


**CALAVERAS COUNTY
SOCIAL WELFARE DEPARTMENT**

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TO: Dianne Just, Regional Advisor
California Department of Social Services
744 P Street, MS 14-44
Sacramento, CA 95814

FROM:  Terri Beaudreau, Director

DATE: February 5, 1998

SUBJECT: Calaveras County CalWORKs Plan Clarifications

Per our discussions on January 26, 1998 and as noted in your "Plan concerns listing", Calaveras County Social Welfare Department hereby submits proposed changes to the Calaveras CalWORKs plan submitted on January 9, 1998.

Our intent is to present these proposed changes to our Board of Supervisors for consideration and adoption as the Calaveras County CalWORKs Plan.

I am providing clarification to the Executive Summary and have attached the proposed Plan changes, the Formal Grievance Procedure and the revised Budget Attachment to this memo.

Executive Summary

Calaveras County will offer job seeking services to applicants under CalWORKs prior to the receipt of aid. We understand the "voluntary" nature of these activities for CalWORKs applicants.

Calaveras County, in referring applicants to community resources or diversion services, will continue application processing if the applicant so chooses.

Calaveras County will refer participants to a maximum of four(4) weeks of job search. An additional two(2) weeks of job search may be provided if it appears it will lead to employment of the participant.

Calaveras County CalWORKS Formal Grievance Procedure

When a participant believes that any program requirement or assignment is in violation of the Welfare-to-Work plan or inconsistent with the Welfare-to-Work program, they may request to file a formal grievance. The participant will have the right to choose either the County Board of Supervisors grievance procedure or the grievance procedure established in the Unemployment Insurance Code. The only exception to this is when the issue has already been the subject of formal conciliation, in which the Board of Supervisors grievance procedure must be used.

The participant would be instructed to put in writing the specific nature of their grievance and present it to the Department of Social Welfare.

Upon receiving the participants written grievance, and if the participant has chosen to use the County Board of Supervisors Grievance Procedure and it is appropriate to use this procedure, the Calaveras Welfare Department will schedule a hearing before an independent impartial hearing officer as soon as possible. This procedure will be completed within 30 days of receipt of the written request for a formal grievance.

The county will present the participant with a written position statement prior to the hearing which will present the facts and basis of the county's position in response to the participant's written grievance.

The participant has the right to be represented by an attorney or other authorized representative.

All relevant documents and information will be made available to the participant prior to the hearing.

The proceedings will be tape recorded.

The Hearing Officer will prepare a written decision after the hearing is closed and within the 30 day time frame.

A Formal Grievance Procedure cannot be used to appeal the results of State Hearing or the refusal or failure to sign a Welfare to Work plan (Manual of Policy and Procedures Section ???), or shall not be used when a participant is dissatisfied with the results of an assessment made according to Manual of Policy and Procedures Section ???.

If an individual does not continue to participate during the grievance procedures, he/she will be sanctioned (Manual of Policy and Procedures Section 42-786).

If the participant has chosen the Unemployment Insurance Code Grievance Procedure and it is appropriate to use, the procedures established by Section 5302 of the Unemployment Insurance Code shall be conducted.

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SOCIAL WELFARE DEPARTMENT
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TO: Curtis Howard, Welfare to Work Division
California Department of Social Services
744 P Street, MS 9-701
Sacramento, CA 95814

FROM:  Terri Beaudreau, Director

DATE: January 7, 1998

SUBJECT: CalWORKs Plan

I am submitting the Calaveras County CalWORKs plan for your review. It is my understanding that within thirty days of receipt, you will certify whether or not our CalWORKs County Plan meets state and federal requirements.

You may contact either myself, Norma Rash, Deputy Director, or Jeanette O'Brien, Staff Services Analyst, at (209) 754-6452 if you have questions or need clarification on our Plan.

Calaveras County

CalWORKs Plan

January 10, 1998

Prepared by:
Calaveras County Department of Social Welfare
Terri Beaudreau, Director
Norma Rash, Deputy Director
Jeanette O'Brien, Staff Services Analyst

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.

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EXECUTIVE SUMMARY

Briefly describe the CalWORKs program of Calaveras County.

Include:

- (1) A listing of the major program goals and objectives; and*
- (2) A brief description of the major program elements which will contribute to those goals and objectives.*

The Calaveras County Department of Social Welfare, in keeping with the legislative mandates of AB 1542, has developed a county plan to implement welfare reform in Calaveras County that will provide the framework and necessary services to move recipients from welfare to work. Our planning process has built upon or created collaborative relationships to facilitate employment services, economic development and child and family services to CalWORKs recipients.

The Calaveras County CalWORKs goal is to improve the well-being of the Calaveras County community through the following actions:

- Promoting personal responsibility, job readiness and self-sufficiency
- Protecting children and adults who are at risk
- Providing temporary economic assistance

Objectives:

- Establishing partnerships between government agencies, educational institutions, training providers, economic development, business and labor representatives.
- Reducing the number of families dependent on public assistance by providing a range of welfare-to-work activities. These activities will provide early opportunities for participants to obtain unsubsidized employment which leads to self-sufficiency.
- Increasing employment and income among families receiving public assistance by encouraging full-time, part-time or entry level jobs.
- Eliminating unnecessary duplication of costs by making full use of existing training, education and supportive services available in the community.
- Creating a responsive organizational structure to support the above objectives.

Calaveras County understands that the success of welfare reform in our county will require the participation of all of the members of the community: organizations, community members, employers, welfare recipients, educators, churches and other service providers, as well as county government. All must be involved in the community strategies and services that will be needed to

support an individual's transition to self-sufficiency. Our community has been involved in creating partnerships and resources to provide such solutions towards this goal.

The Calaveras Social Welfare Department has an active and successful history of the benefits of such partnerships in providing resources for identified needs. We will continue to utilize such partnerships in our CalWORKs program by providing information to applicants and recipients about community resources to assist them in their journey towards self-sufficiency.

In cases where community resources will not alleviate the applicant's need, the applicant may be referred for diversion services. The department will establish a diversion program that will provide a lump sum (cash or noncash) payment to allow individuals to pay for car repairs or other needs to avoid going onto aid.

In cases needing assistance that cannot be met by community resources or diversion, the applicant will be referred to CalWORKs for cash assistance and welfare-to-work activities.

As we believe that outcome or results is closely linked to expectations, we intend to set up an intake process for applicants that will have a primary up-front employment focus and a secondary assistance focus. We will develop an internal process that will make the welfare department more like an employment agency. Job boards, training information and videos providing job hunting tips will be prominently displayed at all welfare office sites. Welfare staff will be trained to support the message and goal of the CalWORKs program in all of their contacts with recipients/applicants.

CalWORKs applicants will work with eligibility/case managers who will conduct an appraisal of their work history, including current job seeking efforts, job skills, experience or special training, provide information and guidance in accessing posted jobs or job services, and refer them out for 3 to 6 weeks of job search. This appraisal, conducted by the eligibility/case managers, will be the first step in creating a self-sufficiency plan for the participant. The intent of an immediate job search is to engage the participant in the goal of self-sufficiency and their obligation of personal responsibility towards that goal.

The CalWORKs eligibility/case manager will also identify supportive services necessary to achieve self-sufficiency, including transportation, child care, ancillary supports, or referrals for services (substance abuse or mental health treatment) to address other barriers to employment. The eligibility/case manager will also determine eligibility to economic assistance (the cash grant program) for each participant.

Those participants who are unable to find full-time, unsubsidized employment through the job search will be referred to the department's Employment and Training Job Specialists, who will assist the participant in developing a detailed self-sufficiency plan. These job specialists will monitor CalWORKs participants through each step of the eligibility and the welfare-to-work activities.

The individualized self-sufficiency plans that are developed for each participant will provide for a number of welfare-to-work activities either offered through the Department of Social Welfare or through other agencies contracted with the department to provide such job or training services.

