

County: ColusaYear: 2000-01

## Performance Incentives Projects Overall Expenditure Plan

Do not limit comments to space provided. If you have a Word Program, you may obtain an electronic version with expandable fields by sending an e-mail to [regionaladvisors@dss.ca.gov](mailto:regionaladvisors@dss.ca.gov) with "Request for Overall Expenditure Plan Form" in the subject line .

Use this form to provide a brief explanation of your overall expenditure plan for performance incentives, including any plans to hold back expenditures and the status of any future planning processes. You must include how the benefits and services that will be provided using Performance Incentive Funds relate to the issue of sustaining self-sufficiency and how these services will be coordinated with other services within the community that are funded from sources such as the county's single allocation, Welfare-to-Work grants and community college funds.

The **Career Advancement Program** provides up to \$10,000 in loans for purposes of business start-up, for purchasing vehicles, or purchasing extensive vehicle repairs. The majority of loan recipients will be CalWORKs *Welfare to Work* and WIA clients as the program is established to end their reliance on public assistance. This program is being administered through contract by a newly formed non-profit organization, the Partnership Advisory Council, which was initiated by the Job Creation and Investment Fund project. Please refer to Attachment 1.

The **Apprenticeship Program** provides older juveniles and adults who are on Formal Probation with training and paid job experience. Their enrollment will be included in the court-ordered terms of their probation. Before being placed in subsidized jobs, enrollees will participate in at least 4 weeks of class, which includes "soft" employment skills, personal responsibility, self-esteem, substance abuse, lifestyle choices, and the effects of employment on relationships with family members. This program is being administered through contract by the Colusa County Yuba Community College Career Resource Center, our local WIA provider. Please refer to Attachment 2.

**Emergency Short-Term Housing** for families not receiving public assistance but falling within the expanded definition of *needy family* will be provided through the use of Incentive funds. This housing assistance is limited to one month's housing payment or to settle an eviction. Families will only be able to use this fund one time. We do not anticipate spending much in this program, which is intended to provide assistance to needy families so that children may be cared for in their own homes or in the home of a relative. Please refer to Attachment 3.

*Please list below a summary of all individual projects.*

Project Title and Brief Description (include desired outcomes)	Total Incentive Funds Planned for this project	Counts toward "Needy Family" definition? **	Which of the purposes of TANF (or Title IV-A or IV-F) is met? Describe how the purpose is met through this project.	Page number in Attachment
<i>Career Advancement Program (loans for cars, business start-up)</i>	\$ 80,000	Yes (part – 25%)	<i>Goal 2 (end dependence of needy parents on gov't. assistance by promoting job preparation, work &amp; marriage) (See Attachment)</i>	1
<i>Apprenticeship Program (job prep skills followed by subsidized employment for adult &amp; older juvenile probationers)</i>	\$158,000	No	<i>Goal 4 (encourage formation/mtce. of 2-parent families) (See Attachment)</i>	2
<i>Emergency Short-Term Housing</i>	\$ 5,000	Yes (100%)	<i>Goal 1 (provide assistance to needy families so that children may be cared for in their own homes or in the home of a relative) (See Attachment)</i>	3
<i>Reserve of Earned Incentives</i>	\$ 62,822 + SFY 00/01 earned Incentives	Undetermined	<i>Any earned incentives, including those earned from SFY 00/01, will be held in reserve pending evaluation of current and future programs</i>	
<b>Total</b>	\$305,822 (1999-2000 earned Incentives + SFY 00/01 earned Incentives)			

\*\*YES, NO or PARTIAL. If partial, include the amount toward the new "Needy Family" definition.

Provisional Plan [ ] If this is a provisional plan, when can CDSS expect to receive your approved plan? \_\_\_\_\_

Title \_\_\_\_\_ Program Manager \_\_\_\_\_ Signed \_\_\_\_\_ Kay Sharpe \_\_\_\_\_

Date November 15, 2000

(Rev. 12/05/2000)

Colusa County Apprenticeship Program  
(Probation Department/Career Resource Center\*)

CRC Director: Stewart Knox

Coordinator: Dawn Botts

Program Allocation: \$158,000 (funding through Colusa County DHHS' TANF Incentive Funds)

Estimated Start Date: June 5, 2000

The program is designed to provide Job Preparation Skills to Probationers ages 16 to 30 for a) 4 weeks in a classroom setting and b) 350 hours of paid job experience with local employers. School-aged youth will be given priority for summer.

Purpose: To minimize or remove obstacles to employment  
To provide job experience  
To provide minimum wage income

1. Dawn will meet with the Probation Officers weekly.  
P.O.s will refer 18 to 20 probationers for the initial sequence.
2. 15 probationers will be enrolled in the classroom segment of the program.  
⇒ Classes will be 4 weeks in length  
⇒ Dawn and the P.O. will jointly assess the progress of each participant  
⇒ No wage or stipend will be paid to probationers during this phase  
⇒ Class Schedule: Monday through Friday, 5½ hrs. per day  
Mornings: Classroom instruction  
Afternoons: Supervised Job Search

Dawn will assess each probationer's Job Placement Readiness throughout the 4 weeks and she will begin recruiting employers for the probationers' placements.

3. 1-Week Break to allow Dawn to finalize job placement agreements with employers.
4. Job Placement – 350 hours (10 weeks @ 7 hrs./day 5 days/week; actual work schedule might vary among job sites)  
Probationer earns \$5.75/hr. gross wage (cost to CRC = \$6.84/hr.)<sup>†</sup>

Estimate 5 to 8 probationers will actually complete the entire 15-week segment, for a total of 40 probationers in the year. (Estimate: 5 to 8 probationers of each 15 referred will complete each program due to revocation of probation, illness, performance in the program, etc.) Flow: 15 probationers referred initially; subsequently, 10 new referrals per month. In one year, up to 80 probationers could be enrolled into classes with a total of 40 working in a paid work experience.

Post-Program Services: The Career Resource Center can enroll probationers in additional W.I.A. programs providing more job training; e.g., truck driving school programs, welding programs, etc. (Funded through existing W.I.A. programs.)

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\* The Career Resource Center is the Workforce Investment Act (W.I.A.) provider for Colusa County. (W.I.A. is the Federal replacement program for the Job Training Partnership Act [J.T.P.A.]).

<sup>†</sup> Total budgeted for wages @ \$6.84/hr. = \$96,000 (40 probationers for 350 hrs. ea.)

## **ATTACHMENTS**

### **Career Advancement Loan Program**

Career Resource Center responsibilities include:

1. Determine Maximum Loan Amount, not to exceed \$ 10,000.00 per borrower. This may include the purchase price of vehicles, small business equipment, or what the loan committee deems reasonable.
2. The loan committee will work with the borrower to select the term of the loan that is most appropriate to the borrower's ability to repay, up to a maximum of forty-eight (48) months.
3. Interest Rate for the individual loans will be set at 3% or an amount deemed reasonable by the loan committee and agreed upon by the borrower.
4. The loan fee will not exceed \$100.00 and can be included into the loan amount.
5. In Case of Default: For a payment delinquent beyond 30 days, CRC will send notification to the borrower and to DHHS notifying each party of the delinquency. CRC will at that time deem the loan in default and will begin the process of collections. The cost of the recovery will be drawn from the Revolving Loan Fund.
6. The CRC and DHHS Welfare-to-Work Caseworkers will perform the screening Process. An interest application (Attachment "B") will be given to participants who are interested in securing a loan through the Career Advancement Program.
7. A credit check will be made to confirm that the participant does not have outstanding loans in excess of \$500.00 and identify if the participant has any prior credit problems that could increase a chance of default, although it will not determine if the client is a potential borrower from the Career Advancement Program.
8. CRC will discuss with the client their ability to acquire this debt.
9. CRC will discuss with the client how collections will affect his/her future credit rating.
10. CRC will obtain a release of information from the participant to authorize contact from the Career Advancement Program Loan Committee.

## Emergency Short-Term Housing

In certain instances you may use our department's Performance Incentive funds to pay for short-term, emergency housing needs of needy families\* who are not receiving CalWORKs cash assistance. These families must include minor children. This housing expense is limited to one month's housing payment or to settle an eviction. Families will only be able to use this fund one time.

**\*Needy Family Definition:** Families not receiving aid under CalWORKs in which the minor child is living with a parent or adult relative caretaker and the family's income is *less than 200 percent of the Federal Poverty Guidelines*.

### 2000 Federal Poverty Level Guidelines

Size of Family Unit	Poverty Level	200% Poverty Level
1	8,350	16,700
2	11,250	22,500
3	14,150	28,300
4	17,050	34,100
5	19,950	39,900
6	22,850	45,700
7	25,750	51,500
8	28,650	57,300
For each additional person, add	2,900	5,800

To use Incentive funds, the funds must accomplish the goals that the federal government has set for TANF. Emergency Short-Term Housing funds will satisfy TANF Goal 1 – providing assistance to needy families so that children may be cared for in their own homes or in the home of a relative.

If we are providing **assistance** to a family, the parents/caretakers are subject to federal time limits, work participation, child support cooperation and data reporting requirements. In other words, the 60-month Federal TANF clock is started. One-time TANF assistance payments would use up one of the 60 Federal TANF months. You would therefore need to have the parent/caretaker complete a SAWS 1 so that we capture birth dates, Social Security Numbers, Driver's License Numbers, full names, aliases, etc., for all family members. Payments are to be made to the vendor. Evictions must be verified, with referrals made to CRLA<sup>†</sup> if indicated by the family's situation.

**Federal Definition of Assistance:** Payments (cash, vouchers) for ongoing basic needs, such as:

- Food
- Clothing
- Shelter
- Utilities
- