

FROM LASSEN COUNTY H&HS (916)257-8177

02.19.1998 17:05

P. 2



# LASSEN COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT

■ ADMINISTRATION • 545 HOSPITAL LANE • SUSANVILLE, CA 96130 • (916) 251-8128

- ALCOHOL & DRUG  
478 Alexander Ave.  
Susanville, CA 96130  
(916) 251-8112
- MENTAL HEALTH  
555 Hospital Lane  
Susanville, CA 96130  
(916) 251-8108
- PUBLIC GUARDIAN  
720-A Richards Rd.  
Susanville, CA 96130  
(916) 251-8337
- PUBLIC HEALTH  
555 Hospital Lane  
Susanville, CA 96130  
(916) 251-8123
- VETERANS SERVICE  
Memorial Building  
Susanville, CA 96130  
(916) 251-8182
- WELFARE  
P.O. Box 1388  
Susanville, CA 96130  
(916) 251-8182

February 19, 1998

Mr. Jim Brown  
Regional Coordinator  
Department of Social Services  
744 P Street, MS 14-44  
Sacramento, CA 95814

Dear Mr. Brown:

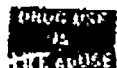
Lassen County gives you permission to include a copy of the GAIN Grievance Plan as part of the CalWORKs Plan.

Sincerely,

Margaret Crosby  
Division Chief  
Lassen Works

MC:ka

**We Support a Drug Free Lassen County**





# LASSEN COUNTY

## HEALTH AND HUMAN SERVICES DEPARTMENT

ADMINISTRATION • 545 HOSPITAL LANE • SUSANVILLE, CA 96130 • (916) 251-8128

ALCOHOL & DRUG  
478 Alexander Ave.  
Susanville, CA 96130  
(916) 251-8112

MENTAL HEALTH  
565 Hospital Lane  
Susanville, CA 96130  
(916) 251-8108

PUBLIC GUARDIAN  
720-A Richmond Rd.  
Susanville, CA 96130  
(916) 251-8337

PUBLIC HEALTH  
855 Hospital Lane  
Susanville, CA 96130  
(916) 251-8183

VETERANS SERVICE  
Memorial Building  
Susanville, CA 96130  
(916) 251-8192

WELFARE  
P.O. Box 1359  
Susanville, CA 96130  
(916) 251-8182

DATE: February 19, 1998  
TO: Tom Keeffer and the Board of Supervisors  
FROM: Peggy Crosby *Peg C*  
REGARDING: Lassen County's amended CalWORKs plan.

Enclosed is the amended CalWORKs plan for Lassen County. This amendment will be presented to the Board of Supervisors of March 10, 1998 for final approval and hopefully will meet State approval.

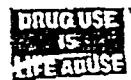
The corrected pages are marked and the following is an explanation of the corrections.

1. Pg. 6 - added bottom paragraph per state request.
2. Pg. 17 - clarified the exemption for child birth per state request.
3. Pg. 19 - added last sentence per state request.
4. Pg. 22 - added the word GAIN to the last paragraph per state request.
5. Pg. 25 - added other references per the Board of Supervisors.
6. Pg. 31 - changed the last paragraph.
7. to 14. - Attachments to the references listed in #5.
15. Last attachment - Added \*\* comments per state request.

*Add:*  
*Pg. 26 - Addresses agreement with Family Support.*

*Thanks*

We Support a Drug Free Lassen County





# LASSEN COUNTY

## HEALTH AND HUMAN SERVICES DEPARTMENT

■ ADMINISTRATION • 545 HOSPITAL LANE • SUSANVILLE, CA 96130 • (916) 251-8128

- ALCOHOL & DRUG  
476 Alexander Ave.  
Susanville, CA 96130  
(916) 251-8112
- MENTAL HEALTH  
555 Hospital Lane  
Susanville, CA 96130  
(916) 251-8108
- PUBLIC GUARDIAN  
720-A Richmond Rd.  
Susanville, CA 96130  
(916) 251-8337
- PUBLIC HEALTH  
555 Hospital Lane  
Susanville, CA 96130  
(916) 251-8183
- VETERANS SERVICE  
Memorial Building  
Susanville, CA 96130  
(916) 251-8192
- WELFARE  
P.O. Box 1359  
Susanville, CA 96130  
(916) 251-8152

January 14, 1998

Mr. Curtis Howard  
Welfare to Work Division  
Department of Social Services  
744 P Street, MS 9-701  
Sacramento, CA 95814

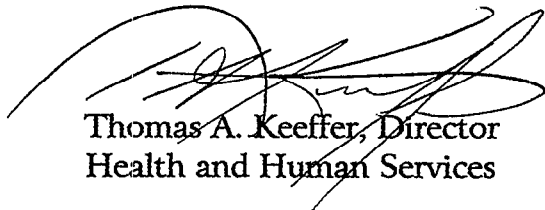
RE: Lassen County Cal Works Plan

Dear Mr. Curtis:

Attached is the approved and signed Lassen County Cal Works Plan and Board resolution designating review and approval.

If you have questions or concerns, please contact me at 530-251-8128 or Margaret Crosby at 530-251-8152.

Sincerely,



Thomas A. Keeffer, Director  
Health and Human Services

TAK:ka



BOARD OF SUPERVISORS  
COUNTY OF LASSEN, STATE OF CALIFORNIA

Date: January 13, 1998

Regular (X) Meeting  
Special ( )

Present:

Supervisor, District 1 - Claud Neely  
Supervisor, District 2 - Jim Chapman  
Supervisor, District 3 - Jean Loubet  
Supervisor, District 4 - Brian Dahle \*  
Supervisor, District 5 - Everd McCain

(\*Denotes Chairman)

County Counsel Bill Murano

County Clerk Theresa Nagel

County Administrative Officer Bill Bixby

PROCEEDINGS:

PUBLIC HEARING - CalWORKS PLAN

The public hearing is opened at 10:17 a.m. to receive comments on the 1997-98 CalWORKs Plan. (Supervisor Neely departs at 10:17 a.m.)

Health and Human Services Director Tom Keeffer presents information on the CalWORKs Plan and how it will work. He also distributes the Lassen Works Handbook. (Supervisor Neely returns at 10:21 a.m.)

Supervisor Chapman brings up the State requirement for a working relationship with the District Attorney, in relation to the Child Support Program. He feels this component should be included in the Plan.

Supervisor McCain feels there should be more detail in the Plan. He would like to see how the funding is to be spent.

Health and Human Services Department Budget Analyst Jerry Abts indicates other counties are submitting the same type of Plan as Lassen County is. He also states the official budget, that is to be used for this Plan, is the budget that was approved by the Board of Supervisors in October.

Further in-depth discussion is held between board members and staff relating to the function of the Welfare Program and how funding is received for operations.

Violet Stout speaks in opposition to the "Education Model for Welfare to Work" portion of the CalWORKs Plan.

No other persons speak against or in favor of the Plan and the public hearing is closed at 10:50 a.m.


Supervisor McCain requests this plan be referred back to the department, and requests that information be provided on the projected budget for expenditures, and how that budget inter-relates to the 1997-98 Budget.

It is moved by Supervisor Chapman, seconded by Supervisor Neely and carried, on a roll call vote with Supervisor McCain voting NO, to: 1) approve the CalWORKS Plan, which outlines new regulations for funding needy recipients for FY 1997-98, as an interim plan; 2) direct staff to include the budgetary information and the Child Support component in the final plan, for further approval by the Board of Supervisors; and 3) authorize the Director of Health and Human Services to sign the Plan and any future amendments.

County of Lassen                    )  
State of California                ) ss.

I, THERESA NAGEL, County Clerk of the County of Lassen, State of California, and ex-officio Clerk of the Board of Supervisors thereof, do hereby certify the foregoing to be a full, true and correct copy of the minute order of said Board of Supervisors on above date.

IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed the Official Seal of the said Board of Supervisors this 14th day of January, 1998.

By   
County Clerk of the County of Lassen, State of California, and ex-officio Clerk of the Board of Supervisors.

**LASSEN COUNTY  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LASSEN WORKS DIVISION**



**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.**

LASSEN COUNTY  
CALWORKS  
TABLE OF CONTENTS

<u>SECTION</u>	<u>SUBJECT</u>	<u>PAGE</u>
	EXECUTIVE SUMMARY	2
A.	COLLABORATION TO PROVIDE SERVICES	4
B.	PARTNERSHIPS WITH THE PRIVATE SECTOR	6
C.	LABOR MARKET NEEDS	7
D.	WELFARE-TO-WORK ACTIVITIES	8
E.	SUBSTANCE ABUSE SERVICES	11
F.	MENTAL HEALTH SERVICES	15
G.	CHILD CARE            ATTACHMENT A	17
	TRANSPORTATION	18
H.	COMMUNITY SERVICES	19
I.	DOMESTIC VIOLENCE	20
J.	PERFORMANCE OUTCOMES	22
K.	PUBLIC INPUT	23
L.	BUDGET                ATTACHMENT B 1 & 2	24
M.	TRANSITIONING OFF AID	25
N.	JOB CREATION	26
O.	OTHER ELEMENTS	28
P.	COMPLIANCE	29
Q.	INTERACTION WITH TRIBES	30
	ISSUES	31
	CERTIFICATION	33
	ATTACHMENTS	

## EXECUTIVE SUMMARY

Assembly Bill 1542 was signed into law by Governor Pete Wilson in August 1997. This Bill replaces the Greater Avenues for Independence (GAIN) and the Aid to Families with Dependent Children (AFDC) programs with California Work Opportunity to Kids (CalWORKs).

Lassen County is submitting the attached CalWORKs County Plan to the California Department of Social Services for certification. The County will provide addenda to this plan as more details and funding sources are developed and identified.

Lassen County's CalWORKs Program is focusing on assisting families to become self-sufficient. The plan development process identified that the expansion of job training and placement, employment opportunities, child care, and support services will dictate the success of Lassen County. Additional coordination between job training, re-employment, and economic and community development activities will target new opportunities for families to become self-sufficient. Funding is the restraint on the expansion of collaborative efforts. Lassen County will pursue funding opportunities that will facilitate family self-sufficiency.

Welfare reform in Lassen County will be an evolutionary process. This plan is a beginning and is based on successful activities performed by GAIN, Job Training Center, Lassen College, EDD, Office of Education, and Lassen County Community Development. This dynamic collaborative effort within the community welcomes the challenge to move from a "entitlement" program to one that is "temporary assistance" for families seeking help to care for themselves.

Community forums have assisted in development of this plan, and will continue to be invited to participate in additional CalWORKs policy. The County will be coordinating with service providers, community colleges, Job Training Centers, secondary schools and vocational training, and other organizations to create the self sufficiency model needed for growth for better jobs.

**Briefly describe the CalWORKs program of Lassen County. Include:**

**(1) A listing of the major program goals and objectives; and**

- o Assist able bodied, unemployed individuals to become employed.
- o Promote self sufficiency by establishing work plans that address training and education.
- o Collaborate with community to reduce duplicating efforts.
- o Provide services to the unemployed community.
- o Promote healthy family life.
- o Create job opportunities.

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

- o Providing applicants with up-front services, with their concurrence, to alleviate the need to come on aid;

Diversion programs may be offered on a case by case basis;  
Voluntary Job Search and Job Club activities;



- o Building a strong support system to assist parents in overcoming barriers to employment;
- o Establishing effective connections to the child support system;
- o Continuing to build the infrastructure of the Lassen Career Network;
- o Creating an easy access, single point of entry for child care;
- o Strengthening a wide range of collaborative relationships to provide supportive services; training and education, and retention services;

Once CalWORKs has been issued to the Applicant there will be a variety of activities developed on a case-by-case basis.