The Department also intends to provide immediate access to child care services by co-location of the Child Care Resources and Referral Agency for Calaveras County (Human Resources Council), with whom the Department will contract to administer the Stage I and Stage II Child Care funding. The Human Resources Council (HRC) will also continue to provide those child care programs that are now contained in Stage III, by contracting with the Department of Education. The integration of all of the child care programs for the county by one entity, experienced in providing child care services countywide, will provide immediate access to information, training, child care slots and funding resources to allow an efficient, effective single point of access to child care for all CalWORKS recipients.

Development and successful implementation of the CalWORKs program in Calaveras County is dependent upon successful implementation of this model, of working together in partnership with multiple state and local entities, to provide a network of coordinated services aimed at moving families towards self-sufficiency.

(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. This 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)]
Does your county have a Refugee Employment Services Plan?

YES [] NO [X]

<u>Agency</u>	<u>Training</u>	<u>Support Services</u>
Columbia College	Available Courses	Child Care Financial Aid Counseling Job Placement Work Study On-the-Job-Training
Mother Lode Job Training	Computer Lab Employment Workshop Training Programs	Transportation Child Care Education/Vocational Training Tuition Counseling
Gold Strike High School	Adult Basic Education GED & High School Diploma	Not Applicable
Calaveras County Social Welfare Department CalWORKs Program Welfare-to-Work	Referral to Educational Programs Referral to Mental Health Services Referral to Drug/Alcohol Abuse Services Basic Job Skills Workshop Job Search Workshop	Child Care Transportation Ancillary(books, clothing, etc.) Counseling Job Retention Services
Vocational Rehabilitation	Referral to Educational Programs	Counseling Tuition Transportation Ancillary

<u>Agency</u>	<u>Training</u>	<u>Support Services</u>
Economic Development Company (EDC)	Not Applicable	Education/Training Resource Listings
Employment Development Department (EDD)	Not Applicable	Jobs Listings Site On-Line Computer for Statewide Job Listing Job Bank
San Joaquin Delta College	Available Courses	Financial Aid Counseling Work Study
Calaveras High School	ROP classes	Not Applicable
Bret Harte High School	ROP classes	Not Applicable
County Office of Education	Not Applicable	Extended day child care
Calaveras Unified School District	Not Applicable	Extended day child care
Arc of Calaveras	Assessment Job Exploration	Job Placement On-the-Job Training Job Retention

(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)]

The county’s partnerships with the private sector to identify jobs includes:

Private Agency

Job Identification

Economic Development Company(EDC)
Workforce Development Committee

Committee membership includes numerous members of private enterprise. Working on identifying training resources in the community, strategies for workforce development and a key partner in the job creation plan.

Mother Lode Job Training Agency(MLJT)

Identification of a local site for a One-Stop Career center in Calaveras County.
Developing a master listing for all employers seeking job applicants.

Chamber of Commerce Business Associations

Sharing information regarding employer incentives(tax benefits/work study/on-the-job training) which may encourage development of jobs for CalWORKs recipients.

Emergency Assistance Relief Services (EARS)

A collaborative group of churches, private non-profit, and government agencies improving the network of service to the hungry. Partnership will help identify various community service projects.
Sponsor Career/Job Fair

Arc of Calaveras

Resource agency to assist in identification of training and employment opportunities.

(c) LOCAL LABOR MARKET NEEDS

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

Calaveras County is part of the Mother Lode Consortium Private Industry Council which participates in the California Cooperative Occupational Information System. A labor market study has been done each year from 1990 through 1996 and another study is being done for 1997. With this information, the County will have reliable information regarding the labor market for the county and the surrounding area and will use such information to determine appropriate training or education programs for CalWORKs participants.

The County's unemployment rate averaged 8.9% for FY 96/97. This is higher than the statewide average, but is lower than previous years due to an increase in the wholesale and retail trade, services, manufacturing, mining and construction industries.

