

Del Norte County Community CalWORKs Plan

(p) COMPLIANCE WITH REQUIREMENTS OF CalWORKs

Del Norte County will meet the Federal and State mandated requirements for enrollment of single parents in the Welfare-to-Work component of CalWORKs.

Single parents will be required to participate a minimum of 26 hours weekly upon enrollment, increasing to 32 hours per week beginning July 1, 1999.

The county may exercise the option to require single adults to participate 32 hours per week sooner than July 1, 1999 if sufficient participation activities are developed, and supportive services are available.

Adults in two-parent households will be required to participate 35 hours per week. The hours of participation by both adults will count toward the 35 hours, so long as one parent meets the hours required for a single parent.

Del Norte County Community CalWORKs Plan

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Del Norte County will meet the Federal and State mandated requirements for enrollment of single parents in the Welfare-to-Work component of CalWORKs.

Single parents will be required to participate a minimum of 26 hours weekly upon enrollment, increasing to 32 hours per week beginning July 1, 1999.

The county may exercise the option to require single adults to participate 32 hours per week sooner than July 1, 1999 if sufficient participation activities are developed, and supportive services are available. Should this occur, the county will provide an amendment to the Community CalWORKs Plan.

Adults in two-parent households will be required to participate 35 hours per week. The hours of participation by both adults will count toward the 35 hours, so long as one parent meets the hours required for a single parent.

Del Norte County Community CalWORKs Plan

(g) INTERACTION WITH AMERICAN INDIAN TRIBES

We have worked closely with the Yurok Tribe and the Smith River Rancheria since the inception of the CalWorks planning process. Members of these Tribes will be required to participate the county administered CalWORKs Program.

Other Native American agencies that assisted with the planning process include: Northern California Indian Development Council, United Indian Health Services, California Rural Indian Health Board and California Indian Manpower Consortium. The input from these agencies was invaluable. It is anticipated these agencies will continue to assist during the transition from AFDC to CalWorks.

The Tribal members of the Resighini and Elk Valley Rancherias will be included as eligible clients of the California Indian Manpower Consortium, Native American Employment Works (NEW) Program that is replacing the Federal JOBS Program. Coordination and referral will continue as with the former GAIN program.

The Yurok Tribe and Smith River Rancheria are taking the lead in planning Community Service Activities for Del Norte County CalWORKs recipients.

(q) INTERACTION WITH AMERICAN INDIAN TRIBES

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The Tribal members of the Resighini and Elk Valley Rancherias will be included as eligible clients of the California Indian Manpower Consortium, Native American Employment Works (NEW) Program that is replacing the Federal JOBS Program. Coordination and referral will continue as with the former GAIN program in order to insure that participation requirements for Del Norte County residents in the NEW Program meet the hours of participation required by the Community CalWORKs Plan.


The Yurok Tribe and Smith River Rancheria are taking the lead in planning Community Service Activities for Del Norte County CalWORKs recipients.

Del Norte County Community CalWORKs Plan

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



(It is expected that the County Board of Supervisors will take a formal action to approve this plan.)

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)	\$474,000	\$237,000	\$166,000	\$71,000	

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

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

County Plan Budget 1997/98 State Fiscal Year

Section 2

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

	Total	TANF/State General Fund	CCDBG	Title XIX	County Funds *	Other **
TOTAL CalWORKs Admin & Services Items (A) thru (D)	1,811,639	1,586,485	12,949		212,205	
(A) TOTAL CalWORKs Single Allocation Items (1) thru (7)	1,544,700	1,319,546				
(1) Benefit Administration	583,000	495,550			87,450	
(2) Program Integrity (Fraud)	38,000	35,150			2,850	
(3) Staff Development/Retraining	30,000	30,000				
(4) Welfare-to-Work Activities	794,700	675,495			119,205	
(5) Cal Learn	18,000	15,300			2,700	
(6) Child Care - 1st half of 1997/98	81,000	68,051	12,949			
(7) Other Activities ***						
(B) Child Care - 2nd half of 1997/98	226,712	226,712				
(C) Mental Health Treatment	14,899	14,899				
(D) Substance Abuse Treatment	25,328	25,328				

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** 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.

Del Norte County Community CalWORKs Planning Committee

Name	Representing	Telephone	Address	Fax	Committee(s)
Allsop, Ralph	Probation	464-7215	450 H Street #202, CCC 95531	465-0302	Sup Svc
Anderson, Brooks	mbdesign1.com	464-6118	207 Price Mall, CCC 95531	465-6008	EET
Bachman-Williams, Jim	DN Career Center	464-8347	245 Price Mall, CCC 95531	464-7170	EET
Benskin, Kathleen	DHSS	464-3191	981 H Street, CCC 95531	465-1783	EET
Berg, Patty	Area 1 Agency on Aging	442-3763	3300 Glenwood St, Eureka 95501	442-3714	Sup Svc
Berkowitz, Bob	Lifestyles Research	464-9263	P.O. Box 927, CCC 95531		ED
Botelho-Zingg, Karen	Sunset High School	464-0380	2500 Elk Valley Cross Rd, CCC 95531	465-5346	EET
Brissenden, Bob	DHSS	464-3191	981 H Street, CCC 95531	465-1783	EET
Brohmer, Stephen	DHSS	464-3191	981 H Street, CCC 95531	465-1783	CalWORKs-Facilitator
Brohmer, Susan	Redwood Coast Regional Ctr	464-1180	P.O. Box 1424, CCC 95531	465-4230	EET
Bruhy, Colleen	Soroptomist	464-9344	140 Cannon Dr, CCC 95531		
Chilcott, Brenda	Area 1 Agency on Aging	464-7876	P.O. Box 803, CCC 95531		Sup Svc
Cismowski, David	DN Library	464-9793	190 Price Mall, CCC 95531	464-6726	EET
Clark, Fran	NCSBDC	464-2168	207 Price Mall, CCC 95531	465-6008	ED
Cochran, Tom	NORTEC	464-5697	115 Montgomery, CCC 95531	464-0295	ED, EET
Conger, Dennis	RHS	464-7441	811 G Street, CCC 95531	465-6464	Sup Svc
Contreras, Hilda	DN Community Health	464-8311	200 A Street, CCC 95531	465-6070	
Cramblit, Andre	NCIDC	707-445-8451	241 F Street, Eureka, CA 95501	445-8479	ED
Csutoras, Athena	Humboldt/DN Head Start	464-1224	475 7th Street, CCC 95531	464-5547	CC, EET
Davis, Sheila	DN Career Center	464-8347	245 Price Mall, CCC 95531	464-7170	EET
De Alba, Lisa	Goodwill Industries	541-412-3201	97938 Klamath Ave, Brookings, OR 97415		EET
Dyer, Sharon	DN College of the Redwoods	464-7457	883 W Washington, CCC 95531	464-6867	CC, EET
Edinger, Gene	DNUSD	464-6141	301 W Washington, CCC 95531	464-0295	EET
Escobar, Samuel	College of the Redwoods	464-7457	883 W Washington, CCC 95531	464-6867	
Feller, Scott		464-3866	P.O. Box 769, CCC 95531	465-6006	ED
Galatioto, Jeannine	DHSS	464-3191	981 H Street, CCC 95531	465-1783	CalWORKs-lead
Giles, Dawn	DHSS	464-3191	981 H Street, CCC 95531	465-1783	CalWORKs-Recorder

Del Norte County Community CalWORKs Planning Committee

Hendrick, Kevin	DNSWMA	465-1100	391 Front St, CCC 95531	465-1300	ED
Jan Reese	Dept. of Rehabilitation	464-6129	950 Front Street, CCC 95531	464-3294	EET
Kiser, Andy	Dept. of Rehabilitation	464-6129	950 Front Street, CCC 95531	464-3294	EET
LaMarr, Linda		464-6805	1830 Murphy, CCC 95531		
Larry Mathews	NCIDC	464-3512	1080 Mason Mall #9, CCC 95531		EET
Leal, Gary	EDD	464-2112	245 Price Mall, CCC 95531	464-5695	EET-lead, ED
Leister, Corky	DNEDC	464-2169	882 H Street, CCC 95531	464-3561	ED
Maffett, Bill	DNCUSD	464-0390	301 W Washington, CCC 95531	464-5116	EET-edu lead
Mathews, Kathy	Transportation Commission	465-3878	207 Price Mall suite 300, CCC 95531	465-6008	Sup Svc
McClure, Martha	Board of Supervisors	464-7204	583 G Street, CCC 95531	464-1165	ED
McCollum, Chris	DN Child Care Council	464-8311	343 G Street, CCC 95531	464-8313	CC-lead
McKenzie-Bahr, Mike	mbdesign1.com	464-7549	207 Price Mall, CCC 95531	465-6008	ED-lead
Melendy, Carol	Yurok Tribe	444-0433	1034 6th Street, Eureka, CA 95501	444-0437	Cmty Svc, EET, Sup Svc
Mendez, Susie	CC Housing Authority	464-3262	235 H Street, CCC 95531	464-2692	
Merrill, Connie	Probation	464-7215	450 H Street #202, CCC 95531	465-0302	Sup Svc
Miller, Mick	Mental Health	464-7224	206 Williams Drive, CCC 95531	465-4272	Sup Svc-lead
Morrison, Susan	RHS/CERT	464-7441	811 G Street, CCC 95531	465-6464	ED
Mostovoy, Phil	RHS/JTO	464-7441	811 G Street, CCC 95531	465-6464	EET-Tr lead
Nunneley, Maggie	DN Child Care Council	464-8311	343 G Street, CCC 95531	464-8313	CC
Ochsner, Carl	Redwoods United Inc.	707-822-7070	1017 Samoa Blvd, Arcata, CA 95518	822-7075	EET
Perales, Fernando	EDD	464-2112	245 Price Mall, CCC 95531	464-5695	ED
Placido, Tracy	DHSS	464-3191	981 H Street, CCC 95531	465-1783	EET, ED
Rodriguez, Elvira M.	Smith River Rancheria	487-9255	250 N Indian Rd, SMR 95567	487-0930	Cmty Svc-lead, CC, Sup Svc
Rotting, Amy	DN Community Health	464-8311	200 A Street, CCC 95531	465-6070	
Schutz, Linda	DHSS	464-7227	909 Hwy 101 N, CCC 95531	465-4573	Sup Svc
Schwenk, Robley	Yurok Tribe	482-2921	15900 Hwy 101 North, Kla 95548	482-9465	
Smart, Sally	DHSS	464-3191	981 H Street, CCC 95531	465-1783	CalWORKs-lead
Smith, Sherry	DNUSD	464-0201	301 W Washington, CCC 95531	464-0295	CC, Sup Svc
Ward, Todd	DNSWMA	465-1100	391 Front St, CCC 95531	465-1300	ED
White, Glen	DA Family Support	464-7260	450 H Street #209, CCC 95531	465-0126	Sup Svc

