Task Force Committees are as follows:

- Education and Training
- Transportation
- Child Care
- Economic and Job Development
- Supportive Services (mental health, substance abuse, domestic violence, housing, and probation)

The individual organizations and agencies participating in the Task Force Committees are as follows:

- Mother Lode Job Training Agency
- Private Industry Council
- Employment Development Department
- Amador County Economic Development Corporation
- Amador County Probation Department
- Amador County Unified School District/Regional Occupational Program
- Child Care Resources Agency (HRC)
- Amador-Tuolumne Community Action Agency (ATCAA, WIC)

Task Force Committee participating organizations:

- **Amador Rapid Transit System (ARTS)**
- **Amador County Health and Human Services Department**
- **Amador County Victim Witness Program**
- **Amador County Mental Health Department**
- **Amador County Drug and Alcohol Program**
- **Amador County District Attorney and Family Support Division**
- **Amador County Tobacco Reduction Program**
- **EMCO High Voltage Company**
- **Jackson Rancheria Casino and Hotel**
- **Sutter-Amador Hospital**

(I) SOURCE AND EXPENDITURES OF FUNDS

WIC Section 15204.4 [Reference: WIC Section 10531(I)]

See Section 1 and Section 2 for Amador County's estimated expenditures and source of funds for the Amador WORKs program for the 1997/98 State Fiscal Year.

(m) ASSISTING FAMILIES TRANSITIONING OFF AID

[Reference: WIC Section 10531(m)]

The county will continue to work with families' transitioning off aid in the following manner:

For those individuals who transition off aid due to time limits, the county will make referrals to other appropriate community services, provide follow-up services for quality child care assistance, and make arrangements for other possible employment services prior to the termination of aid. A safety net will be provided for the children.

For those individuals who leave aid due to employment, services offered will consist of a post-employment interview with the employee, money and time management training, child care assistance and Medi-Cal assistance, and referrals to other appropriate community services. Encouragement of peer support groups and interaction with other co-workers will be reinforced.

The county will not offer case management and supportive services to individuals after they have become employed. The county will not provide any welfare-to-work services after the 60-month time limit expires.

(n) JOB CREATION

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 Amador County Welfare Department is currently collaborating with other interested stakeholders in researching the application process for the Job Creation Fund, through the vehicle of the Economic/Job Development Task Force, which meets on a regular basis.

(o) OTHER ELEMENTS

Pilot projects

The Amador County Welfare Department is not currently pursuing nor implementing any pilot projects.

(p) COMPLIANCE WITH REQUIREMENTS OF Amador WORKs

Under Amador WORKs 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)]

[Reference: WIC Section 11322.8(a)]

In Amador County, all applicants and recipients, who are otherwise non-exempt, shall be required to participate in the Amador WORKs Program.

The county shall 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.

(q) INTERACTION WITH AMERICAN INDIAN TRIBES

[Reference: WIC Section 10553.2]

In Amador County, Native American populations are served within the mainstream of the Amador WORKs parameters. The county will be open to future consultation with any recognized tribes for the purpose of providing Native American recipients with equitable access to assistance under the state program or an approved tribal TANF program.

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**

**Chairperson of the Board of Supervisors
Signature**

AMADOR COUNTY BEHAVIORAL HEALTH PLAN

The Amador County Behavioral Health Plan is intended to assist Temporary Assistance for Needy Families (TANF) beneficiaries in achieving and maintaining employment. This plan was designed cooperatively by Amador County Mental Health (ACMH), Amador County Alcohol and Drug Services (ACADS) and Amador County Social Services (ACSS).

ACMH and ACADS will contract with ACSS to provide behavioral health services to TANF beneficiaries referred by the Amador WORKs Program. Mental Health funds allocated to ACSS for the provision of mental health services will be used by ACMH to draw down Federal Financial Participation under Short/Doyle MediCal whenever the services are eligible for reimbursement under this program.

Behavioral Health Services are defined as those specialty mental health or alcohol and drug services which include outpatient individual and group counseling, alcohol and drug detoxification and residential treatment. Mental Health counseling services will be provided by licensed or license-eligible mental health staff including clinical psychiatrists who will provide evaluations and will monitor the use and effectiveness of prescribed medications.

SCREENING

The screening process is the means by which TANF participants are identified and referred for an assessment, which will determine their need for supplemental behavioral health services. A draft Behavioral Healthcare Services Screening Tool (developed by Stanislaus County) has been modified for this purpose.

The screening process may be initiated at any time during the welfare-to-work program in response to a participant's failure to secure or maintain employment or to meet their obligations under their "workplan". There may also be incidents when a participant discloses information, which presents a barrier to employment and causes a screening to be initiated. The decision to screen a participant for supplemental behavior health services will be made by the welfare-to-work case manager who will also administer the Behavioral Healthcare Services Screening Tool.

Complete screening instruments will be submitted to the Behavioral Health Care Assessment Team, which is comprised of one mental health and one alcohol/drug staff member. Based on the results of the screening instrument and additional information supplied by the welfare-to-work case manager, the assessment team will authorize the provision of mental health and/or alcohol and drug services or refer the client back to Amador WORKs.

Assessments will be composed of at least one face to face interview with the beneficiary. Beneficiaries will be assessed for mental illness and alcohol and other drug problems. Those beneficiaries who have primary substance abuse problems will be referred to ACADS for further assessment. Past relevant history, treatment and diagnosis, current symptoms and functioning will be considered in the assessment. Historical and current information about domestic violence, employment, family, health, legal concerns and personal functioning will be gathered. A DSM IV diagnosis (es) will be established for each mental health client; an ASAM (American Society of Addiction Medicine), or SASSI (Substance Abuse Subtle Screening Inventory), will be administered by alcohol and drug staff to ACADS clients to determine detox and treatment needs.

CONFIDENTIALITY

All persons referred to ACMH and ACADS will be informed prior to the assessment of their rights and responsibilities. No assessment or treatment will be provided without the written consent of the beneficiary. All information obtained will be treated as confidential pursuant to existing confidentiality statutes. But no assessment will be provided unless beneficiaries consent to the sharing and release of RELEVANT information necessary to meet welfare-to-work requirements to appropriate Department of Social Services staff.

DEVELOPMENT OF TREATMENT PLANS/LINKAGE

Recommendations for behavioral health services to assessed beneficiaries will be documented and presented in writing to the welfare-to-work case manager to become part of the "workplan" and will include diagnosis, current level of functioning, relevant history and treatment goals. This information will become part of the confidential written record which will be the property of the treatment provider and will be subject to Medical Records Policies.

DETERMINATION OF DISABILITY

Mental Health Assessment Team members will be familiar with Social Security/SSI psychiatric disability determination criteria. If as a result of an assessment it is determined that a beneficiary may be eligible for social security disability and/or SSI, an application will be facilitated.

MENTAL HEALTH TREATMENT SERVICES

Mental Health will provide assessment, group counseling, individual counseling and medication services.

Group Counseling:

Those beneficiaries who may benefit from group counseling will be referred to 8-week groups, which emphasize self-image and confidence improvement.

If, at the end of the 8-week group, the group leader recommends the beneficiary continue, 8 more weeks of group treatment will be offered.

Individual Counseling:

Those beneficiaries needing more intensive treatment will be referred to individual therapy. At the end of a three-month period, a treatment plan review will be the basis for deciding whether or not to continue individual counseling.

After the completion of individual treatment a beneficiary may be referred to an 8-week group session.

Medications Services:

The Assessment Team may recommend that a beneficiary be evaluated by the Clinic psychiatrist for medication intervention. If medications are prescribed, the beneficiary will be seen regularly for monitoring by the prescribing M.D.

TANF beneficiaries who meet the mental health definition of medical necessity (chronic mental illness which affects life functioning) are always eligible for the full range of services provided by Amador County Mental Health.

SUBSTANCE ABUSE TREATMENT SERVICES

Alcohol and Drug Services will provide assessment, group counseling, individual counseling and referrals to detoxification and residential treatment services.

Group Counseling:

Those beneficiaries who may benefit from group counseling will be referred to a 16-week group process which emphasize alcohol and drug recovery and relapse prevention.

At the end of the 16-week group the beneficiary will continue 8 more weeks of individual and group aftercare treatment.

Individual Counseling:

Those beneficiaries needing more intensive treatment will be referred to individual counseling in addition to group process. At the end of group process a treatment plan review will be the basis for deciding whether or not to continue individual counseling.

Detoxification Services:

If it is determined that a beneficiary is in need of alcohol and/or drug detox, they will be referred to the appropriate resource before resuming other services.