The County will utilize the following strategies to identify local labor needs:

Mother Lode Job Training Agency(MLJT)	Master listing for all employers seeking applicants is in the process of development. CCOIS Publication - Occupation Outlook: Mother Lode Consortium One-Stop Career Center targeted to begin operation July 1, 1998.
Economic Development Company(EDC) Workforce Development Committee	Identify unmet labor needs and match with the labor pool. Utilize business attraction and expansion study data (1993 Applied Development Economics).
Calaveras County Social Welfare Department	Availability of an on-line computer with Employment Development Department (EDD) for statewide job listings.

(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 any 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 type="checkbox"/> Subsidized private sector employment | <input checked="" type="checkbox"/> Self-employment |
| <input 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 type="checkbox"/> Grant-based on-the-job training | <input 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) | <input checked="" type="checkbox"/> Mental Health Services |
| | <input checked="" type="checkbox"/> Substance Abuse Services |

(e) SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT SERVICES

Plan for Substance Abuse 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:

Calaveras County will ensure that appropriate treatment services are made available to CalWORKs participants with substance abuse problems, and that federal financial participation is maximized by avoiding duplication of administrative costs and increasing service delivery. Additionally, CalWORKs recipients who are referred to substance abuse treatment services will be required to use any other health care coverage before funding from the substance abuse/mental health allocation is used.

Calaveras County hereby certifies that it will provide at least the following substance abuse treatment services to CalWORKs recipients:

- evaluation
- case management
- substance abuse treatment
- employment counseling
- the provision of community service jobs

These services shall be available as part of the recipient's self-sufficiency plan, following the Calaveras County policy of supplementing substance abuse treatment services with the therapeutic effects of work activities.

The County Welfare Department will work with the Calaveras County Alcohol Drug Department to create an identification and referral process for those CalWORKs participants either indicating or presenting alcohol or drug barriers to employment. A Memorandum of Understanding (MOU) between Calaveras County Social Services and the Calaveras County Alcohol/Drug Department will be drafted and signed by both agencies. The MOU will outline and define eligibility criteria, screening tools to be used, the referral process, progress evaluation standards, and the roles and responsibilities of each agency. The MOU will emphasize the goal of successful treatment of substance abuse that has limited or impaired the recipients ability to obtain or retain employment.

To facilitate this process, cross training of staff in both agencies will be developed and offered. This training will provide information to drug/alcohol staff about welfare employment programs and identification of indicators of alcohol/drug abuse for welfare staff. Assessment and referral forms will be developed to assist in an efficient transition to county substance abuse services.

Additional services that the county may provide shall include supportive services such as transportation, child care, or ancillary services not already provided for clients through their treatment program and necessary to make satisfactory progress to meet their employment goal.

Plan for Mental Health Services

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:

The County Welfare Department and the County Mental Health Department will provide mental health services to CalWORKs participants with mental health barriers to employment, and will maximize federal financial participation to the extent possible by avoiding duplication of administrative costs while increasing service delivery.

Calaveras County hereby certifies that Mental Health Services provided to CalWORKs recipients for the purposes of self-sufficiency shall include at least the following:

- assessment
- case management
- treatment and rehabilitation services
- identification of substance abuse problems
- a process for identifying individuals with severe mental disabilities

Mental Health treatment will be provided as part of the self-sufficiency plan, following the Calaveras County policy of supplementing mental health treatment services with the therapeutic effects of work activities.

The Calaveras County Social Welfare Department will work with the Calaveras County Mental Health Department to provide for identification and referral of CalWORKs participants with mental health barriers to employment. A Memorandum of Understanding(MOU) between the Calaveras County Social Welfare Department and the Calaveras County Mental Health Department will be drafted and signed by both agencies. The MOU will outline eligibility

criteria, screening tools to be used, a referral process, progress evaluation standards, and the roles and responsibilities of each agency. The MOU will emphasize the goal of successful treatment of mental or emotional disabilities that has limited or impaired the recipient's ability to obtain or retain employment.

Calaveras County Mental Health Department will provide CalWORKs case managers/job specialists with annual training and updates to aid in early identification of possible mental health problems to be referred to their agency for evaluation.

Additional services that the county may provide shall include supportive services such as transportation, child care, or ancillary services not already provided for clients through their treatment program and necessary to make satisfactory progress to meet their employment goal.