CalWORKS Committee Sub-Groups

Child Care

Cris McCollum	Del Norte Child Care Council	464-8311	(Lead)
Maggie Nunneley	Del Norte Child Care Council	464-8311	
Athena Csutoras	Head Start	464-1224	
Elvira M. Rodriguez	SRR/ICWA-SSA	487-9255	
Sharon Dyer	Del Norte College of the Redwoods	464-7457	
Sherry Smith	DNUSD-Administration	464-6141	
Karen Zingg	DNUSD-Sunset	464-0380	
Sally Smart	DHSS	464-3191	

Economic Development

Kevin Hendrick	DN Solid Waste Mgmt Authority	465-1100	(Lead)
Mike McKenzie-Bahr	mbdesign1.com	464-7549	
Martha McClure	Board of Supervisors	464-7204	
Fernando Perales	EDD Job Service	464-1702	
Jim Bachman-Williams	Career Center	464-8347	
Corky Leister	DN Economic Development Center	464-2169	
Fran Clark	NCSBDC	464-2168	
Tom Cochran	NORTEC	464-5697	
Sally Smart	DHSS	464-3191	
Jeannine Galatioto	DHSS	464-3191	
Tracy Placido	DHSS	464-3191	
Robley Swenk	Yurok Tribe	482-2921	
Bob Berkowitz	Lifestyles Research	464-9263	
Andre Cramblit	NCIDC	445-8451	
Susan Morrison	RHS	464-7441	

Community Service

Elvira M. Rodriguez	SRR/ICWA-SSA	487-9255	(Lead)
Carol Melendy	Yurok Tribe	444-0433	
Sally Smart	DHSS	464-3191	
Jeannine Galatioto	DHSS	464-3191	
Tracy Placido	DHSS	464-3191	

Employment/Education/Training

Tom Cochran	NORTEC	464-5697	
Sheila Davis	DN Career Center	464-8347	
Bob Brissenden	DHSS	464-3191	
Gary W. Leal	EDD Job Service	464-1702	(Empl. Lead)
Brooks Anderson	mbdesign1.com	464-6118	
Phil Mostovoy	Rural Human Services	464-7441	(Trn. Lead)
Jim Bachman-Williams	Career Center	464-8347	
Sharon Dyer	DN College of the Redwoods	464-7457	
Susan Brohmer	Redwood Coast Regional Center	464-1180	
Karen Botelho-Zingg	Sunset High-School Age Parents	464-0380	
Andy Kiser	Department of Rehabilitation	464-6129	
Carol Melendy	Yurok Tribe	444-0433	
Gene Edinger	DN County Schools	464-0200	
Bill Maffett	DNUSD	464-0390	(Edu. Lead)
Athena Csutoras	Head Start	464-1224	
Sally Smart	DHSS	464-3191	
Larry Matthews	NCIDC	464-3512	
David Cismowski	DN Library	464-9793	
Carl Ochsner	Redwoods United Inc	822-7070	
Lisa DeAlba	Goodwill Industries	541-412-3201	
Tracy Placido	DHSS	464-3191	
Kathleen Benskin	DHSS	464-3191	

Supportive Services

Mick Miller	Mental Health, D&A	464-7224	(Lead)
Linda Schutz	DHSS	464-7227	
Connie Merrill	Probation Department	464-7215	
Dennis Conger	Rural Human Services	464-7441	
Elvira M. Rodriguez	Smith River Rancheria	487-9255	
Carol Melendy	Yurok Tribe	444-0433	
Sherry Smith	Del Norte Schools	464-0201	
Glen White	DA Family Support	464-7260	
Sally Smart	DHSS	464-3191	
Jeannine Galatioto	DHSS	464-3191	
Kathy Mathews	Transportation Commission	465-3878	

CalWORKs Planning Committee
In-House Change Management
Sub-Committee Roster

Administration:	Sally Smart Jeannine Galatioto Dawn Giles
Accounting:	Mary Yingst
Eligibility Supervisors:	Carmen Chavez
Eligibility Workers:	Peggy Oaks Mary Young Dorothy Perry
GAIN:	Tracy Placido Kathleen Benskin Bob Brissenden
Help Desk:	Rhonda Stowe
Reception:	Mary Yingst