Residential Treatment

When a beneficiary is determined incapable of participating in services, they will be referred to a 30-day residential treatment program. Upon completion they will return to ACADS for an additional 60 days of aftercare.

Training Services

ACADS staff will provide training to ACSS staff and beneficiaries (orientation) on alcohol and drug issues. Topics will include how to recognize signs and symptoms, the referral process and related resources.

AMADOR COUNTY HUMAN RESOURCES COUNCIL (HRC) - CHILD CARE RESOURCES

In order to provide a seamless child care system for families, Amador County Social Services will subcontract all three stages of child care to the Human Resources Council, Child Care Resources (CCR). Child Care Resources is also the local Resource and Referral Agency, and will be involved in all areas of child care reform with Amador County, from planning to implementation.

CCR has been providing child care resource and referral and subsidized child care for seventeen years in Amador County. Their extensive experience with families and child care providers in combination with their vendor/voucher service delivery mechanism will enhance the quality of services to Amador WORKs participants. A CCR staff person will be co-located in the offices of the Department of Social Services to provide child care orientations, information and counseling on choosing child care, referrals to child care, provider orientations, vendor/voucher management, and training of eligibility workers on child care issues. Parents will meet with staff to sign a contract for specific hours of child care, based on their training, education or work schedule. All parents will choose their own child care based on their family needs. Parents will be counseled on how to choose child care, and CCR will reimburse the provider for child care (within the Regional Market Rate), the month after child care has been provided. Transition in funding from county to Child Development Division, (CDD), funded child care will not be noticed by either parent or provider, as CCR will be administering all three stages of child care and the same service delivery model will be utilized.

Due to the shortage of infant care and acknowledging the importance of early parent/child relationships, Amador County Department of Social Services will exempt all parents with children under the age of one year from welfare-to-work participation. Parents with children over the age of one year will be required to participate as long as child care is available. An individual, who has received this exemption one time, shall be exempt for a period of six months upon the birth or adoption of any subsequent children.

Amador County Child Care Planning Council is developing a child care plan for Amador County. The Council is a collaboration of agency and community people who meet on a regular basis, and who will be involved in performing a needs assessment and implementing a work plan to address child care in Amador County. CCR has a leadership role on the Council and will also be involved in developing the child care plan. The child care plan is intended to address several issues in child care, including, but not limited to: availability, affordability, quality, and the impacts of welfare reform.

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)	\$421,346	210,673	147,471	63,202	0

* 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 specified 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	CCDBG	Title XI X	County Funds *	Other **
TOTAL CalWORKs Admin & Services	\$942,439	823,980	51,647	0	66,812	0
(A) TOTAL CalWORKs Single Allocation	\$814,758	696,299			66,812	
(1) Benefit Administration	289,493	264,104			25,389	
(2) Program Integrity (Fraud)	74,534	67,853			6,681	
(3) Staff Development/Retraining	16,071	14,736			1,336	
(4) Welfare-to-Work Activities	337,981	308,584			29,397	
(5) Cal Learn	23,278	21,273			2,005	
(6) Child Care - 1st half of 1997/98	73,400	19,749	51,647		2,004	
(7) Other Activities ***	0	0				
(B) Child Care - 2nd half of 1997/98	\$108,196	108,196				
(C) Mental Health Treatment	\$7,217	7,217				
(D) Substance Abuse Treatment	\$12,268	12,268				

* 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.

Amador County Department of Social Services
1003 Broadway
Jackson, CA 95642

January 5, 1998

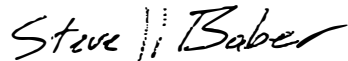
Curtis Howard
Welfare to Work Division
California Department of Social Services

744 P Street, MS 9-701
Sacramento, CA 95814

Dear Mr. Howard:

Please find enclosed the CaWORKs Plan for Amador County. Amador County Department of Social Services would like to submit the plan to the California State Department of Social Services for certification under the name of Amador WORKs, which the county has decided to name the State CaWORKs Program. The Amador County Board of Supervisors approved the plan on 12/30/97. If you have any questions or comments regarding the Amador WORKs County Plan, please telephone myself at (209) 223-6663. You may also contact Tracy Russell, Director of Health and Human Services Agency at (209) 223-6580.

Sincerely,

A handwritten signature in cursive script that reads "Steve J. Baber".

Steve J Baber
Program Specialist II
Amador WORKs Welfare to Work