(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]

It is the goal of Calaveras County to make available services to ensure the well-being of CalWORKs families. CalWORKs recipients who have exceeded the 18 or 24 month time limit may continue to receive mental health services ~~on a case-by-case basis~~ *as determined by a mental health professional.*

(g) CHILD CARE AND TRANSPORTATION SERVICES

Child Care

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.

In order to provide a seamless child care system for families, Calaveras 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 Calaveras County, from planning to implementation.

CCR has been providing child care resource/referral and subsidized child care for seventeen years in Calaveras 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 CalWORKs participants. A CCR staff person will be co-located in the offices of Social Services to provide child care orientations, information and counseling on choosing child care, referrals to child care, provider orientations, vendor/voucher management, case 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 funded to State Department of Education, 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 child care and acknowledging the importance of early

parent/child relationships, Calaveras County will exempt all parents with children under the age of ~~one year~~ *six (6) months* from welfare-to-work participation. *Due to the shortage of infant child care and acknowledging the importance of early parent/child relationships, the county may extend this exemption to one year, as determined on a case by case basis, if it's* their first child and no infant care is available. Subsequent children will not be exempted beyond a twelve(12) week period. There currently are no infant care centers in Calaveras County and few day care homes accepting infants. The focus of the child care plan will be strategies to develop more infant care. This exemption will be re-evaluated in one year.

Calaveras County will contract with Human Resources Council, the local Resource and Referral Agency, to administer Stage I and Stage II child care. It will also coordinate the provision of child care services that may be available to CalWORKs recipients through other sources, such as the community colleges or other training programs.

Calaveras County Child Care Planning Council is developing a child care plan for Calaveras 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 Calaveras 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.

Transportation

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

Transportation is significant barrier for clients attempting to join the job force in Calaveras County due to geographic restrictions and the lack of adequate public transportation. Logistically the county covers an area of approximately 1,000 square miles, with a population density of 36 per square mile. Population is scattered in small towns throughout the county. There is no large, central community where a majority of residents live as is the case in many of the smaller rural counties in California (i.e. Jackson in Amador County, Sonora in Tuolumne County). The various communities are connected by winding two-lane roads. The climate varies with the terrain which ranges from 250 feet on the western border to 8,000 feet in the Sierra Nevada on the eastern border. Snow and other hazardous driving conditions add to transportation challenges.

Currently in Calaveras County, some 40% of all of our GAIN participants are deferred from participation in work activities because of the lack of transportation. In a recent survey of welfare recipients (802 responses), some 32% cite transportation as a significant obstacle to employment for them because they either do not have a driver's license, do not own a car, or have a car in need of some repair.

The current and only transit system, the Senior Stagecoach prioritizes services to the elderly and disabled, with routes that were designed to provide transit to and from senior nutrition sites. Although there are plans for expansion of the routes, it's primary focus will remain service to seniors and the disabled to and from nutrition sites, limiting it's viability as a means of getting people to and from daily work activities. Hourly or even daily routes from outlying communities are not available through this system.

It will be necessary to creatively look at alternate transportation to help fulfill transit needs for CalWORKs participants. Ideas such as car pooling, financing car repairs, facilitating use of school buses, or using donated vehicles will be explored. Additionally, individuals living in areas remote from welfare-to-work activities will be expected to use any *identified* ~~such~~ transit alternatives ~~or relocate closer to the work activities~~ *and encouraged to consider the impact of where they chose to reside on employment opportunities and participation in other welfare-to-work activities.*

Reasonable transportation costs shall be paid for every participant to and from his/her welfare-to-work activity, including transportation to and from the child care provider, and transportation for children to and from child care.

The Department will continue to advocate to the Local Transportation Commission(LTC), the Board of Supervisors, the Economic Development Company and the community about the impacts of Welfare Reform. The department will assign staff to serve on the Social Service Transportation Advisory Council(SSTAC), attend meetings of the Technical Advisory Council(TAC), and will also invite the Transportation Secretary and Acting Executive Director of the LTC to participate in the Welfare Reform Task Force. Communications among service providers and transportation planners will facilitate the development of specific transportation strategies. We recommend a working group be developed by either expanding membership of the SSTAC or establishing a Transportation Task Force to conduct extensive research on transit needs and propose a specific plan to meet the needs of the county, inclusive of CalWORKs recipients.

(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]

Calaveras County will provide community service activities for:

- ◆ Individuals who have not completed the 18 or 24 month time limit period and are not participating in the required minimum work activity hours sufficient to meet mandatory participation.

OR

- ◆ Individuals who have completed the 18 or 24 month time limit period, and who cannot find unsubsidized employment sufficient to meet the minimum hours or participation as required, and for which the County certifies that no job is currently available, to fulfill the minimum hours, provided they meet the financial eligibility for CalWORKs.

The process will include the following:

- Individuals who meet the criteria to participate in a community service activity shall have the option to either locate their own assignment, within a given amount of time, or may seek the County's assistance in determining a community service location.
- Welfare-to-Work shall be responsible for ensuring that a community service location is operated in the public or private, non-profit sectors; that participants are provided with job skills that can lead to private sector employment; and is in compliance with specified displacement provisions.

Project development may be a collaborative effort between the Department of Social Welfare and the non-profit sector. The department will create a liaison to various community entities to help identify community projects and provide participants for community service activities.

Necessary support services will be provided for those CalWORKs participants in community service as a welfare-to-work activity. Those services include:

- * Child Care
- * Transportation
- * Ancillary Expenses
- * Mental Health Services
- * Substance Abuse Services
- * Counseling

Necessary support services will be provided for CalWORKs participants in community service who have completed welfare-to-work activities, but participate in community service to continue receiving cash assistance. Those services include:

- * Child Care

Other supportive services may be provided by the County at the County's option.

(i) WORKING WITH VICTIMS OF DOMESTIC VIOLENCE

Briefly describe how the county will provide training for those county workers who will be responsible for working with CalWORKs recipients who are 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] Please describe the criteria that will be used by your county for this purpose and what approach the county would take to deal with recipients who are identified in this way.

Calaveras County recognizes and supports the need to protect victims of domestic violence while encouraging those victims to move to self-sufficiency and independence.

Calaveras County Department of Social Welfare is utilizing currently available department standards, procedures and protocols as their Domestic Violence Service Plan for the current year. The Department has an existing Operational Agreement between the Calaveras Women's Crisis Center and Calaveras County Child Protective Services. This agreement will be expanded to include all Social Welfare Department staff. Since CalWORKs staff may be the first to identify and/or provide initial services to victims of domestic violence, training will be provided by the Calaveras Women's Crisis Center. The training will ensure that staff appropriately screen applicants and recipients of public assistance for domestic violence and refer them appropriately.

Additionally, coordination of services will occur with the following :

- Calaveras County Sheriff's Department
- Calaveras County District Attorney's Office
- The Victim Witness Assistance Program
- Mark Twain-St. Joseph's Hospital
- Calaveras County Health Department
- Calaveras County Mental Health Department
- Calaveras County Alcohol and Drug Department

~~Domestic Violence will be considered good cause for not participating in welfare to work activities if the recipient is involved in either counseling or other treatment to deal with the issues for the parent or the child's well being. Whenever possible, the family will be offered welfare to work services as part of their rehabilitation and treatment. In each instance when the participant declares domestic violence as a reason for not participating in CalWORKs welfare to work activities, internal controls will be in place to ensure the alleged victim is reviewed periodically for re entry into the sequence of work activities.~~

To ensure that victims of domestic violence are not placed a further risk or unfairly penalized by CalWORKs requirements, recipients who are or have been victims of domestic violence will participate in welfare-to-work activities to the full extent of their abilities including, as appropriate, counseling and treatment to move towards self-sufficiency.

We intend to adopt county protocols, as recommended by the State level task force on Domestic Violence, for CalWORKs recipients who are victims of domestic violence. These protocols will define domestic violence, participation requirements for such victims, and case by case criteria for good cause waivers of time limits and work/education requirements.

(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]

Calaveras County will track mandatory data collection through the ISAWS and will participate as needed in the development of additional tools.

If the county develops alternative outcomes for the CalWORKs program during future collaborative efforts, they will be submitted as an addendum to the CalWORKs plan.

(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)]

Calaveras County sought input from impacted agencies and the general public through consumer surveys, newspaper articles, presentations and public meetings. Suggestions and concerns expressed at these meetings were incorporated into our plan.

Presentations

Upon request, CalWORKs presentations have been made to the following groups:

- Economic Development Company(EDC)
- West Valley Chamber of Commerce
- Angels-Murphys Rotary
- Sons in Retirement(SIRs)-Murphys
- Calaveras Alliance for Children Annual Summit
- Leadership Calaveras
- Mother Lode Job Training Community Labor Market Information Symposium
- Vallecito Union School District Healthy Start Project

Public Meetings

The public CalWORKs meetings were advertised in the local newspaper, on community bulletin boards, and public agency information areas. Additionally, notices of the public meetings were provided to consumers by direct mail and flyers.

Welfare Reform Working Group

A work group was established to discuss the impacts, develop community strategies, and assist in the preparation of the County Plan. This group consisted of individuals representing the following:

- Calaveras County Administrative Office
- Human Resources Council
- Calaveras County Health Department
- Alcohol and Drug Department
- Mental Health Department
- Calaveras County Office of Education

- Mother Lode Job Training
- Economic Development Company
- Emergency Assistance Relief Services(EARS)
- Columbia College
- Private Employers
- AFDC Consumer
- Arc of Calaveras

This group will be invited to meet quarterly to provide input for possible CalWORKs addendum's and to receive CalWORKs Program updates.

Other Inter-Agency Coordination

- Columbia College's CalWORKs grant application.
- Calaveras Child Care Planning Council's plan to develop affordable, quality child care for CalWORKs recipients.
- Mother Lode Job Training's instructional and training plan.
- Vocational Rehabilitation Program proposal to serve the disabled CalWORKs population.

Calaveras County Board of Supervisors

A CalWORKs overview was presented to the Calaveras County Board of Supervisors by the Director of the Social Welfare Department on September 8, 1997. Additionally, a study session was held on December 16, 1997, with the Board to review the draft CalWORKs plan prior to it's being placed on the regular agenda for action. The Board of Supervisor's meetings are noticed and open to the public.

(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. 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)]

Refer to Attachment 1

(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)]

Recipients may transition off aid due to time limits in two circumstances. Both circumstances will result in loss of cash aid for the CalWORKs recipient.

Welfare-to-Work Time Limits (18-24 Months)

If the recipients has ~~received the maximum amount of welfare-to-work activities~~ **reached Welfare-to-Work time limits** and ~~refused~~ **refuses** to accept employment, ~~failed~~ **fails** to comply with a self-sufficiency plan, or ~~refused~~ **refuses** community service, that person will be ineligible for cash aid.

After receiving the maximum amount of welfare-to-work activities, and there is a break in aid, no further welfare-to-work activities will be offered upon re-application.

60 Month Time Limit

A CalWORKs recipient who has received the maximum 60 months of cash aid assistance is ineligible for ~~cash aid~~ **further assistance under CalWORKs**.

For those who leave aid due to employment, Calaveras County will assess family needs on a case-by-case basis and will provide case management services, if determined appropriate, for up to six months to insure employment retention. These case management services will include the following:

- Child care services
- Car Maintenance
- Employer liaison
- Employment Counseling
- Referrals to Community Resources

In addition to case management services:

- Continued eligibility for Medi-Cal and Food Stamps will be coordinated.
- Procedures will be developed between the Welfare Department and the District Attorney's office to facilitate making child support payment, that the County is collecting for the caretaker parent, available to that parent as soon as administratively possible.

(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.

As part of the Job Creation Investment Fund(JCIF) grant program , created by AB 1542, the County Welfare Department will be an active participant in the Calaveras County Job Creation Task Force as it develops and implements a Job Creation Plan.

Additionally, the County of Calaveras has been awarded \$300,000 in Community Development Block Grant(CDBG) funds to establish Business Assistance and Micro Enterprise Assistance activities. The County is confident the Business Assistance and Micro Enterprise Assistance activities described in the grant will be successful for the Calaveras business community and for the CDBG objective of creating additional jobs, principally for low moderate income persons. The Micro Enterprise Assistance activities will occur coincidental with the State of California welfare reform program and will interact with other County programs designed to enable individuals to move to self-sufficiency. The County estimates 12 businesses (including 4 micro enterprises) will be assisted, with a minimum of 12 jobs created, 9 of which will be filled by low-moderate income persons. In addition, an estimated 30 low income persons will be assisted through the micro enterprise service component.

(o) 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.

At this time, Calaveras County does not intend to pursue pilot projects but would like to reserve the option to submit a pilot proposal at a later time in the form of an addendum.

(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)]

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)]

Calaveras County will require single parent families to participate in welfare-to-work activities for a minimum of 26 hours per week beginning January 1, 1998 and 32 hours per week beginning July 1999.

Two parent families will be required to participate in welfare-to-work activities for a minimum of 35 hours per week.

(q) 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]

Calaveras County does not have any federally recognized American Indian Tribes located with our county.

(q) 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]

Calaveras County does not have any federally recognized American Indian Tribes located ~~with our county~~. is attempting to get clarification of the federally recognized American Indian Tribe located in Sheep Ranch. In the interim, we have communicated our intent and commitment to meet with members of the American Indian community around the impacts of the CalWORKs plan. Although a scheduled meeting was canceled by our American Indian liaison, John Bergerson, Indian Child and Family Services, it is our understanding that another meeting is being arranged to facilitate such a discussion.

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 CERTIFICATION WITHIN THIS PLAN, AND ALL APPLICABLE LAWS AND REGULATIONS WILL BE FOLLOWED DURING THE IMPLEMENTATION AND EXECUTION OF THIS PLAN.



Terri Beaudreau, Director
Calaveras County Social Welfare Department



Merita Callaway, Chair
Calaveras County Board of Supervisors

Calaveras County Budget Plan 1997/98 State Fiscal Year

Section 1

	<u>Total</u>	<u>FCS</u>	<u>State General Fund</u>	<u>County Funds*</u>	<u>Other**</u>
Food Stamp Administration (For County MOE Purposes)	\$374,951	\$187,476	\$140,537	\$46,938	

* When combined with food stamp administration, the total level of estimated county funds for CalWORKS administration and services should meet the requirements 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.

Calaveras County Budget Plan 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			Other**
TOTAL CalWORKS Admin & Services Items (A) thru (D)	\$1,234,867	\$570,714	\$13,789	\$506,828	\$143,536
(A) TOTAL CalWORKS Single Allocation Items (1) thru (7)	\$1,042,139	\$377,986	\$13,789	\$506,828	\$143,536
(1) Benefit Administration	\$494,208	\$172,973		\$247,104	\$74,131
(2) Program Integrity (Fraud)	\$80,445	\$37,727		\$40,221	\$2,497
(3) Staff Development/Retraining	\$9,397	\$3,289		\$4,698	\$1,410
(4) Welfare to Work Activities	\$408,974	\$143,453		\$204,040	\$61,481
(5) Cal Learn	\$21,532	\$10,505		\$10,765	\$262
(6) Child Care-1st half of 1997/98	\$27,583	\$10,039	\$13,789		\$3,755
(7) Other Activities ***	\$0	\$0			
(B) Child Care - 2nd half of 1997/98	\$167,711	\$167,711			
(C) Mental Health Treatment	\$11,371	\$11,371			
(D) Substance Abuse Treatment	\$13,646	\$13,646			

* When combined with food stamp administration, the total level of estimated county funds for CalWORKS administration and services should meet the requirements 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

CALVERAS COUNTY CAL WORKS

ENTRY INTO WELFARE TO WORK ACTIVITIES