DECISION MATRIX

CaWORKs Planning Committee
Tasks - Deliverables- Issues

Committee	Subject	Tasks	Deliverables	Question	Issues	Recommendation or activity	SUB-SUB
Employment/ Education/Training...(EET)	Allowable Work Activities	Determine which of the allowable activities will be included	County specific work activity list, form to document the county and participant determination that required activity will lead to quick entry into workforce.	Which activities are mandated and/or optional?		" provide all" if feasible.. "contract some out, or outstation @ Career Center"	TRNG
EET	Appraisal (initial)			Will the county require applicants to complete orientation and appraisal during job search period? (11/14 - yes)	availability of supportive services prior to eligibility determination, coordination of case management activities	chg mgt:" Keep up-front @ DHSS" ; note: with ISAWS apps are being processed within one week..(MY)	EMPL
EET	Assessment (formal)	develop written assessment tools, determine acceptable documentation of physical or mental barriers	Written assessment tools, policy/procedure for use		coordinate with DMH and DAA, Medical community	look at new software	TRNG
EET	Assessments - Who Conducts			Will the county conduct the assessments or contract for the service? (BB 11/14) Consider: If you do your own assessment you have a more complete picture of your client...It may be ok to contract out a portion if the personal assessment is kept in-house.	Fiscal issues re: administration, control of performance outcomes	11/14 chg mgt: suggest we not contract out, but do invest in upgraded testing tools.. software and pc	TRNG
Change Mgt	Asset Limits	Staff training - (RS/PO will train 11/25-26 and again on 12/2-3)			ISAWS updated? (RS 11/14 ... in ISAWS by 12/1)	Self-implementing	

DECISION MATRIX

CalWORKs Planning Committee
Tasks - Deliverables- Issues

Committee	Subject	Tasks	Deliverables	Question	Issues	Recommendation or activity	SUB-SUB
Supportive Services	Assignment and Cooperation	Train staff, inform clients				Self-implementing	
Education, Change Mgt	Cal-Learn		MOUs with DNCUSD, DNCCC			Self-implementing still need to review Cal-learn plan..issue of ch/care \$....	ED
Change Mgt	Calif Savings and Asset Project	Staff training				ISAWS updated? (RS 11/14 .. not yet.. ISAWS recommends a workaround that is not ok)	Self-implementing
Change Mgt	Caretaker relatives	develop criteria for determination of "at risk", coordinate with CWS and Probation (11/14 - TH will coord w/ VV & develop draft by 11/21 of tool)	Written assessment tool	Who will complete "risk"assessment?	coordination with CWS and Probation, time constraints		
Change Mgt	Categorical Eligibility	Staff training (11/14 - RS/PO will train 11/25-6 and again on 12/2-3)				ISAWS updated? Will be by 12/1	Self-implementing
Change Mgt	Child Care Earned Income Disregard	Develop system for issuance of direct payments to providers, train staff, inform clients (11/14 - BB to est need, MYingst to get \$ for curr, MYoung to survey current cases by 11/21)	Written procedures, informational handouts	ch/care council currently gets 25% admin.... should this be reduced?	currently have 17 cases getting disregard; how many will disc when it stops?		
Child Care, Change Mgt	Child Care Governance and Funding	Project child care needs based on available child care facilities, assessment of client flow, local labor market, coordinate transition from Stage I to Stage II and Stage III	MOU	11/14 - (BB) issue: ch/care council must pay providers who are Trustlined as well as those who are licensed.. mou needs to address.	Funding issues re: administration and provision of child care to those transitioning to work	11/14 - chg mgt is leaning toward contracting out the bulk of stage I to DNCCC; once it pencils out	
Child Care, Change Mgt	Child Care Reimbursement Rates	train staff		11/14 - (RS) possible over-ride in isaws to allow pmt of stage I ?		Self-implementing	

DECISION MATRIX

CalWORKs Planning Committee
Tasks - Deliverables- Issues

Committee	Subject	Tasks	Deliverables	Question	Issues	Recommendation or activity	SUB-SUB
Child Care, Change Mgt	Child Care TANF Recipients Transitioning to Work	Train staff, inform clients (11/14 - DG will draft stuffer when info is in)	Written procedures, forms, informational handouts			Self-implementing (11/14 - pend)	
Supportive Services	Child Support Assurance (CSA)	Assess level of child support payments		Will the county request approval to participate in a child support assurance demo project?	Funding of Admin, DAFS/DHSS coordination	Not at this time; look at it again next year.	
Supportive Services	Child Support Registry Implementation			11/14 - Will SACSS be working by 10-1-98?		Self-implementing	
Supportive Services	Child Support-- Centralized Collection and Distribution	Train staff				Self-implementing	
Supportive Services, Change Mgt	Child Support-- Failure to Cooperate	Train staff, inform clients (11/14 - RS/PO will train 11/25-6 and again on 12/2-3)	Written procedure			11/14 - sanctioned parent will be put in au by ISAWS 12/97 ...then will do the auto deduction of 25%	
Supportive Services	Child Support: Definition of "Cooperation"	Train staff, inform clients (11/14 - CCH will coord w/ Nola @ DAFS re: outstationing or assuring availability of DAFS staff for t/cs - by 11/21)				Self-implementing	