- o Referrals to community services such as Mental Health, Alcohol and Drug, and Domestic Violence programs.
- o Intensive job related activities offered through the Lassen Career Network.
- o Consideration for short term education along with employment may be an option.
- o Job retention activities such as training and money management classes.

Over the next three months, the Lassen Career Network staff are planning to assess the job training needs for the community based on employer input. Lassen County's Economic Development and Housing Division will be updating the County's Economic Development Strategy Plan to complement the CalWORK's program with current activities. Lassen College and the Office of Education/ROP will be developing short term certificate programs and attempting to meet employer requirements.

**(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

X NO

If so, please certify that welfare-to-work activities will be coordinated with the County Refugee Services Plan

**WIC Section 10200. (a) As used in this chapter, "CalWORKs recipient" means a parent or caretaker relative receiving aid under Chapter 2 (commencing with section 11200) of Part 3 of Division 9 of the Welfare and Institutions Code, or any successor program.**

**(b) The county superintendent of schools, the local community college districts, the local school districts that provide adult education, and the directors of other job training programs in the county shall develop a plan by March 31, 1998, that provides for instructional and job training services to CalWORKs recipients within that county. More details to follow by March 31, 1998.**

**WIC Section 10531 (a) How the county will collaborate with other public and private agencies to provide for all necessary training and support services.**

Continue to improve services at the Lassen Career Network:

- o Develop placements for training and employment.
- o Collaborate with schools and colleges for training programs (attachment I(a) and I(f)).
- o Current collaboration between public and private agencies has been successful with the implementation of the Economic Development Strategy Plan (see section (b), (n)).

It is expected that coordination of CalWORKs training and support services will be a dynamic process requiring the establishment of monitoring programs, which may include the creation of a computer network that will provide the scheduling and disbursement of training and support services via computer. A web system will allow CalWORKs recipients to access information from remote county locations, as well as link various agencies to multiple resources.

**Business Development & Job Creation**

Lassen County's ED/Housing Division will continue to foster business development and provide housing, business infrastructure funding, technical and grant administration assistance.

(Section A Con't)

**Housing and Rental Assistance**

The ED/Housing Division coordinates the use of home ownership and Section 8 Certificate and Voucher rental assistance programs with public and private resources.

The ED/Housing Division is researching the HUD Family self-sufficiency (FSS) program to incorporate it into current Housing Assistance Payment Program Administrative Plan. Under this new program, families that participate in the FSS program, will enter into a contract with the Housing Authority to receive specialized resources and services. This program would limit rent increases and create an escrow account that will be available to the family after successfully graduating from the program's contract requirements. Adoption of this program will create additional Section 8 rental assistance Certificate and Vouchers for CalWORKs recipients who require housing that is conveniently located to urban services.

Affordable home ownership opportunities are coordinated through the ED/Housing Division. The current program allows for the purchase of new housing units to be resold to households who meet affordable housing eligibility requirements. Public and private financing is coordinated by ED/Housing Division, who also is providing initial loan eligibility screening and counseling.

**(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)]

**WIC Section 10531(b) The county's partnerships with the private sector, including employers and employer associations, and how those partnerships will identify jobs for CalWORKs program recipients.**

The County of Lassen's partnership in coordinating economic development between public and private sectors began seven years ago with the introduction of the Lassen County Economic Development Strategy Plan (EDSP, adopted April, 1990). Since the EDSP's introduction, Lassen County has fulfilled many of the action programs that have been designed from public and private sector involvement. Success of the EDSP and recent beneficial economic development opportunities are providing the impetus to prepare an EDSP revision with partial funding through the United States Department of Agriculture, Forest Service Rural Community Assistance Program. Implementation of the EDSP was successful through private sector partnerships which assisted in identifying jobs markets. Some of the products from these partnerships include:

- o memberships with business relocation clearinghouses and conventions, such as Trends 2000;
- o regional employment feasibility studies targeting four season employment and tourism;
- o a Local Reuse Authority to create and coordinate economic development opportunities from the Sierra Army Depot Realignment;
- o marketing materials for business outreach, such as NorCal IDEA, Chamber of Commerce pamphlets, and California State Fair exhibits that highlight business opportunities in Lassen County;
- o new and expanded businesses that employ Target Income Group individuals;
- o lenders that provide gap financing to new and expanding businesses.

Partnerships and lines of communication created through the implementation of the EDSP has created a framework of contacts that can be used to assist Lassen County with the preparation and implementation of action programs tailored for CalWORKs recipients.

Lassen county is working to engage local labor interest from the few available in the county.

**(c) LOCAL LABOR MARKET NEEDS**

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

**WIC Section 10531(c) Other means the county will use to identify local labor market needs.**

Ad-hoc committees derived from a broad cross section of the business and development community may be used to establish better lines of communication between agencies, and identify mutual issues and institutional constraints. Local economic development roundtable events will provide an environment to help identify and discuss employment opportunities and constraints, and help facilitate the implementation of action programs through sponsorship and mentoring. Attendance and presentations at local business membership organization events will be used to provide up to date information and feedback on local business environments.

Lassen County will identify employment opportunities for CalWORKs program recipients by implementing and updating the County's Economic Development Strategy Plan. ED/Housing Division, and Lassen Career Network (LCN) will continue to provide new and expanding businesses with all factors of business operational support.

The Lassen Career Network is currently providing programs and services that include one-stop employment recruitment, job-screening and placement, pre-employment and on-the-job training, work experience and sponsorship programs. Many public and private employers are currently using Lassen Career Network to fulfill their various employment requests because it houses the Employment Development Department (EDD), Job Training Center(JTC), Green Thumb, SOLO, School-To-Work, Lassen WORKs, Lassen Community College, and the Sierra College Small Business Development Center (SBDC). The Lassen Career Network plans on expanding as programs develop.

**(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 the 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 checked="" type="checkbox"/> Subsidized private sector employment                           | <input checked="" type="checkbox"/> Self-employment                                   |
| <input checked="" type="checkbox"/> Subsidized public sector employment                            | <input checked="" type="checkbox"/> Community service                                 |
| <input checked="" type="checkbox"/> Work experience  | <input checked="" type="checkbox"/> Job search and job readiness assistance           |
| <input checked="" type="checkbox"/> On-the-job training  | <input checked="" type="checkbox"/> Job skills training directly relate 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 type="checkbox"/> Transitional employment                                      |
| <input checked="" type="checkbox"/> Education directly related to employment                       | <input checked="" type="checkbox"/> Other (list)<br>Alcohol and Drug Services         |
| <input checked="" type="checkbox"/> Adult basic education (includes basic education, GED, and ESL) |   |

**WIC Section 11322.7(a) Every county shall provide an adequate range of those activities described in Section 11322.6 to ensure each participant's access to needed activities and services to assist him or her in seeking employment, to provide education and training the participant needs to find self-supporting work, and to arrange for placement in paid or unpaid work settings that will enhance a participant's ability to obtain unsubsidized employment.**

**WIC Section 10531(d) The range of welfare-to-work activities the county will offer recipients and the identification of any allowable activities that will not be offered.**

**(Section D Con't)**

**WIC Section 11322.6** The welfare-to-work plan developed by the county welfare department and the participant pursuant to this article shall provide for welfare-to-work activities. Welfare-to-work activities may include, but are not limited to, any of the following:

- (a) Unsubsidized employment.**
- (b) Subsidized private sector employment.**
- (c) Subsidized public sector employment.**

**(d) Work experience, which means public or private sector work that shall help provide basic job skills, enhance existing job skills in a position related to the participant's experience, or provide a needed community service that will lead to employment. Unpaid work experience shall be limited to 12 months, unless the county welfare department and the recipient agree to extend this period by an amendment to the welfare-to-work plan. The county welfare department shall review the work experience assignment as appropriate and make revisions as necessary to ensure that it continues to be consistent with the participant's plan and effective in preparing the participant to attain employment.**

**(e) On-the-job training.**

**(f) Grant-based on-the-job training, which means public or private sector employment or on-the-job training in which the recipient's cash grant, or a portion thereof, or the aid grant savings resulting from employment, is diverted to the employer as a wage subsidy to partially or wholly offset the payment of wages to the participant. Grant-based on-the-job training shall include community service positions pursuant to Section 11322.9.**

**(g) Supported work or transitional employment, which means forms of grant-based on-the-job training in which the recipient's cash grant, or a portion thereof, or the aid grant savings from employment, is diverted to an intermediary service provider, to partially or wholly offset the payment of wages to the participant.**

**(h) Work-study.**

**(i) Self-employment.**

**(j) Community service.**

**(k) Adult basic education, which shall include reading, writing, arithmetic, high school proficiency, or general educational development certificate of instruction, and English-as-a-second-language. Participants under this subdivision shall be referred to appropriate service providers that include, but are not limited to, educational programs operated by school districts or county offices of education that have contracted with the Superintendent of Public Instruction to provide services to participants pursuant to Section 33117.5 of the Education Code.**

**(l) Job skills training directly related to employment.**

**(m) Vocational education and training, including, but not limited to, college and community college education, adult education, regional occupational centers, and regional occupational programs.**

**(n) Job search and job readiness assistance, which means providing the recipient with training to learn job seeking and interviewing skills, to understand employer expectations,**

**(Section D Con't)**

**and learn skills designed to enhance an individual's capacity to move toward self-sufficiency.**

**(o) Education directly related to employment.**

**(p) Satisfactory progress in secondary school or in a course of study leading to a certificate of general educational development, in the case of a recipient who has no completed secondary school or received such a certificate.**

**(q) Mental health, substance abuse, and domestic violence services, described in Sections 11325.7 and 11325.8 and Article 7.5 (commencing with Section 11495), that are necessary to obtain and retain employment.**

**(r) Other activities necessary to assist an individual in obtaining unsubsidized employment.**

**Assignment to an educational activity identified in subdivisions (k), (m), (o), and (p) is limited to those situations in which the education is needed to become employed.**

Lassen County will refer recipients to any of the listed activities approved through the Welfare-to-Work plan. Activities listed below will not be available in Lassen County at this time.

- o Grant-based on-the-job training
- o Supported work
- o Transitional employment



**(e) SUBSTANCE ABUSE 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]

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

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

**WIC Section 11325.8 (a) The county plan required by Section 10531 shall include a plan for the provision of substance abuse treatment services. The plan shall describe how the county welfare department and the county alcohol and drug program will collaborate to ensure an effective system is available to provide alcohol and drug services to recipients whose substance abuse creates a barrier to employment. The plan shall be developed in a manner that is consistent with the county's welfare-to-work program. Substance abuse treatment services shall include evaluation, substance abuse treatment, employment counseling, provision of community service jobs, or other appropriate services.**

Beginning January 1998, there will be approximately \$13,000.00 in Alcohol and Drug Intervention, Education, Treatment and Recovery money funneled through the CalWORKs system for Alcohol and Drug services to CalWORKs recipients. There has been tentative agreement that this funding will be allocated to the Alcohol and Drug Program by Lassen WORKs. The funding is small, the Prenatal Recovery of Moms and Substance Abuse Environments (PROMISES) Program will increase their capacity to meet the anticipated need for treatment services created by Welfare Reform.

**(b) It is the intent of the Legislature that substance abuse treatment services for participants shall be provided by the county alcohol and drug program, or by a nonprofit agency under contract with the county alcohol and drug program. If the county welfare department determines that the county alcohol and drug program is unable to provide the needed services, the county department may contract directly with a state-licensed or certified nonprofit substance abuse program to obtain substance abuse services for a participant.**

**(Section E Con't)**

Lassen County's Alcohol and Drug Department will provide services for identified programs as funding become available.

**(c) (1) A participant who is in a job search component of the county's welfare-to-work program may be directed at any time to an assessment by the job search manager if the county believes that the participant's substance abuse may limit or preclude his or her satisfactory completion of the job search component.**

**(2) During the assessment, if the case manager believes that substance abuse will impair the ability of the participant to obtain and retain employment, the case manager shall refer the participant to the county alcohol and drug for an evaluation and determination of any treatment necessary for the participant's transition from welfare-to-work. If the county alcohol and drug program is unable to provide the necessary services, the county may refer the participant to a state-licensed or certified nonprofit agency under contract with the county to perform these services.**

**(3) If a participant is determined to have a substance abuse problem, based on an evaluation by the county alcohol and drug program or a state-licensed or certified nonprofit agency, the case manager shall develop the participant's welfare-to-work plan based on the results of that evaluation. In such a case, the participant's welfare-to-work plan may include appropriate treatment requirements, including assignment to a substance abuse program.**

**(4) A recipient of aid under this chapter shall be offered two opportunities to receive substance abuse treatment under subdivision (p) of Section 11322.6, except that the county may offer the recipient additional treatment opportunities.**

**(5) When a participant's welfare-to-work plan includes assignment to a treatment program, a case manager may determine that the participant is out of compliance with that plan if, at any time, in consultation with the substance abuse treatment provider, the county determines that the participant has failed or refused to participate in a treatment program without good cause. The assigned treatment program shall be reasonably accessible within the county of residence or a nearby county.**

**(6) When a case manager determines that a participant in a treatment program as specified in his or her welfare-to-work plan is out of compliance with a program requirement other than participation in a required treatment program, the determination of whether the participant has good cause to be out of compliance shall include consideration of whether the participant's substance abuse problem caused or substantially contributed to the failure to comply with the program requirements. In this determination, the county shall consult the substance abuse treatment provider as appropriate.**

**(d) No recipient may participate in a substance abuse treatment program for longer than six months without concurrently participating in a work activity, to be determined by the county and the recipient, in consultation with the treatment provider. However, if the recipient is in a residential treatment program or an intensive day treatment program that requires him or her to stay at the program site or otherwise not to participate in non-program activities, the requirements of the treatment program shall fulfill the**

**(Section E Con't)**

recipient's work activity treatment.

(e) Any funds appropriated by the Legislature for allocation to each county the eliminate barriers to employment due to participants' substance abuse problems shall be allocated consistent with the formula used to distribute each county's CalWORKs program allocation and shall be used to supplement, and not supplant, substance abuse treatment funds otherwise available to recipients. It is the intent of the Legislature that these funds be used to develop, expand, or develop and expand programs appropriate for CalWORKs program recipients. It is further the intent of the Legislature that, to the extent possible, these funds be used to maximize federal financial participation through Title XIX of the federal Social Security Act (Title 42 U.S.C. Sec. 1396 et seq.)

(f) Each county shall report annually to the state the number of CalWORKs program recipients who receive substance abuse treatment and the extent to which the allocation is sufficient to meet the need for substance abuse services as determined by the county.

**PLAN FOR SUBSTANCE ABUSE SERVICES**

Lassen WORKs staff will screen all CalWORKs participants for Alcohol/Drugs issues. The primary tool for assessment will be the ASAP/ASI. Upon completion of assessment, if services are deemed necessary, the client will be placed in the prescribed modality of treatment and regular progress reports will be given to appropriate Lassen WORKs staff.

If the participant is a female, with dependent children and substance abuse issues are sufficient to merit treatment, but residential or other services are not deemed necessary or appropriate, the client and children will be placed in the Alcohol and Drug PROMISES' Program. This program will provide substance abuse recovery services, noon meal, transportation and child development services for children up to 7 years of age. If there are too many children for the program to handle, on site priority will be given to infants and toddlers. Cooperative agreements and arrangements will be made for children that do not meet that criteria. Also provided will be life skills and parenting skills for the clients. This will be provided by both Alcohol and Drug staff and personnel from other agencies and businesses.

A cooperative agreement is being investigated with the Mental Health Program to possibly make the PROMISES' Program a "Dual Diagnosis" program. This will be determined by the Mental Health Administration and most likely be based on client diagnosis/need. If there is sufficient need for this target population to receive both Alcohol and Drug and Mental Health Services, then every effort will be made to form a cooperative, collaborative program to meet client needs in a mini "one-stop-shop" program.

There is approximately \$5,000.00 set aside in the Lassen WORKs budget specifically for Alcohol and Drug treatment services. This amount is not included in the above referenced \$13,000.00, rather, it is a specific set aside. Discussions with DSS administration have indicated that this money will remain in the Lassen WORKs budget, to be accessed on a case by case

**(Section E Con't)**

basis for those CalWORKs participants specifically assessed to need residential services. This may be the result of the initial assessment process or it may be as a result of a treatment failure in another modality.

If the PROMISES' Program reaches maximum capacity and is unable to accept more CalWORKs participants, and if the PROMISES' modality is assessed by the Alcohol and Drug Program staff to be the appropriate service for said client, an interim Alcohol and Drug Program service will be provided until there is room in the PROMISES' Program. Services other than PROMISES and residential will be provided to CalWORKs participants screened and referred by Lassen WORKs staff and assessed by Alcohol and Drug Program staff as needing other such alcohol and drug services.

**(f) PLAN FOR MENTAL HEALTH SERVICES**

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]

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

Please describe any additional services the county will provide.

The funding allocation (\$11,447.00) for Lassen County limits our ability to provide extra services. However, the county will be offering mental health services as needed for clients based on assessed need. Clients needing other services will be referred if appropriate programs are available.

**WIC Section 11325.7 (a) It is the intent of the Legislature in enacting this section to create a funding stream and program that assists certain recipients of aid under this chapter to receive necessary mental health services, including case management and treatment, thereby enabling them to make the transition from welfare to work. This funding stream shall be used specifically to serve recipients in need of mental health services, and shall be accounted for and expended by each county in a manner that ensures that recipients in need of mental health services are receiving appropriate services.**

**(b) The county plan required by Section 10531 shall include a plan for the development of mental health employment assistance services, developed jointly by the county welfare department and the county department of mental health. The plan shall have as its goal the treatment of mental or emotional disabilities that may limit or impair the ability of a recipient to make the transition from welfare-to-work, or that may limit or impair the ability to retain employment over a long-term period. The plan shall be developed in a manner consistent with both the county's welfare-to-work program and the county's consolidated mental health Medi-Cal services plan. The county may use community based providers, as necessary, that have experience in addressing the needs of the CalWORKs population. The county, whenever possible, shall ensure that the services provided qualify for federal reimbursement of the non-state share of Medi-Cal costs.**

**(c) Subject to specific expenditure authority, mental health services available under this section shall include all of the following elements:**

**(1) Assessment for the purpose of identifying the level of the participant's mental health needs and the appropriate level of treatment and rehabilitation for the participant.**

**(2) Case management, as appropriate, as determined by the county.**

(Section F Con't)

(3) Treatment and rehabilitation services, that shall include counseling, as necessary to overcome mental health barriers to employment and mental health barriers to retaining employment, in coordination with an individual's welfare-to-work plan.

(4) In cases where a secondary diagnosis of substance abuse is made in a person referred for mental or emotional disorders, the welfare-to-work plan shall also address the substance abuse treatment needs of the participant.

(5) A process by which the county can identify those with severe mental disabilities that may qualify them for aid under Chapter 3 (commencing with Section 12000).

(d) Any funds appropriated by the Legislature to cover the nonfederal costs of the mental health employment assistance services required by this section shall be allocated consistent with the formula used to distribute each county's CalWORKs program allocation. Each county shall report annually to the state the number of CalWORKs program recipients who received mental health services and the extent to which the allocation is sufficient to meet the need for these services as determined by the county. The State Department of Mental Health shall develop a uniform methodology for ensuring that this allocation supplements and does not supplant current expenditure levels for mental health services for this population.

#### **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].

**WIC Section 10531(f) The extent to which, and the manner in which, mental health services will be available to recipients after the period specified in subdivision (a) of Section 11454.**

A continued search for other funding sources for new programs will continue. Same service will be provided based on need. Time limits is not a factor in mental health services.

## (g) CHILD CARE

### 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.

Child care is a primary concern when dislocated workers are considering re-training. Lassen County will collaborate with the Child Care Planning Council and Resource and Referral agency in the development of a county-wide plan for child care services through regular meetings and reports. Attachment A shows a list of Lassen County needs and barriers.

The county will contract with a local Alternative Payment Program (APP) agency for provision of stage one child care services to ensure a smooth transition between stages for CalWORKs participants. This APP agency is also the county Resource and Referral agency managing stage two and three funding. This arrangement will result in immediate access to child care referrals. A plan for co-location of Resource and Referral staff is being developed, dependent on available funding.

Criteria for exemption from welfare-to-work participation:

- o availability of appropriate child care/child care subsidy at time of intake
- o availability of child care/employment at a six month reevaluation
- o documentation of parental efforts to obtain employment and child care
- o primary responsibility for personally providing care to a child six months of age or under, except that, on a case-by-case basis, and based on criteria developed by the county, this period may be reduced to the first 12 weeks after the birth or adoption of the child, or increased to the first 12 months after the birth or adoption of the child. An individual may be exempt only once under this clause. SEC. 65 of W&I code 11320.3 (A) (i)
- o an individual who received an exemption pursuant to clause (I) shall be exempt for a period of 12 weeks, upon the birth or adoption of any subsequent children, except that this period may be extended on a case-by-case basis to six months, based on criteria developed by the county. SEC 65 of W&I code 11320.3 (A) (ii)

(Section (g) Con't)

## TRANSPORTATION

### Transportation

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

Several providers currently offer public transit service in Lassen County. These entities provide transportation service to the general public, transportation disadvantaged, and the transit-dependent population.

- o Lassen Rural Bus (LRB) is the primary transit provider in Lassen County, and provides public transit service to areas within Susanville and surrounding Communities. The LRB operates one fixed-route, two commuter routes, dial-a-ride transit (offered in the City of Susanville), and special needs transit during the week only.
- o Subsidized Vehicle For Hire Program is operated by the City of Susanville and contracted to the local taxi company. Transportation is limited to trips necessary for basic human needs within and adjacent to Susanville.
- o Mt. Lassen Cab and Shuttle is the only taxi company in Lassen County. They operate private "for-hire" service, as well as County-subsidized trips on an as-need basis and provides daily service from Susanville to Reno.

The CalWORKs plan will target additional financial resources to support and expand the existing transportation network to provide for any additional trip demand created from CalWORKs recipients. The current Lassen County Transit Development Plan update summarizes the existing transit service and identifies existing and future transit needs that are currently unmet, or are expected to become deficient in the future. A review by County staff concluded that most of the needs will be met through the on-going implementation of the Transit Development Plan. In addition, the Lassen County Transportation Commission recommended that transit operations should be evaluated and monitored throughout the year to accommodate changes in needs. A recent discussion has speculated the feasibility coordinating Plumas and Modoc transportation services with Lassen County to better serve regional public transportation needs.

An alternative to public transportation to and from training and support services may include the establishment of tele-communication centers in areas that receive limited public transit services. These satellite centers could efficiently provide various training support programs both in-house and on-line, as well as intermodal transportation facilities for car-pooling and public transportation linking to urban areas.

The payment rate for CalWORKs participants using a private vehicle will be reimbursed at the same rate as county employee's.



**(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]

Lassen County's community members are committed to having a comprehensive Community Services component for participants who pass the 18 to 24 month program offered through the CalWORKs funding. However, the specific details have not been developed and will be presented as an addendum to this plan.

**(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(D)]

Until regulations are adopted by California Department of Social Services in consultation with the Task force 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.

**WIC Section 11320.3 (7) (f) (2) In accordance with Article 7.5 (commencing with Section 11495), the applicant or recipient is a victim of domestic violence, but only if participation under this article is detrimental to or unfairly penalizes that individual or his or her family.**

**WIC Section 11495.12 For purposes of this article, until regulations are adopted pursuant to Section 11495.1, the term "abuse" means battering or subjecting a victim to extreme cruelty by (1) physical acts that resulted in or threatened to result in physical injury, (2) sexual abuse, (3) sexual activity involving a child in the home, (4) being forced to participate in nonconsensual sexual acts or activities, (5) threats of, or attempts on, physical or sexual abuse, (6) mental abuse, (7) neglect or deprivation of medical care, or (8) stalking.**

**WIC Section 11495.15 A county may waive a program requirement for a recipient who has been identified as a past or present victim of abuse when it has been determined that good cause exists pursuant to paragraph (2) of subdivision (f) of Section 11320.3. Until implementation of the regulations required pursuant to paragraph (2) subdivision (a) of Section 11495.1, a county may utilize standards, procedures, and protocols currently available, and shall identify them in its county plan. Waivers shall be reevaluated in accordance with other routine periodic reevaluations by the county.**

**WIC Section 11495.25 Sworn statements by a victim of past or present abuse by a victim shall be sufficient to establish abuse unless the agency documents in writing an independent, reasonable basis to find the recipient not credible. Evidence may also include, but is not limited to: police, government agency, or court records or files; documentation from a domestic violence program, legal, clerical, medical or other professional from whom the applicant or recipient has sought assistance in dealing with abuse; or other evidence, such as a statement from any other individual with knowledge of the circumstances that provide the basis for the claim, or physical evidence of abuse, or any other evidence that supports the statement.**

(Section (i) Con't)

Lassen Family Services, Inc., the designated Domestic Violence Assistance Program in Lassen County will provide training to those county workers who will be responsible for working with CalWORKs recipients who are victims of domestic violence.

In service training and/or Domestic Violence related workshops will be facilitated by Domestic Violence Assistance Program staff, who are certified domestic violence counselors as specified in the California Penal Code.

Domestic Violence related topics which will be presented to the CalWORKs staff include, but are not limited to the following:

- o History of Domestic Violence (DV)
- o Cycle of Violence
- o Learned Helplessness
- o Battered Woman Syndrome
- o Stalking
- o Myths and Facts
- o The Effects of Domestic Violence of Children
- o Crisis Intervention Principles and Techniques
- o Assessment/Mandated Reporting of DV
- o Law Enforcement Procedures Applicable to the DV Victims
- o Legal Procedures - Criminal and Civil
- o Transference/Countertransference When Working With DV Victims
- o Provision of Services to Groups Who Have Experienced Discrimination
- o Human Relations
- o Resource & Referral for DV Victims

Lassen Family Services currently provides domestic violence related training to public and private organizations and agencies throughout Lassen County. Domestic Violence Prevention Programs for children include *Children First and In Touch With Teens*. These educational programs are presented to children and teenagers in school districts throughout Lassen County.

CalWORKs applicants and recipients who are victims of domestic violence will be initially screened for referral and will also be encouraged to voluntarily and confidentially disclose abuse at any time during their involvement in the CalWORKs program. Lassen WORKs staff will utilize existing GAIN criteria for providing exemption from participation in welfare-to-work activities. Waivers will be on a case-by-case basis and be for as long as needed to insure that the individual, or their children, are able to escape the abusive environment. Verification of domestic violence will be attained through police reports, prior involvement in treatment or the recipient's sworn statement. As Lassen County Department of Social Services believes that healing can occur with the proper assistance, referrals will be made for counseling and other supportive services.

**(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]

Lassen County has the intent to implement AB 1542 in such a manner as to do all the following:

- o reduce child poverty in the county;
- o reduce dependence of needy parents on government benefits by promoting job preparation and work;
- o meet the requirements of federal law (TANF);
- o not to result in unanticipated outcomes that negatively affect child well-being, the demand for county general assistance or the number of families affected by domestic violence.

Lassen County has determined that the desired performance outcomes to be tracked on the local level are:

- o CalWORKs applications diverted from aid due to Diversion Program payment;
- o Job placements;
- o CalWORKs grant reduction due to earnings;
- o CalWORKs case discontinuance due to employment;
- o Job retention of at least 6 months.

Lassen WORKs employment program utilizes the GEMS database for statistical and reporting activities. The Eligibility Division utilizes SAWS for eligibility determination, as well as, statistical and reporting activities. It is the intent of Lassen County to continue to utilize these systems to capture and report the necessary data elements required by AB 1542.

Currently, a work group consisting of California Department of Social Services and county staff has been established to develop the data collection for all performance outcomes. Upon completion of this work group effort, an addendum to this plan will be provided with the specific details regarding data collection and outcome measurements performed by Lassen County as required by AB 1542.

Lassen County also intends to develop tracking methods to determine social outcomes from the implementation of CalWORKs. Some examples could include:

- o increase/decrease in food bank usage.
- o increase/decrease in reports of domestic violence.
- o other potential measurable impacts on the community.

**(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)]

- o Lassen County began planning for the implementation of Federal Welfare Reform in April 1997.
- o Lassen County held five public meetings, one in each of the five Supervisorial districts.
- o County staff gave presentations to community organizations.
- o The Board of Supervisors have monitored the progress of the County plan.

Five committees were formed to develop the County's CalWORKs plan. The targeted areas of discussion were:

- o Education
- o Service Providers
- o Technical Support
- o Economic Development
- o Child Care

Listed below are community organization representatives who are involved with Lassen County's CalWORKs plan.

Child Care Planning Council  
Regional Occupation Program  
Lassen Family Services  
Salvation Army  
Lassen Indian Rancheria  
Ministerial Association  
COMPAC:

Economic Opportunities Committee

Lassen Career Network:

Lassen WORKs (GAIN)  
SOLO  
School-To-Work  
Employment Development Department  
Green Thumb  
Job Training Center  
Lassen Community College

Lassen County:

Alcohol and Drug  
Community Development  
Probation Department  
Transportation Department  
Mental Health  
Public Health  
Office of Education

Public meetings were advertised on television, in the local paper, and announced on three radio stations that serve Lassen County. Copies of the county plan were made available at the county administrative office, courthouse, and the welfare department. The public meeting was held in conjunction with the regular January 13, 1998 Board of Supervisor meeting. If there are no objections to the county plan then the Lassen County CalWORKs plan will be presented for approval and certification on January 13, 1998.

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

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

Attachments B1 and B2 are summaries of the known budget information relating to Lassen County's CalWORKs program known as Lassen WORKs.

Attachment B3 is an estimate of expenditures.

Attachment B4 through B7 reflects the staff who handle program activities.

Attachments B8 and B9 are the estimated detail by line item.

Attachment B10 is the projected flow of cases through the new system.

All attachments are based on estimates of funding allocations. There is no historical data and the recipients will present unknown factors. It is expected that the new programs will change through legislation and funding sources will change as well.

**(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)]

(1) Lassen County will offer referrals to community agencies as necessary for the families transitioning off aid due to time limits. Available services are :

- o Mental Health
- o Alcohol and Drug Programs
- o Domestic Violence Programs
- o Lassen Career Network
- o Child Support Services

(2) Lassen County will work with families who are transitioning off aid due to employment for up to a twelve month period after the discontinuance of TANF. The focus will be two fold. First will be the need to assist in training for basic life skills and secondly to promote job retention along with encouraging advancement to a career by achieving independence through training.

Achieving independence will require support systems for many participants. Lassen County has the following services available.

- o Mental Health
  - o Alcohol and Drug Programs
  - o Domestic Violence Programs
  - o Child Care
  - o Transportation
  - o Lassen Career Network
- Job coaching, resume update services, workshops, employment counselors, ancillary funds, basic life skills, and mentoring.

Section 149 of W & I Code 11477 states that all applicants must assign all rights to child support over to the county as a condition of eligibility for TANF. An agreement between Lassen WORKS and the Lassen Family Support department is to do the interviews for the assignment of child support rights at the time of application. Continued collection of child support from the absent parents will assist recipients after discontinuance of aid by direct child support payments. This source of income may assist recipients become less reliant on retention services as well.

Lassen County's retention services will be developed in more detail at a later date. Other services will be explored as participant needs are identified.

## (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.

In 1990 the County of Lassen prepared an Economic Development Strategy Plan (EDSP) which outlined Action Programs which are consistent with the proposed CalWORKs job creation plan. Many of the programs in this plan have been successfully completed or are currently in progress.

In 1997 the County secured funding to update the EDSP. Participation in the update process will identify additional policies and action programs for the CalWORKs program including directives to link coordination between education and job training programs, child care, transportation, health-care, and economic and community development projects.

The Department of Community Development, Economic Development and Housing Division (ED/Housing) has been responsible for implementing the EDSP. The ED/Housing Division has also been providing a lead role in working with the private sector in creating job opportunities for the Target Income Group (TIG), such as supporting the retention and expansion of local businesses. Successful business creation and expansion projects have been financed through Community Development Block Grant Revolving and Micro-Enterprise Loan Funding. Funds loaned to these businesses are in direct proportion to the jobs creation requirement that is outlined within the County's Loan Underwriting Guidelines, which stipulates each \$35,000 dollars expended in loan funds, one TIG person must be employed.

Other efforts that have been undertaken in relation to the job creation plan include:

- o industrial and commercial permitting assistance, including infrastructure financing and site packaging assistance;
- o the sponsorship of business development educational programs, such as Start Smart;
- o the scheduling of appointments for the Small Business Development Center;
- o the ongoing development of the Westwood Business Park, including its Small Business Incubator Building, and the recruitment of Business Park tenants;
- o the completion of the Dyer Mountain Master Environmental Assessment that is targeting the development of a four-season employment center in the impacted communities of Westwood and Clearcreek;
- o the production of a Tourism Lodging Employment Analysis that will identify economically viable tourist lodging sites and provide for the development of site packaging;
- o continuing to provide business expansion and start-up assistance by creating avenues of small business financing through local, State and Federal lenders;
- o match fund procurement assistance for economic and community development projects;
- o ongoing employer and/or employee training and placement services through Lassen Career Network.



**(Section N Con't)**

Economic Development activities that are on the horizon include the establishment of a Lassen County Film Commission that will market the County as a filming industry destination; and the preparation of target economic development strategy plans for unique community areas within Lassen County.

**(o) OTHER ELEMENTS**

Pilot projects: Please indicate 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.

Lassen County reserves the right to submit an addendum if they wish to pursue pilot programs. Currently the following suggestions may be explored.

- o Diversion to ongoing clients.
- o No income report.
- o Family self sufficiency - HUD.

**(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? Yes [Reference: WIC Section 11322.8(a)]

**11322.8 (a) Unless otherwise exempt, an adult recipient is a one-parent assistance unit shall participate in welfare-to-work activities ..... In no event shall the adult recipient participate in welfare-to-work activities less than the required hours of participation under Section 607 (c) of Title 42 of the United States Code and any subsequent amendment thereto, for the entire time period on aid. A county retains the option to require all recipients or individual recipients to participate in welfare-to-work activities in excess the minimum number of hours specified in this subdivision, up to 32 hours each week.**

Lassen County will use the option to have one-parent assistance units participate in welfare-to-work activities for 32 hours a week starting February 1, 1998.

**(b) Unless otherwise exempt, an adult recipient who is an unemployed parent, as defined in Section 11201, shall participate in at least 35 hours of welfare-to-work activities each week that will meet the required hours of participation under Section 607(c) of Title 42 of the United States Code and any subsequent amendments thereto. However, both parents in a two-parent assistance unit may contribute to the 35 hours, if provided in federal law as meeting the federal work participation requirements and if at least one parent meets the federal one-parent work requirement applicable on January 1, 1998.**

Lassen county will use the requirement for two-parent assistance unit of 35 hours.

## (g) INTERACTION WITH AMERICAN INDIAN TRIBES

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

Lassen County staff has communicated with the Susanville Indian Rancheria and the California Indian Manpower Consortium (CIMC) regarding the CalWORKs requirements.

The Rancheria has proposed to have a satellite office on the Rancheria to work with and train Native Americans while providing on-site services. The county will meet with the Rancheria administration to discuss funding sources to meet the request. The Rancheria is interested in administering the CalWORKs program in the future.

The Lassen WORKs staff will offer to serve the Indian population and advise them of the CIMC NEW program. The recipient will have the option to choose which program will provide them with services when there is duplication of required components offered by CIMC NEW and CalWORKs. California Indian Manpower Consortium will determine eligibility for the CIMC NEW program and refer back to the county if the recipient is not eligible or is not following the welfare-to-work plan.

## LASSEN COUNTY ISSUES

This summary has been provided to highlight logistical issues facing the County of Lassen.

The County is strategically located in northeastern California, serving as the hub of the region. Highway 395 transects the county on a north-south axis, serving interstate traffic from Oregon to Nevada. Three miles east of Susanville, it joins Highway 36, which comes from Red Bluff and the Interstate 5 corridors in the Central Valley. Highway 44, the connection from Highway 89 and from Redding, dead ends into Highway 36 six miles west of Susanville. Despite the good highway network, the area suffers somewhat from isolation and difficulty of access. Sacramento is more than 200 miles away from Susanville, while Reno, Nevada, is only 86 miles away and serves as the focus for the region.

About the size of the state of Connecticut, the county extends across three geomorphic provinces--the Modoc Plateau, the Sierra-Cascade, and the Great Basin. This diversity of terrain contributes to the difficulty of access, particularly during inclement winter weather. Elevations range from a low of 3500 feet near Doyle to more than 8000 feet on the higher mountain peaks. The community of Westwood is a mile high in elevation, Susanville is at 4200 feet, and the Madeline Plains average 6000 feet in elevation.

The county seat and largest urban area in the county is Susanville, presently with a population of 17,114. In January 1997, the California Department of Finance estimated the total County population at 34,471. This amount accounts for 8,563 individuals housed in the prison system and group quarters.

Historically, the County has been supported by a resource-based economy. The county invested in natural resources which support its primary dollar-volume activities of lumber production and recreation/tourism. The county's major manufacturing industry, timber products, employs the great majority of the county's manufacturing workers. Government is the largest employer in the county, accounting for about 54 per cent of the total nonagricultural wage. Trade, services, and manufacturing are the next three largest industry groups.

The Southern Pacific Railroad serves the eastern part of the county, while the Western Pacific and the Great Northern Railroads extend across the western portion of the county. In addition, there are small airports at Johnstonville (Susanville municipal), Bieber, Amedee, and Spaulding. Approximately 2,910,080 acres comprise Lassen County. Large parts of the county are included in the Lassen, Plumas, Toiyabe, and Modoc National forests. A portion of Lassen Volcanic National Park lies in the western county. As well, the Caribou Wilderness lies north of the community of Westwood. Public lands in the eastern part of the county are administered by the Bureau of Land Management.

Lassen County faces employment and fiscal barriers which need addressing during California's future budgeting process. Issues such as mostly government employment and a large percentage of Federal and State operated lands contribute a minor amount of fiscal revenue to local

government. A declining timber industry, the recent loss of a mining company, and the realignment of the Sierra Army Depot is also contributing to a loss of revenue and employment. A majority of the unemployed are also the unskilled and uneducated. Many cannot qualify for employment because most job openings are in skilled and professional sectors. Increasing unskilled employment opportunities will gauge the success of placing many CalWORKs participants.

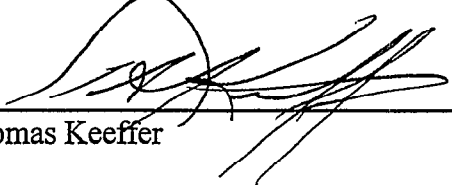
Lassen County has been supplementing job training and economic development activities, such as fostering small locally owned businesses, with grant financing. Legislation and a diminishing funding allocation has inhibited the County's administrative capacity to serve the community. Lassen County is anxious to implement CalWORKs, however, it is unsure if current allocations will provide enough support to fully implement all programs as described within the legislation. Lassen WORKs will continue to use Lassen Career Network as an employment resource who helps locate employment opportunities for CalWORKs participants (those participants who have voluntarily pursued employment). The current program with regulation changes will do well for about one more year. At that time it is believed that the Lassen WORKs staff will be attempting to serve the hard to place population. Prior to the new regulations, Lassen County was serving a small part of the eligible recipients due to the lack of funds.

During the financial planning stages for the next few years, please consider a higher baseline for all small county funding along with adequate caseload standards to insure enough staffing. The new laws require people work not paper work.

**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



---

Thomas Keeffer

Chairperson of the Board of Supervisors



---

Brian Dahle

## CHILD CARE ISSUES

November 5, 1997

**NEEDS:**

More Providers  
24-hour care/nights and weekends  
Transportation  
Sick child-care  
Special needs children  
Drop-in care  
Family Planning  
Infant/Toddler care  
Extending pre-school hours  
Summer Programs  
Geographic blind spots  
Consumer Education  
On-going training for providers  
Parent Education  
Support/Mentors for providers  
MONEYSSS

**BARRIERS:**

Turnover/low pay  
High Stress  
Recruitment  
Too expensive  
Collaboration/Cooperation  
Lack of substitute providers  
Liability  
Benefits  
Open Head Start to full day  
LCC students priority-  
Community Parents 2<sup>nd</sup>  
Recruitment in Rural Areas  
Value of Child Care  
Apathy  
Consumer ad campaign  
Time/Incentives – Trust  
Lack of volunteers  
MONEY SSS



## 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 CaWORKs Admin & Services Items (A) thru (D)	1,882,033	1,742,152	-0-	-0-	139,881	-0-
(A) TOTAL CaWORKs Single Allocation Items (1) thru (7)	1,684,699	1,544,818	-0-	-0-	139,881	-0-
(1) Benefit Administration	981,474	847,409	-0-	-0-	134,065	-0-
(2) Program Integrity (Fraud)	77,541	71,725	-0-	-0-	5,816	-0-
(3) Staff Development/Retraining	-0-	-0-	-0-	-0-	-0-	-0-
(4) Welfare-to-Work Activities	507,652	507,652	-0-	-0-	-0-	-0-
(5) Cal Learn	39,728	39,728	-0-	-0-	-0-	-0-
(6) Child Care - 1st half of 1997/98	78,304	78,304	-0-	-0-	-0-	-0-
(7) Other Activities ***	-0-	-0-	-0-	-0-	-0-	-0-
(B) Child Care - 2nd half of 1997/98	166,426	166,426	-0-	-0-	-0-	-0-
(C) Mental Health Treatment	11,447	11,447	-0-	-0-	-0-	-0-
(D) Substance Abuse Treatment	19,461	19,461	-0-	-0-	-0-	-0-

\* When combined with food stamp administration, the total level of estimated county funds for CalWORKs administration and services should meet the requirement of Section 15204.4 of the W&I Code which specifies that counties expend an amount for those 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.

# 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)	335,511	188,837	132,139	14,535	-0-

\* When combined with food stamp administration, the total level of estimated county funds for CalWORKs administration and services should meet the requirement of Section 15204.4 of the W&I Code which 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.

**BUDGET UNIT: CAL WORKS**

FY1997/98

01/21/98

**SALARIES & BENEFITS**

3000100	Salaries	\$779,925
3000130	Extra Help	\$4,433
3000200	Employer Share - PERS Retirement	\$39,362
3000204	Member Share - PERS Retirement	\$50,223
3000210	Social Security	\$60,004
3000300	Group Insurance - Health	\$42,012
3000310	Group Insurance - Flex	\$42,390
3000330	Group Insurance - Life	\$5,900
3000400	Workman's Comp	\$25,387
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$1,049,636</b>

**SUPPLIES & SERVICES**

3001200	Communications	\$26,523
3001400	Household Expenses	\$3,088
3001500	Insurance	\$11,231
3001700	Maintenance - Equipment	\$5,098
3001701	Maintenance - Vehicle	\$1,500
3001800	Maintenance - Structures	\$2,037
3002000	Memberships	\$2,292
3002200	Office Expense	\$20,807
3002201	Postage	\$20,400
3002300	Professional and Specialized Services	\$152,792
3002340	Child Care	\$244,730
3002341	Ancillary Services	\$24,184
3002342	Client Travel	\$46,000
3002400	Publications and Legal Notices	\$550
3002500	Rental of Equipment	\$13,197
3002600	Rent/Lease Buildings	\$21,600
3002800	Special Departmental Expense	\$8,583
3002801	A-87 Charges	\$78,598
3002802	H&HS Admin Distribution	\$108,733
3002900	Transportation/Travel	\$22,746
3002901	Training and Seminars	\$8,819
3003010	Utilities - Electric	\$6,984
3003020	Utilities - Water	\$1,907
<b>Total Supplies &amp; Services</b>		<b>\$832,397</b>

**TOTAL LASSEN WORKS****\$1,882,033**

# SALARY & BENEFITS 97/98

## PROJECTIONS

2/13/98 8:23

DEPARTMENT: HEALTH AND HUMAN SERVICES  
 BUDGET LINE NAME: WELFARE ADMINISTRATION  
 FUND #: 128 COSTCENTER: 8074  
 BUDGET UNIT #: 8651

INCUMBENT (NAME)	POSITION	SAFETY MONITOR Y or N	EXTRA HELP Y or N	WORKLOADS CORRECTIVE NUMBER	LEADERSHIP UNIT	TOTAL PTE	BANK PTE	RANGE/STEP	BASE SALARY PER MONTH	MTS	ANNIVERSARY DATE	RANGE/ MONTH STEP	NEW BASE SALARY	MTS	ANNIVERSARY DATE	RANGE/ MONTH STEP	NEW BASE SALARY	MTS	15 Year or Ann. Post	1997-98 ANNUAL SALARY
1 MEARS, GWEN	EW SUPERVISOR	N	N	4	2	1.00	1.00	15E	\$1,822	2.00	09/01/87	15E	\$2,368	10.00	10/01/86					\$28,328
2 BENTLEY, PAMELA	EW II	N	N	5	1	1.00	1.00	11B	\$1,687	2.00	09/01/87	11B	\$1,731	7.00	04/01/88	11C	\$1,817	3.00		\$20,563
3 TRACY, STEFFNEY	EW II	N	N	5	1	1.00	1.00	11E	\$1,844	2.00	09/01/87	11E	\$1,983	10.00	3/16/88	NA				\$21,717
4 BARBER, LORRAINE	EW II	N	N	5	1	1.00	1.00	11B	\$1,887	2.00	09/01/87	11B	\$1,731	4.00	12/01/87	11C	\$1,817	6.00		\$21,223
5 TREVITT, BETTY	EW II	N	N	5	1	1.00	1.00	11D	\$1,857	2.00	09/01/87	11D	\$1,884	10.00	6/01/88	11E	\$1,888			\$22,655
6 THURM, DIANNA	EW II	N	N	5	1	1.00	1.00	11D	\$1,857	2.00	09/01/87	11D	\$1,884	10.00	01/01/88	NA				\$22,655
8 MULLIK, MICHELLE	EW II	N	N	5	1	1.00	1.00	11B	\$1,887	2.00	09/01/87	11B	\$1,731	8.00	5/01/88	11C	\$1,817	2.00		\$20,878
9 POLLEY, MARY	EW SUPERVISOR	N	N	4	2	1.00	1.00	15B	\$1,806	1.50	06/13/87	15B	\$2,026	6.50	8/22/87	15D	\$2,148	10.00		\$25,548
10 LARAMAY, TALLAR	EW II	N	N	5	1	1.00	1.00	11E	\$1,844	2.00	09/01/87	11E	\$1,983	10.00	6/01/88	NA				\$23,717
11 LEGENDEERS, RACHIEL	EW II	N	N	5	1	1.00	1.00	11A	\$1,822	2.00	09/01/87	11A	\$1,654	6.00	3/01/88	11B	\$1,737	4.00		\$20,118
12 MILLS, G. ORLA	EW II	N	N	5	1	1.00	1.00	11A	\$1,822	2.00	09/01/87	11A	\$1,654	8.00	05/01/88	11B	\$1,737	2.00		\$19,854
13 DEAN, T. LEWIS	EW II	N	N	5	1	1.00	1.00	11B	\$1,887	2.00	09/01/87	11B	\$1,731	2.00	10/23/88	11C	\$1,817	8.00		\$21,380
14 LOPEZ, CAMILLA	EW II	N	N	5	1	1.00	1.00	11B	\$1,887	2.00	09/01/87	11B	\$1,731	8.00	2/01/87	11C	\$1,817	4.00		\$21,050
15 HOLAS, ROSE	EW II	N	N	5	1	1.00	1.00	11A	\$1,822	2.00	09/01/87	11A	\$1,654	4.00	12/01/87	11B	\$1,737	6.00		\$20,285
16 MAYNOR, KAREN	EW II	N	N	5	1	1.00	1.00	11B	\$1,857	2.00	09/01/87	11B	\$1,884	8.00	3/01/88	11C	\$1,968	2.00		\$22,845
17 CAMPBELL, MAGGIE	EW II	N	N	5	1	1.00	1.00	11B	\$1,857	2.00	09/01/87	11B	\$1,884	0.50	8/11/88	11C	\$1,988	8.50		\$23,505
18																				\$38,385

INCUMBENT (NAME)	POSITION	PLNS EMPLOYER	PLNS LEADER	SAFETY LEADERSHIP BENEFIT	FICA MEDICARE	GROUP INSURANCE	CAFETERIA PLAN	DENTAL INSURANCE	LIFE INSURANCE	WORKLOADS CORRECTIVE	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	
1 MEARS, GWEN	EW SUPERVISOR	\$1,443	\$1,871	\$2,167	\$1,382	\$1,500		\$221	\$348		\$8,840	\$37,248	
2 BENTLEY, PAMELA	EW II	\$1,068	\$1,205	\$1,804	\$1,200	\$1,200		\$168	\$910		\$7,303	\$28,466	
3 TRACY, STEFFNEY	EW II	\$1,268	\$1,548	\$1,814	\$1,200	\$1,200		\$168	\$1,820		\$8,508	\$31,883	
4 BARBER, LORRAINE	EW II	\$1,081	\$1,374	\$1,824	\$1,200	\$1,200		\$168	\$921		\$7,585	\$28,748	
5 TREVITT, BETTY	EW II	\$1,154	\$1,474	\$1,733	\$1,200	\$1,200		\$168	\$1083		\$7,910	\$30,568	
6 THURM, DIANNA	EW II	\$1,154	\$1,474	\$1,733	\$1,200	\$1,200		\$168	\$1083		\$7,911	\$30,568	
8 MULLIK, MICHELLE	EW II	\$1,064	\$1,349	\$1,807	\$1,200	\$1,200		\$168	\$906		\$7,487	\$28,358	
9 POLLEY, MARY	EW SUPERVISOR	\$1,302	\$1,678	\$1,964	\$1,382	\$1,500		\$221	\$372		\$8,357	\$31,933	
10 LARAMAY, TALLAR	EW II	\$1,208	\$1,548	\$1,814	\$1,200	\$1,200		\$168	\$1,029		\$8,366	\$31,883	
11 LEGENDEERS, RACHIEL	EW II	\$1,025	\$1,284	\$1,530	\$1,200	\$1,200		\$168	\$873		\$7,250	\$27,419	
12 MILLS, G. ORLA	EW II	\$1,017	\$1,285	\$1,538	\$1,200	\$1,200		\$168	\$866		\$7,250	\$27,419	
13 DEAN, T. LEWIS	EW II	\$1,093	\$1,383	\$1,837	\$1,200	\$1,200		\$168	\$920		\$7,607	\$29,003	
14 LOPEZ, CAMILLA	EW II	\$1,072	\$1,381	\$1,810	\$1,200	\$1,200		\$168	\$914		\$7,523	\$28,873	
15 HOLAS, ROSE	EW II	\$1,034	\$1,308	\$1,552	\$1,200	\$1,200		\$165	\$880		\$7,339	\$27,624	
16 MAYNOR, KAREN	EW II	\$1,164	\$1,487	\$1,748	\$1,200	\$1,200		\$168	\$921		\$7,658	\$30,801	
17 CAMPBELL, MAGGIE	EW II	\$1,200	\$1,537	\$1,802	\$1,200	\$1,200		\$168	\$1,022		\$8,127	\$31,882	
18													
19		\$18,785	\$23,330	\$27,455	\$19,584	\$19,800		\$2,700	\$13,895		\$125,100	\$483,933	

2/13/98 8:44:47 8177

02-18-1998 16:47 FROM LARSEN COUNTY H&HS (916)257-8177

# SALARY & BENEFITS 97/98

## PROJECTIONS

2/13/98 1:37

DEPARTMENT: HEALTH AND HUMAN SERVICES  
 BUDGET UNIT NAME: WELFARE ADMINISTRATION  
 FUND #: 126 COSTCENTER: 0011  
 BUDGET UNIT #: 0632

INCUMBENT NAME	POSITION	SECURITY MEMBER Y/M	EXTRA HELP Y/M	WORK COMP CLASS	BARGAIN UNIT	TOTAL FTE	BLWA FTE	RANGE/STEP 1-12/87	BASE SALARY FOR MONTH	MTS	ANNIVERSARY DATE	RANGE/ NEW STEP	NEW BASE SALARY	MTS	ANNIVERSARY DATE	RANGE/ NEW STEP	NEW BASE SALARY	MTS	13 Years or Less POST	1997-98 ANNUAL SALARY
1 VACANT	ACCT CLK II	N	N	4	1	1.00	1.00	9A	\$1,484	2.00	06/01/87	9A	\$1,544	4.00	5/1/88	9B	\$1,588	6.00		\$18,358
2 HERRIWAH, LORRAINE	ACCT CLK II	N	N	4	1	1.00	1.00	8E	\$1,775	2.00	02/01/87	9E	\$1,811	10.00	4/1/88	9A				\$21,655
3 GEORGE, SANDI	OFFICE AST III	N	N	4	1	1.00	1.00	9E	\$1,775	2.00	06/01/87	9E	\$1,811	10.00	8/1/88	9A				\$21,655
5 LAPIERRE, DOMINA	OFFICE AST III	N	N	4	1	1.00	1.00	9B	\$1,551	2.00	06/01/87	9B	\$1,582	8.50	06/1/88	9C	\$1,601	0.50		\$18,962
8 TOOD, SHARON	OFFICE AST II	N	N	4	1	1.00	1.00	7C	\$1,484	0.50	06/01/87	7C	\$1,508	1.50	7/1/87	7D	\$1,563	10.00		\$18,873
7 ANDERSON, MICHELLE	OFFICE AST II	N	N	4	1	1.00	1.00	9A	\$1,484	2.00	06/01/87	9A	\$1,560	10.00	8/3/87	9B				\$18,882
8 MILNER, JESSICA	OFFICE ASSY II	N	N	4	1	1.00	1.00	7C	\$1,572	2.00	06/01/87	7E	\$1,654	10.00	06/1/88	9A				\$19,788
9 PAME, MICHELLE	OFFICE ASSY II	N	N	4	1	1.00	1.00	7D	\$1,551	2.00	06/01/87	7D	\$1,582	3.00	11/2/87	7E	\$1,641	7.00		\$19,678
10 MAHAR, XRS	OFFICE ASSIST III	N	N	4	1	1.00	1.00	8E	\$1,775	2.00	06/01/87	8E	\$1,841	10.00	05/08/88	9A				\$21,655
11 VACANT	OFFICE ASSIST II	N	N	4	1	1.00	1.00	7A	\$1,358	2.00	06/01/87	7A	\$1,385	4.00	01/01/88	7B	\$1,454	6.00		\$16,983
12 WASSNEECHAK, ADELE	IP LIASON	N	N	5	1	1.00	1.00	8E	\$1,775	2.00	06/01/87	8E	\$1,811	10.00	02/1/88	9A				\$21,655
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				

\$78,221

INCUMBENT NAME	POSITION	PERS EMPLOYER	PERS MEMBER	SAFETY SURVIVOR BENEFIT	FICA MEDICARE	GROUP INSURANCE	CAPITAL PLAN	GENERAL INSURANCE	LIFE INSURANCE	WORKMANS COMP/ACC	TOTAL BENEFITS	TOTAL SALARY & BENEFITS
1 VACANT	ACCT CLK II	\$944	\$1,187		\$1,620	\$1,200	\$1,200		\$166	\$226	\$4,344	\$24,803
2 HERRIWAH, LORRAINE	ACCT CLK II	\$1,303	\$1,404		\$1,657	\$1,200	\$1,200		\$166	\$264	\$4,804	\$28,840
3 GEORGE, SANDI	OFFICE AST III	\$1,303	\$1,404		\$1,657	\$1,200	\$1,200		\$166	\$264	\$4,804	\$28,840
5 LAPIERRE, DOMINA	OFFICE AST III	\$868	\$1,215		\$1,451	\$1,200	\$1,200		\$166	\$231	\$4,429	\$25,291
8 TOOD, SHARON	OFFICE AST II	\$947	\$1,218		\$1,451	\$1,200	\$1,200		\$166	\$231	\$4,431	\$25,404
7 ANDERSON, MICHELLE	OFFICE AST II	\$941	\$1,298		\$1,443	\$1,200	\$1,200		\$166	\$230	\$4,458	\$25,270
8 MILNER, JESSICA	OFFICE ASSY II	\$1,008	\$1,273		\$1,514	\$1,200	\$1,200		\$166	\$241	\$4,602	\$28,381
9 PAME, MICHELLE	OFFICE ASSY II	\$882	\$1,251		\$1,480	\$1,200	\$1,200		\$166	\$238	\$4,537	\$28,013
10 MAHAR, XRS	OFFICE ASSIST III	\$1,303	\$1,404		\$1,657	\$1,200	\$1,200		\$166	\$264	\$4,804	\$28,840
11 VACANT	OFFICE ASSIST II	\$865	\$1,077		\$1,299	\$1,200	\$1,200		\$166	\$207	\$4,074	\$22,887
12 WASSNEECHAK, ADELE	IP LIASON	\$1,103	\$1,404		\$1,657	\$1,200	\$1,200		\$166	\$240	\$4,608	\$22,204
13												
14												
15												
16												
17												
18												
19												
20												
		\$11,118	\$14,044		\$18,884	\$13,200	\$13,200		\$1,822	\$3,378	\$72,116	\$291,638

2/13/98 1:37:58 CLR

02.18.1998 16:48

FROM LASSEN COUNTY H&HS (916)257-8177

P. 9

# SALARY & BENEFITS 97/98 PROJECTIONS

DEPARTMENT: HEALTH AND HUMAN SERVICES  
 BUDGET UNIT NAME: CAIN  
 FUND R: DR  
 BUDGET UNIT #0854

INCUMBENT (NAME)	POSITION	EMPTY MEMBER	EXTRA HELP	WORKING CLASS MEMBER	SEASON DATE	TOTAL PTE	ILL/LEAVE PTE	RANGE/STEP 1-JAN	BASE SALARY PER MONTH	WAGE	ANNIVERSARY DATE	RANGE/STEP NEW STEP	NEW BASE SALARY	WAGE	ANNIVERSARY DATE	RANGE/STEP NEW STEP	NEW BASE SALARY	WAGE	15 Year or Less POST	1997-98 ANNUAL SALARY
1 JONAS, SANDRA	ETW(SUP I)	N	N	5	2	1.00	1.00	17C	\$2,322	2.00	08/01/97	17C	\$2,368	2.50	11/06/97	17D	\$2,407	7.50		\$29,217
2 MARY GROSS	ET II	N	N	5	1	1.00	1.00	15B	\$2,034	2.00	08/01/97	15B	\$2,075	1.00	06/01/98	15B	\$2,178	8.00		\$25,748
3 MCCORMACK, BRIGID	ET II	N	N	5	7	1.00	1.00	15B	\$2,034	2.00	08/01/97	15B	\$2,075	7.00	4/7/96	15C	\$2,178	3.00		\$23,428
5 FLAHERTY, CAROLYN	EW II	N	N	5	1	1.00	1.00	11B	\$1,607	2.00	08/01/97	11B	\$1,731	10.00	5/30/90	11C	\$1,817			\$20,703
6 MINDY MARLATT	SW II	N	N	5	1	1.00	1.00	15C	\$2,128	2.00	08/01/97	15C	\$2,172	10.00	07/01/97	15D	\$2,283			\$25,074
7 NEW POSITION	ET II	N	N	5	1	1.00	1.00	15A	\$1,944		08/01/97	15A	\$1,943	8.00	1/1/98	15B	\$2,082			\$11,987
8 NEW POSITION	ET II	N	N	5	1	1.00	1.00	15A	\$1,944		08/01/97	15A	\$1,943	6.00	1/1/98	15B	\$2,082			\$11,987
9 DRIVERS			Y	9					\$7,300											\$7,300
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				

\$157,893

INCUMBENT (NAME)	POSITION	PEBS EMPLOYER	PEBS MEMBER	SALARY EMPLOYER NUMBER	FICA MEDICARE	GROUP INSURANCE	CAFETERIA PLAN	DENTAL INSURANCE	LIFE INSURANCE	WORKING COMP. FEE	TOTAL BENEFITS	TOTAL SALARY & BENEFITS								
1 JONAS, SANDRA	ETW(SUP I)	N	N	5	2	1	\$1,680	\$1,833	\$2,235	\$1,262	\$1,500	\$221	\$1,268	\$10,096	\$30,254					
2 MARY GROSS	ET II	N	N	5	1	1	\$1,312	\$1,600	\$1,870	\$1,200	\$1,200	\$168	\$1,117	\$8,655	\$24,404					
3 MCCORMACK, BRIGID	ET II	N	N	5	1	1	\$1,280	\$1,647	\$1,822	\$1,200	\$1,200	\$168	\$1,090	\$8,585	\$23,831					
5 FLAHERTY, CAROLYN	EW II	N	N	5	1	1	\$1,055	\$1,337	\$1,584	\$1,200	\$1,200	\$168	\$889	\$7,440	\$26,143					
6 MINDY MARLATT	SW II	N	N	5	1	1	\$1,325	\$1,706	\$1,967	\$1,200	\$1,200	\$166	\$1,127	\$8,709	\$24,883					
7 NEW POSITION	ET II	N	N	5	1	1	\$908	\$777	\$910	\$800	\$900	\$83	\$518	\$4,092	\$15,998					
8 NEW POSITION	ET II	N	N	5	1	1	\$908	\$777	\$910	\$800	\$900	\$83	\$518	\$4,092	\$15,998					
9 DRIVERS			Y	9					\$566				\$37	\$807	\$8,227					
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				
												\$7,871	\$9,807	\$12,078	\$7,592	\$7,500	\$1,048	\$4,881	\$52,439	\$210,322

2/13/98 Golek/Salary Calc

P.10  
 02.18.1998 16:48  
 FROM LASSEN COUNTY H&HS (916)257-8177

# SALARY & BENEFITS 97/98

## PROJECTIONS

2/13/98 8:32

DEPARTMENT: HEALTH AND HUMAN SERVICES  
 BUDGET UNIT NAME: WELFARE ADMINISTRATION  
 FUND #: 138 COST CENTER: 0400  
 BUDGET UNIT #: 0451

INCUMBENT (NAME)	POSITION	SAFETY UEMGR Yr/M	EXTRA HELP Yr/M	WORK COMP CLASS	BAGM UMF	TOTAL FTE	BASR FTE	RANGESTEP 1-3487	BASE SALARY PER MONTH	MTGS	ANNIVERSARY DATE	RANGE MEM/STEP	MOB BASE SALARY	MTGS	ANNIVERSARY DATE	RANGE MEM/STEP	NEW BASE SALARY	MTGS	13 Year or ADM POST	1997-98 ANNUAL SALARY
1 BRAGLEY, MELODY	PROGRAM MGR STAFF DEV	N	N	4	2	1.00	0.50	22E	\$3,268	2.00	02/01/97	22E	\$3,333	10.00	11/15/97	24A				\$35,805
2 AMOS, JULIE	ADCT CLERK II	N	N	4	1	1.00	0.25	0E	\$1,775	2.00	09/01/97	0E	\$1,811	10.00	04/15/98	14A				\$5,415
3 MEYER, JESSICA	OFFICE ASST II	N	N	4	1	1.00	0.25	7E	\$1,822	2.00	06/01/97	7E	\$1,854	10.00	05/16/98	14A				\$4,846
5 NEW POSITION	MH CLINICIAN III	N	N	9	1	1.00	0.25	24A	\$2,042	2.00	03/01/97	24A	\$2,004	4.00	04/01/98	24B	\$2,151	8.00		\$4,159
6 POLTZ, SHIRLEY	CHILD CARE SPECIALIST	N	N	9	1	0.80	0.20	14E	\$2,229	2.00	03/01/97	14E	\$2,234	10.00	01/23/98	14A				\$5,440
7																				
8 PARKS, KATHLEEN	CHILD CARE AIDE	N	Y	9	1				\$8.50					250.00						\$1,625
9 MEYER, A.	DRIVER	N	Y	9					\$7.02					400.00						\$2,808
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				

INCUMBENT (NAME)	POSITION	PERS EMPLOYER	PERS MEMBER	SAFETY EMPLOYER BENEFIT	FICA MEDICARE	GROUP INSURANCE	CALPERS PLAN	DENTAL INSURANCE	LIFE INSURANCE	WORKMANS COMP BEN	TOTAL BENEFITS	TOTAL SALARY & BENEFITS
1 BRAGLEY, MELODY	PROGRAM MGR STAFF DEV	\$1,816	\$1,340		\$1,525	\$688	\$750		\$111	\$243	\$3,800	\$25,814
2 AMOS, JULIE	ADCT CLERK II	\$274	\$351		\$434	\$300	\$300		\$42	\$66	\$1,348	\$7,164
3 MEYER, JESSICA	OFFICE ASST II	\$252	\$318		\$379	\$300	\$300		\$42	\$60	\$1,601	\$4,587
5 NEW POSITION	MH CLINICIAN III	\$468	\$615		\$704	\$300	\$300		\$42	\$136	\$2,565	\$12,054
6 POLTZ, SHIRLEY	CHILD CARE SPECIALIST	\$277	\$300		\$416	\$240	\$240		\$33	\$259	\$1,522	\$7,202
7												
8 PARKS, KATHLEEN	CHILD CARE AIDE				\$124					\$77	\$201	\$1,828
9 MEYER, A.	DRIVER				\$215					\$133	\$348	\$3,156
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

2/13/98 10:47:53 AM JCM

P.11  
 02.18.1998 16:49  
 FROM LASSEN COUNTY H&HS (916)257-8177

## LINE ITEM DETAIL

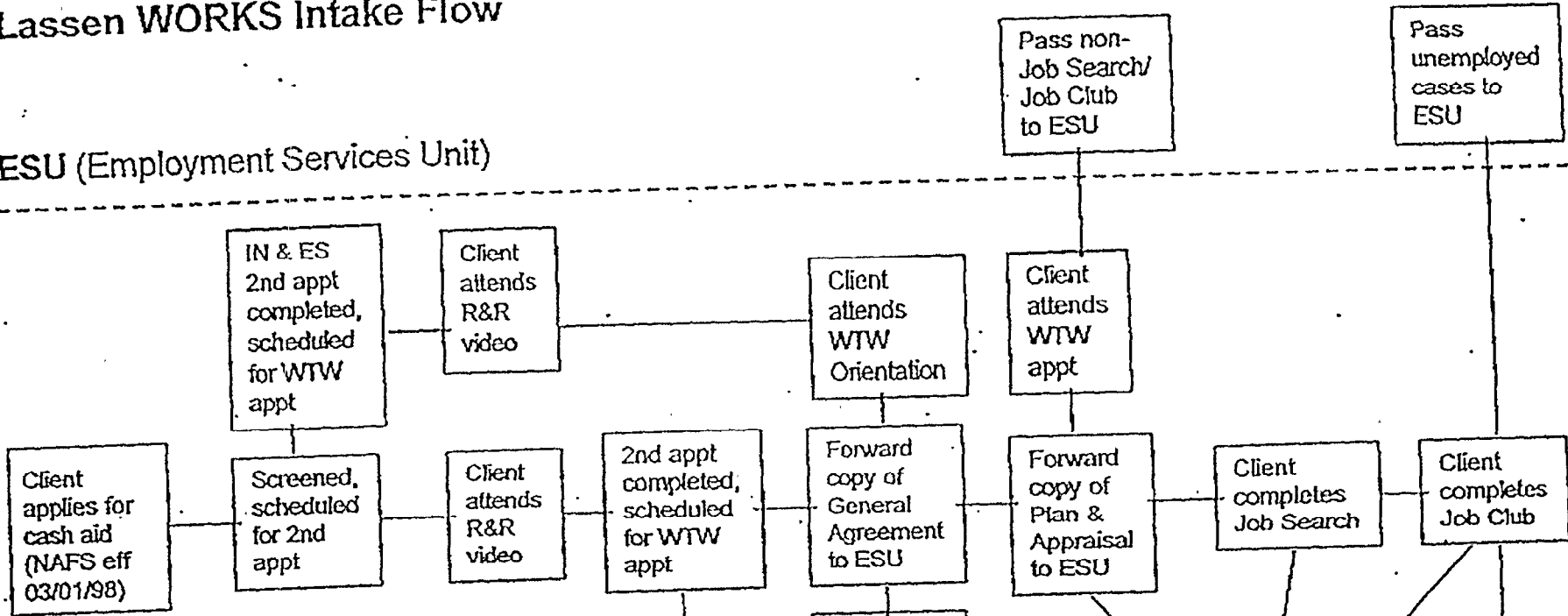
3001200	Communications Telephone/FAX/Pagers/Burgular Alarm	\$26,523
3001400	Household Expenses Cleaning Supplies/Trash	\$3,088
3001500	Insurance County Liability	\$11,231
3001700	Maintenance - Equipment Repair of Typewriters, Computers, Printers	\$5,098
3001701	Maintenance - Vehicle Vehicle Repairs	\$1,500
3001800	Maintenance - Structures Building Repairs	\$2,037
3002000	Memberships CWDA Fees	\$2,292
3002200	Office Expense Forms, Printing, Misc Office Supplies	\$20,807
3002201	Postage US Postage and Overnight Service	\$20,400
3002300	Professional and Specialized Services	
	Fraud Contract	\$77,541
	EDD Assesment Contract	\$38,000
	Residential A&D Services	\$5,000
	Annual Audit	\$5,800
	UC Davis Training	\$14,250
	Psychological Testing and Other Services	<u>\$14,201</u>
		\$152,792
3002340	Child Care Child Care for job training and Initial work experience	\$244,730
3002341	Ancillary Services Diversion costs and miscellaneous job requirement expenses such as work clothes	\$24,184
3002342	Client Travel Transportation costs for job training and Initial work experience	\$48,000



3002400	Publicatons and Legal Notices Employment Opportunity Ads	\$650
3002500	Rental of Equipment Rental of Copiers	\$13,197
3002600	Rent/Lease Buildings Annual rent for GAIN Facility	\$21,600
3002800	Special Departmental Expense Misc Expense including employee physicals and software rental	\$8,583
3002801	A-87 Charges Allocated County Admin cost	\$78,598
3002802	H&HS Admin Distribution Allocated H&Hs Admin cost	\$108,733
3002900	Transportation/Travel Motor Pool costs and reimbursement of employee travel for use of personal car	\$22,746
3002901	Training and Seminars Employee conferences and training (mostly in Sacramento)	\$8,819
3003010	Utilities - Electric Lights for Welfare Building	\$8,984
3003020	Utilities - Water Water for Welfare Bulldig	\$1,907

# Lassen WORKS Intake Flow

## ESU (Employment Services Unit)



## ISU (Intake Services Unit)

Pass exempt cases to SSU

Sanction no-shows, pass cases to SSU

Pass employed cases to SSU

## SSU (Supportive Services Unit)

Notes: Begins for APPLICANTS 01/12/98  
 No Changes to Cal-Learn!  
 Video Viewing: Mon thru Thurs, 10:00 & 1:30.  
 WTW Orientation: Tues 8:00 & Thurs 3:00, begins 01/27/98

Leave Fridays open for training  
 Delay WTW for families with kids under 6 months  
 Check out exemptions in Handbook  
**Expect chaos & changes!**

FROM LASSEN COUNTY H&HS (916)257-8177

02.18.1998 16:58

P.14

## Education Model for Welfare to Work

Ia

Planning Steps	What will happen? How will it happen?	How long will it take?	Who will provide?	Where will it happen?	What materials/curriculum will be used?	Cost/Funding Source
Identification & Assessment of Skills	During orientation applicants are currently assessed for learning disabilities.	Immediate results	Disabled Students Program & Services	Currently at Welfare Building	Academic Attribute Survey-II	Use existing Materials
	Computerized assessment basic skills	1.5 -2 hrs.	Lassen Community College	Lassen Career Network & LCC	ACT Diagnostics and Synergy programs	CalWORKs/Community College funding
	for applicants unable to complete tests at above levels Basic Skills testing  **	1-2 hrs.	Currently being provided by Lassen Adult School. Can also be done by LCC at Lassen Career Network.	Credence H.S., Adult School	Comprehensive Adult Student Assessment System (CASAS)	Currently being funded through Lassen County of Education.
Basic Skills/Literacy	Adult education "Diploma Gold"	Depends on individual. Minimum- 20 credits to full H.S. program	Lassen County Office of Education/ROP	Courses offered at Credence H.S. and LCC (Diploma Gold & GED, respectively)	Open entry Open exit	\$50,000 available to ROP and Adult Ed to increase program size
	Adult Basic Ed. For the non-reading, non writing student. LCC Basic Skills courses (Attachment B)	Varies depending on student. Flexible hours including evenings & weekends	Susanville Library to train tutors	Library	---	Funded thru California Library Literacy Services
ESL/Workability	ESL, LCC; and TOEFL preparation.	6,12, or 18 week courses at LCC—open enrollment	LCC ESL program			-District funding
	ESL, H.S.	Year long course, 1 period/day	Lassen High English Teacher			-District funding
	Workability-H.S. & College level-special assistance for students with disabilities	Varies	Lassen County of Education & LCC	-Existing programs at Lassen Union High School & Big Valley -existing program at LCC	Depends on individual	Currently funded through Community Colleges and Dept. Of Rehab, Office of Education.

\*\* Applicants have option to wait until they become recipients.

	What will happen? How will it happen?	How long will it take?	Who will provide?	Where will it happen?	What materials/curriculum will be used?	Cost/Funding Source
<b>Watershed Program</b>	In place 5 students	1-2 year commitment, OJT plus money for schooling	Administered thru Office of Education		Curriculum as determined	Americorp thru Lassen County Office of Education
<b>Training Programs</b>	R.O.P. (See attachment A for detail of program) Vocational Training, LCC See attachment C			Lassen Union High School		
<b>Distance Learning</b>	Outlying areas will have potential for class experience via interactive distance learning	Classes to be determined-pending completion of Fiber Optic Cables	Partnership with colleges/schools, Century Communications	Lassen County	Curriculum as appropriate	Technology funding grant
<b>Career Counseling</b>	Individual counseling with appropriate provider: LCC Career Counselor, Academic Counselor, Workability Coordinator, TANF Coordinator LUHS Career Counselors High School (ROP & adult)  Job Club: Identify existing skills & learn to promote self  SOLO Coordinator	1 month	Lassen Community College	Lassen Career Network	Job seeking & retention skills  Eureka Program	Existing funds and grant money for TANF & CalWORKs  existing funds  funded through Carl Perkins Grant

20

	What will happen? How will it happen?	How long will it take?	Who will provide?	Where will it happen?	What materials/curriculum will be used?	Cost/Funding Source
<b>Work Experience &amp; Internships</b>	See also ROP Cooperative Work Experience Education provides on the job experience for students enrolled in training	60-240 hours on the job training	LCC Work Experience	Numerous employers currently have students on board learning necessary skills		
<b>Job Shadowing</b>	Lassen and Westwood	10 Credits				
<b>Job Club</b>	Already in progress	60 hours/Month 1 Credit	LassenWORKs, Lassen Community College, EDD	Lassen Career Network	Curriculum developed and will continue to be as needed	District Funding

### Attachment A

**Big Valley High School\***

Business Computers (WP)  
Evenings) Millwork &  
Cabinet Making  
Business Computers (WP)  
Retail Sales

**Herlong High School\***

Computer Accounting  
Business Skills  
Construction Trades (3)  
Office Careers  
Retail Sales  
Word Processing

**Westwood High School\***

Automotive Mechanics (2)  
Computer Accounting  
Construction Trades (2)  
Word Processing

**Lassen Union High School District\***

Ag. Mechanics - Metalworking (2)  
Automotive Services (2)  
Auto Body Repair & Painting (2)  
Computer Accounting (2)  
Contemporary Communications  
Diesel  
EMT  
Graphics  
Landscape  
Natural Resource Management (2)  
Word Processing  
Auto - Tools/Parts  
Construction Maintenance (2)  
Construction Trades (2)  
Millwork & Cabinet Making (2)

**County-Operated Programs\***

Automotive (Adult-  
Automotive (Summer)  
Construction Trades (Summer)  
Construction Trades (Summer)  
Grounds Maintenance (" )  
YCC (Forestry - Summer)  
(Construction Trades and  
Grounds Maintenance held  
In conjunction with JTPA. YCC  
Program sponsored by JTPA and  
ROP)

\*Adults may attend with permission of school Site Administrator

## **Attachment B**

### **Basic Skills**

#### **Lassen Community College Inter-Disciplinary Studies (IDS) Course Listings**

- IDS 110 - Using the Macintosh and Microsoft Word for Composition-open entry/exit
- IDS 150 - English Literacy
- IDS 151 - United States History and Government
- IDS 152 - Beginning Reading
- IDS 153 - Graded/Advanced Reading
- IDS 154 - English As A Second Language
- IDS 155 - United States History
- IDS 156 - United States Government
- IDS 157 - GED test Preparation
- IDS 158 - Fundamentals of Mathematics
- IDS 159 - Earth Science
- IDS 160 - Life Science
- IDS 161 - Health Education
- IDS 163 - Personal Money Management
- IDS 170 - Preparing for the GED: Writing - 8 week class
- IDS 171 - Preparing for the GED: Math - 8 week class
- IDS 172 - Preparing for the GED Examination: Reading Skills - 8 week class

## Attachment C

### Sample of current Lassen Community College Courses offered on short-term basis.

AJ14	Juvenile Procedures	12 weeks
AJ21	Admin. Of Justice	12 weeks
AJ52	Arrest & Firearms	8 weeks
AGR63B	Advanced Colt Training	12 weeks
AGR64A&B	Hackamore Horse Training	12 weeks
AGR110A-D	Horse mastership	12 weeks
BUS46.1	Intro to Business on the Internet	8 weeks
CS55	WordPerfect for Windows	4 weeks
CS56	Spreadsheet	4 weeks
CS57	Database	4 weeks
DS152	Employment Skills I	4 weeks
ECE14	Arts & Crafts for the Preschool Child	4 weeks Fri. evening, 8 hrs. Saturday
ECE16	Pre-School Curriculum Planning	8 hrs.day for 6 Saturdays
ECE19	Childrens Nutrition	8 hrs. day for 5 Saturdays
ECE50	Child Health & Safety	8 hrs. day for 2 Saturdays
EMT60	Emergency Med. Tech I	1 Sem. Evenings
EMT61	Refresher	4 evenings/6weeks
FS17	Hazardous Materials	8 hrs/day x 3 days
HO151	CPR	1 Saturday 8 hr class
IT53	Technical Math	12 weeks
SPOT22	Operations Maintenance & Safety	12 weeks
SPOT98.25	Combustion & Emission Control	4 weeks
FS20	First Aid & CPR for Public Safety Employees	8 hrs day x 3 days
PE13	Lifeguard Training	1 week/24 hrs.

\*NOTE: Many of our established courses can be adjusted to accommodate short term intensive training. Additional funding is anticipated to develop additional relevant curriculum.