

**HUMBOLDT COUNTY**  
**DEPARTMENT OF SOCIAL SERVICES**

**CalWORKs Plan**  
**Addendum**

**Submitted for Board of Supervisor Approval March 23, 1999**  
**Submitted to CDSS March 26, 1999**

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## **Addenda**

- 1-16-98 (a) Collaboration (Submitted per CDSS January 16, 1998)**
- 1-16-98 (e) Substance Abuse and Mental Health (Submitted per CDSS January 16, 1998)**
- 1-16-98 (g) Child Care (Submitted per CDSS January 16, 1998)**
- 1-16-98 (i) Domestic Violence (Submitted per CDSS January 16, 1998)**
- 1-16-98 (l) Source and Expenditures of Funds (Submitted per CDSS January 16, 1998)**
- 1-16-98 (q) Interaction with American Indian Tribes (Submitted per CDSS January 16, 1998)**
- 1-16-98 (d) Welfare-to-Work, provided Self-Appraisal Form (Submitted per CDSS January 16, 1998)**
- 1-20-98 (g) Child Care and Transportation Services (Submitted per CDSS January 20, 1998)**
- 6-26-98 (p) Compliance with Requirements Truancy (Submitted in compliance**

**with Section 11253.5(a) of AB 1542 to CDSS June 26, 1998)  
(Revision submitted August 24, 1998 & Sept. 8, 1998)  
11-3-87 (d) Welfare-to-Work, Policy & Procedures for Welfare-to-Work Job  
Services, Self-Employment, No. 315, new. (Submitted per CDSS  
November 3, 1998)  
(a) Collaboration (Submitted per All-County Letter No. 98-90, Subject: The  
Federal Welfare-To-Work (WtW) Grant Program.**

**(a) COLLABORATION**

(Page 11 - CalWORKs Plan)

The WtW Grant Program, that is federally funded through the U.S. Department of Labor (DOL) and administered through the Employment Development Department (EDD), has been implemented in Humboldt County through the collaborative efforts between the **Humboldt County Department of Social Services (HCDSS) and the Employment Training Department/Private Industry Council (ETD/PIC)**. The collaboration will be extended to The Humboldt County Workforce Development Partnership (one of six Regional Collaboratives funded) that includes the College of the Redwoods and the Humboldt County Office of Education.

After several joint meetings with ETD/PIC and the Humboldt County Department of Social Services a process and procedure for collaboration in the implementation of the Humboldt County Welfare-to-Work Grant Program has been developed and implemented.

**Trainings and Conferences Attended Jointly by HCDSS & ETD/PIC**

September 17, 1998

Welfare-to-Work Practitioners Forum - Anaheim

October 16, 1998

Joint Meeting to discuss implementation strategies - Eureka

November 16, 1998

Began training of ETD/PIC Staff on the WtW Program (one week)

Orientation Review, Transportation and Ancillary Payments

Child Care

Contracts; Dealing with Employed Participants; Referrals to AOD/MH and Probation

SIPs; Job Club; Employment Development Plan and Work Experience

Cause Determinations, Conciliation and Sanctions

November 18, 1998  
Making Welfare-to-Work Work In The Workforce Development System - San Jose

January 25 & 26, 1999  
CalWORKs Policy and Legislative Conference - Sacramento

February 2-4, 1999  
Welfare Reform Conference - San Diego

February 10, 1999  
Case Management Review Training for ETD/PIC Staff

### **Referral Process for WtW Grant DOL**

October 29, 1998  
Creation of Forms for ETD/PIC specific: Calendar, Ancillary Referral Agreement, Transportation Referral, and Child Care Referral

November 5, 1998  
Designed an internal check list for DOL Referral - that includes the items that need to be sent over with the referral. Also designed a criteria check list for Social Services staff to aid in identifying cases that are eligible for referral. (Attached)

November 30, 1998  
Received disk of Humboldt County Cases that had received aid for 20 months or more, this included 4,207 records.

December 18, 1998  
From the disk printout as a starting point the cases that had been receiving aid for 98 months or more as a starting point for case referrals. The cases were identified and reviewed by case managers at DSS to determine if the cases fit into the criteria delineated by the Welfare-to-Work Grant Program. In addition, the case workers at DSS were asked to review their current case load for cases that may be eligible under the specified criteria.

January 6, 1999  
Received a second disk from the State that included adults and children who were on aid for 30 months or more. This included 2,986 records of adults. This list is being used for identification of potential clients for the WtW Grant Program.

January 7, 1999  
Began CASAS testing for all Welfare-to-Work participants to aid in the identification of potential WtW Grant referrals. Testing is taking place once per week.