DECISION MATRIX

CaWORKs Planning Committee
Tasks - Deliverables- Issues

Committee	Subject	Tasks	Deliverables	Question	Issues	Recommendation or activity	SUB-SUB
Change Mgt	Collection of Overpayments	Train staff, oi/op recoupment process	Written procedures		(11/14 - RS: is to be in ISAWS by mid-12/97; however curr not working right; not posting on over-rides.. also: will there be a need for more FTE for collection activity?	Self-implementing	
Community Service	Community Service	Determine number and types of community service placements needed, establish commitments from public and private, non-profit sectors, consistent with need established by client flow assessment, develop referral and monitoring tools, establish supervision	Written policy and procedure for developing and coordinating community service activities	Will the county require participation by individuals who have received aid for less than 18 months? Will the county provide supportive services other than the mandatory child care?	Fiscal issues re: supportive services, staffing issues relative to provision of supervision	Comm Svcs- will say "Yes" to early participation (retain flexibility) and only CH/Care... with exceptions for special projects.. taking the lead for developing "greenhouse project"	
Change Mgt	Conciliation	Establish process for conciliation, inform clients, train staff	Written policy and procedure, informational handout (11/14 - BB/RS?)	11/14 - Is NOA in ISAWS? If not; will it be?	coordination of case manager and eligibility staff	11/14 - pend	
EET	Contracting Out	Determine which program functions are allowable for contracting out, determine appropriateness of contracting out based on review of performance history	Is it cost effective for us to buy software & pc for Assessments? Est 1/day (BB)	11/14 chg mgt: critical to success is HOW services are provided, as well as what services are provided...need info..	Fiscal issues re: administration, monitoring and control of outcomes		TRNG

DECISION MATRIX

CalWORKs Planning Committee
Tasks - Deliverables- Issues

Committee	Subject	Tasks	Deliverables	Question	Issues	Recommendation or activity	SUB-SUB
Economic Development, EET	County Demonstration and Waivers		11/14 -mou required if contracting out - Note: most activities we would farm our are already funded in the other agencies .. Q Who is doing assessments now at other agencies? (BB)	Should the county propose a demonstration project?	procedural requirements	Mike has completed draft.... will propose demo. For this purpose, waiver not needed.	EMPL
Change Mgt	County Maintenance of Effort (MOE)					Self-implementing	
Change Mgt	County Plan and "Ramp Up"	completion of milestones as established	local CalWORKs Plan, all recipients in the program by January 1, 1999		coordination and availability of CalWORKs services		
Supportive Services	Deferrals	Develop tool for documenting good cause determination, process for inter-agency coordination, and monitoring follow-up reviews	Written procedure and appropriate form, staff training, MOUs with appropriate agencies	Who will have authority to make determination? (Elig, Case Mgr)	Self-implementing	Case mgr will make the call; will coordinate information with appropriate agencies	
Change Mgt	Denial of Benefits to Fleeing Felons	Establish process for identifying / verifying	Written procedure	How will county identify and track?	Confidentiality	TC to set up tracking	
EET	Displacement Grievance Procedures	Establish procedure for handling complaints	Written procedure			Self-implementing	TRNG
Change Mgt	Diversion/ Prevention Assistance	Establish criteria for determining appropriateness of diversion grant	Written procedure Informational handout	Will the county have a maximum or minimum diversion grant?	ISAWS tracking?		

DECISION MATRIX

CalWORKs Planning Committee
Tasks - Deliverables- Issues

Committee	Subject	Tasks	Deliverables	Question	Issues	Recommendation or activity	SUB-SUB
Supportive Services, Change Mgt	Domestic Violence Exemptions	Coord participation in Domestic Violence Program, develop criteria for exemptions and appropriate documentation, train staff on available protocols	Written procedure	Who will authorize exemption? (Elig, Case Mgr), who will provide training?	Identify current protocols in use within the county	*LS/TMcC to review protocols and report to committee 10/8/97...completed	
EET	Duration of Up-front Job Search	Develop tool to document determination to lengthen or shorten	Written policy, procedure, and form		coordination with DMH and DAA		TRNG
Change Mgt	Electronic Benefits Transfer (EBT) Act					Self-Implementing	
Change Mgt	Federal Sanctions for Failure to Meet Outcomes	in the event of notification of intent to sanction the county must provide justification to obtain exemption			Availability of CalWORKs services	Self-implementing	
Change Mgt	Fiscal Incentives					Self-implementing	
Change Mgt	Fraud-Recipient Penalties	Train staff, develop tracking system, define method of identification, implement ADH	Written procedures		Confidentiality, coordination with law enforcement	implement ADH	
Change Mgt	General Assistance (GA)	Train staff, inform clients, modify procedures	GR Resolution modified, written procedures			Self-implementing	
Supportive Services	Good Cause Exception Determination: "Cooperation"	Train staff, specify appropriate community agencies for referrals, interagency coordination	Written policy/procedure, referral and assessment forms		Fiscal issues re: staffing, interagency coordination		
Change Mgt	Grant Levels	Staff training			ISAWS updated?	Self-implementing	
Change Mgt	Grant Structure: Child Support Disregard					Self-implementing	
Change Mgt	Grant Structure: Income Disregards	Staff training			ISAWS updated?	Self-implementing.. need process for issuance of stage 1 if not in ISAWS	

DECISION MATRIX

CaWORKs Planning Committee
Tasks - Deliverables- Issues

Committee	Subject	Tasks	Deliverables	Question	Issues	Recommendation or activity	SUB-SUB
Economic Development, EET	Grant-Based On-the-Job Training (OJT)	Determine feasibility of providing Grant-Based On-the Job placements, develop process, agreements, and tools for monitoring	Written policy, procedure, forms and tools for monitoring		coordination with employers, fiscal issues re: recoupment of overpayments to employers	Mike has completed draft.. recommend we do have flexibility allowing for grant-based as well as regular OJT.. do not implement in first year.	TRNG
Child Care	High Quality Child Care Programs	Consumer education, increase in quality of licensed and license-exempt care, increase child care capacity	Study of child care needs, modified curriculum to address need		Funding, staffing	Study completed..	
EET	Hours of Participation	review client flow assessment, labor market, availability of supportive services	Projection of ability to serve all clients that are eligible	Will the county require weekly participation at the incremental progression, or require up to 32 hours prior to 7-1-99?	availability of employment and/or community service slots and supportive services	start with 26, increase to 32	TRNG
Supportive Services	Immunizations	Establish process for obtaining information	Written procedure, turnaround document, informational handout	Will the county obtain verification or require client to verify?	Confidentiality	Change mgt will coordinate with L Schutz to develop procedure for verification	
Change Mgt	Income: Definition	Staff training			ISAWS updated?	Self-implementing	
Change Mgt	Income: Treatment of Lump Sums	Staff training	Written procedure		ISAWS updated?	Self-implementing	
EET	Job Retention Services	Determine need for continuation of case management and supportive services to former recipients who become employed, determine availability of services from other sources	Study of services available		fiscal issues re: availability of funding for continued services and staffing	coordinate job retention services with other agencies, limited case mgt	EMPL

DECISION MATRIX

CaWORKs Planning Committee
Tasks - Deliverables- Issues

Committee	Subject	Tasks	Deliverables	Question	Issues	Recommendation or activity	SUB-SUB
Change Mgt	Jobs Plus Demo					NA.. LA county only	
Supportive Services	Mental Health Services	Determine level of mental health services, develop referral and monitoring tools	MOU with DMH	What is the current system capacity?	Fiscal issues re: administration	DMH has completed draft of MOU...Mick will complete narrative of services they will provide.	
Economic Development	Microenterprise Pilots	Determine feasibility of participation in demonstration project, obtain approval and outside funding	Written procedure for coordination and referral		coordination with EET	Mike has completed draft.. he will complete grant proposal to submit.	
Change Mgt	Net Income Tests	Staff training			ISAWS updated?	Self-implementing	
EET	Nondisplacement	review displacement provisions	Written policy			Self-implementing	EMPL
Child Care	Parents with infants	Determine process for extending exemption for parent of second or subsequent child	Written policy and procedure	Will county opt to increase or decrease exempt period for parent of a first child?	availability of supportive services	increase exempt period.. (revisit next year) will give us time to develop required ch/care slots and develop jobs.	
Change Mgt	Performance Outcomes and County Accountability	Monitoring outcomes, data collection; reporting	Incentive payments, fiscal penalties, compliance with established corrective action plans	Are Authority and Responsibility in the same place?		Self-implementing	
Change Mgt	Redeterminations and Elimination of Current Monthly Budgeting Pilots			Does the county have the option of participating in the pilot?	Consider time savings attributable to ISAWS	Self-implementing. .ISAWS consortium will apply on behalf of all+G61 ISAWS counties	

DECISION MATRIX

CalWORKs Planning Committee
Tasks - Deliverables- Issues

Committee	Subject	Tasks	Deliverables	Question	Issues	Recommendation or activity	SUB-SUB
Change Mgt	Research, Monitoring and Evaluation: Rolled of the University					Self-implementing	
Change Mgt	Research, Monitoring, and Evaluation: Evaluation of CalWORKs Program	Insure ability of county to respond to data collection requests	Compliance with CDSS			Self-implementing	
Change Mgt	Research, Monitoring, and Evaluation: Interagency Data Development and Use	Provide access to data	Compliance with CDSS			Self-implementing	
Change Mgt	Safety Net	Train staff, inform clients, determine form of benefits	Written policy / procedure	Will the county provide welfare-to-work services with community services?	availability of services	may provide concurrent activities	
Change Mgt	Sanctions for Noncompliance with Work Requirements	Establish sanction process, determine if entitlement above that required for rent and utilities will be issued directly to client or as voucher or vendor payment, establish monitoring system, inform clients	Written procedure, monitoring tool, develop/modify vouchers, vendor payments, informational handout		coordination with vendors, fiscal issues	specialized caseload?	
Education, Change Mgt	School Attendance	Define Regular Attendance Establish process for documentation	Verification form Written Policy Procedure for Sanction	How often will the county require documentation to be provided?	Confidentiality Staff time involved	11/17 - leaning toward quarterly verif...at least initially.. they will need to take to DNCUSD board for approval	ED

DECISION MATRIX

CalWORKs Planning Committee
Tasks - Deliverables- Issues

Committee	Subject	Tasks	Deliverables	Question	Issues	Recommendation or activity	SUB-SUB
Change Mgt	Self-employment Income	Train staff, develop form to document choice	Choice Indicator form		ISAWS updated?	Self-implementing	
EET	Self-Initiated Programs (SIPs)	review local labor market, coordinate with DNCUSD and COR	MOUs with DNCUSD and COR, Written policy and procedure to document SIP determinations				EMPL
EET	Sequence of Welfare-to-Work Activities	Establish criteria for shortening or lengthening job search, determine need and criteria for 6-mo extension of participation in welfare-to-work, review and modify appraisal, assessment, and referral tools, determine outcomes to be monitored	Written procedures, appraisal and assessment forms, flow chart, monitoring tools and tracking system	Does county plan to exercise option to require participation by applicant with their consent?			TRNG, EMPL
EET	Sequence of Welfare-to-Work Activities	Determine who will provide case management services for each participation activity	client flow assessment, study of performance history	Will the county consider outstationing case managers or contracting for some services?	Fiscal issues re: administration, issues surrounding control of outcomes and performance	cwd will provide case mgt services and coordinate with other team members for service delivery	TRNG, EMPL
Change Mgt	Single Allocation	Determine method for distribution of administration and services				Self-implementing	
Change Mgt	Sponsored Aliens	Train staff, inform affected clients of requirements, determine acceptable documentation	Informational handout		ISAWS updated?	Self-implementing	

DECISION MATRIX

CalWORKs Planning Committee
Tasks - Deliverables- Issues

Committee	Subject	Tasks	Deliverables	Question	Issues	Recommendation or activity	SUB-SUB
Supportive Services, Change Mgt	Supportive Services	Establish process for issuance of and/or participation in supportive services	Written procedure, referral forms, claim forms	Who will authorize and issue supportive services? (Elig, Case Mgr)	Confidentiality	Case mgr will authorize and issue... chg mgt will develop referral process in conjunction with each agency as appropriate and mechanics for issuance...	
Probation Change Mgt	TANF Funding for Juvenile Probation Services	Provision of family centered services for at-risk youth and youthful offenders	Written plan consistent with Comprehensive Youth Services Act, (AB 1542)	What is level of funding? (CFL NO. 97/98-12)	Coordination of services	Mick working with Ralph Allsop to develop program and services.	
Change Mgt	Time Limits	Establish tracking criteria for determination of time extensions	Written procedure, flow chart, tracking form	Who will track? Who will authorize time extensions?	ISAWS updated?		
Change Mgt	Time Limits - Exemptions	Define acceptable documentation develop process for determination; coordinate with DAFS	Written procedure, tracking form	Who will track? Who will authorize exemptions? How will county credit months of excess child support recoupment?	ISAWS updated? DAFS interface		
Change Mgt	Time Limits: 20% Hardship exemptions	Survey of current caseload, establish monitoring system, define process for requesting good cause	Survey form, results indicating whether it is likely that county will exceed 20%, system for tracking exempt individuals	Who will complete survey? Who will track? Who will request good cause and waiver? Who will advise BOS?	ISAWS updated?	set up tracking ... may not be in ISAWS	
Supportive Services	Treatment for Substance Abuse	Determine level of substance abuse treatment services, develop referral and monitoring tools	MOU with DAA	What is current system capacity?	Fiscal issues re: administration	DMH has completed draft MOU.. Mick will complete narrative of range of services.	

DECISION MATRIX

CalWORKs Planning Committee
Tasks - Deliverables- Issues

Committee	Subject	Tasks	Deliverables	Question	Issues	Recommendation or activity	SUB-SUB
Change Mgt	Tribal CalWORKs	Determine whether local eligible tribes wish to administer own CalWORKs plan				Smith River Rancheria and Yurok Tribes will participate in County Plan and requirements	
Change Mgt	Vouchers for Sanctions	Establish process, notify utility companies / landlords, train staff	Written procedure	Who will determine and/or authorize sanction? Will county require all aid to be paid by voucher?	ISAWS updated?	specialized caseload?	
Change Mgt	Welfare Reform Steering Committee					Self-implementing	
EET	Welfare-to-Work Plans	Review plan requirements, develop format	Written county specific Welfare-to-Work plan to be signed by participant		availability of supportive services		TRNG
Change Mgt	Work Participation - Exemptions	Determine acceptable documentation of exemptions, and who will have authority to determine exemptions	Written policy and procedure			Self-implementing	

Del Norte County CalWORKs Implementation Milestones

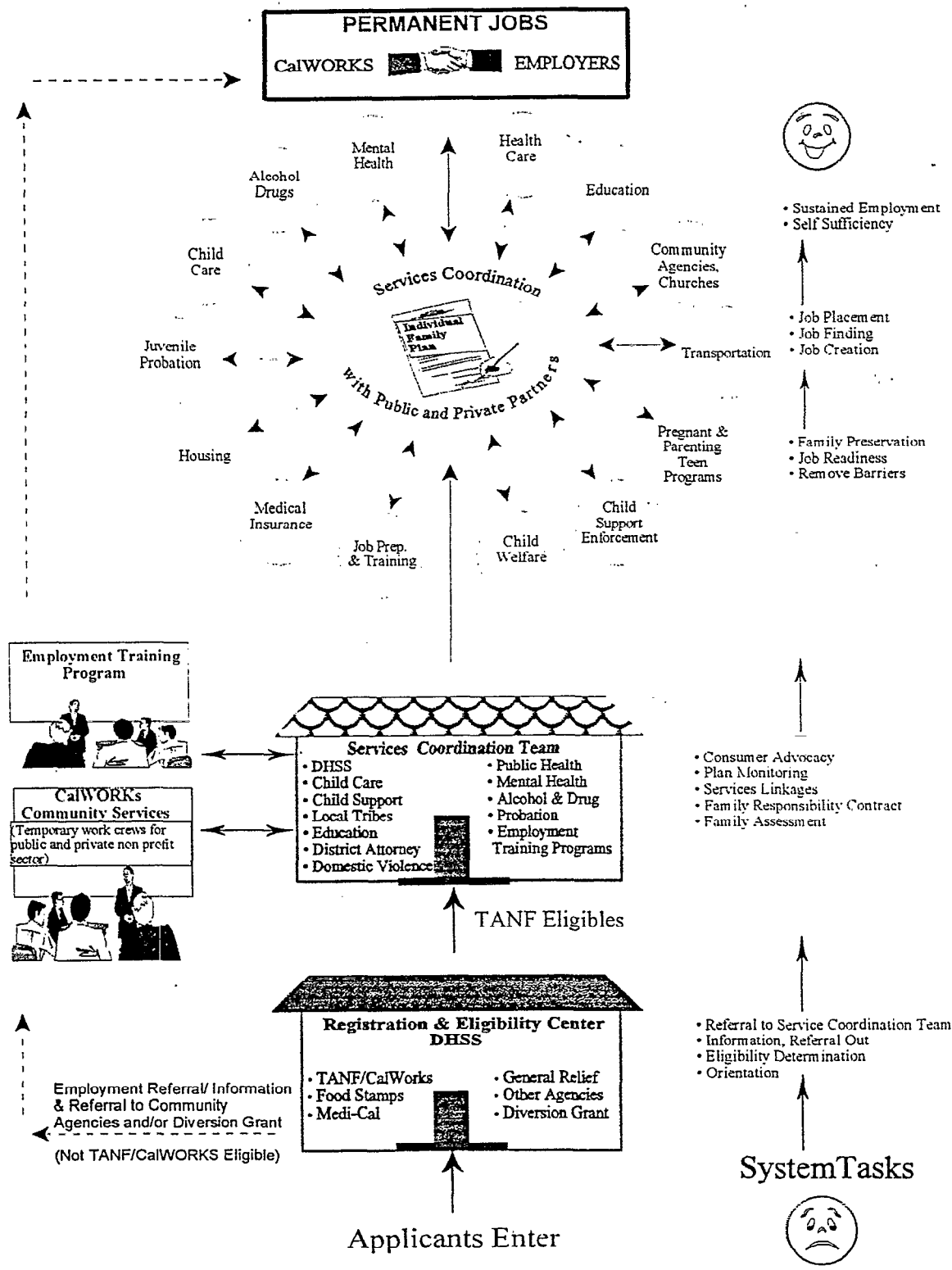
8/11/97	9/3/97	9/10/97	11/7/97	11/19/97	11/25/97	12/9/97
Assembly Bill (AB) 1542 signed - CalWORKs Program enacted	Community CalWORKs Planning Committee Convenes	CDSS Planning Allocation / County Plan Instructions	In-House Change Management Committee Convenes	Community CalWORKs Planning Committee to submit formal input for County Plan	Staff Training for CalWORKs Implementation...first session begins	County Plan on BOS Agenda - to be continued to 12-30-97

Del Norte County CalWORKs Implementation Milestones

12/30/97	1/1/98	1/10/98	2/9/97	2/1/98	1/1/99
BOS to review and approve CalWORKs Plan	Clock begins for current recipients - 60 month limit--- Eligibility Provisions implemented in ISAWS	Plan to CDSS for approval	CDSS certification	Begin enrollment of new applicants & recipients @ renewal - (later of 6 mos from date of CDSS planning letter or 2 mos after CDSS certification	All recipients enrolled

SERVICE DELIVERY SYSTEM

SUSTAINED ECONOMIC GROWTH = STABLE COMMUNITY BASE



(7) Once barriers to employment have been removed, participant is referred to Employment Training Programs to secure temporary and permanent jobs.

(6) If not job ready, family is linked to needed services and resources, assigned job preparation responsibilities, and receives case management

(5) If SCT determines participant is job ready, or could be within 120 days, individual is directly referred to Employment Training Programs or CalWORKS Community Service (Temporary work crews for public and private, non profit sector for transitional work experience).

(4) An Individualized Family Plan is agreed to and signed by participant and the SCT.

(3) Referral to Services Coordination Team(s) (SCT) determine needs and provide services.

(2) Persons eligible receive initial orientation/identification of potential barriers to employment; non-eligible are referred to other services and employment information.

(1) Applicants enter at Eligibility Center.

Service Delivery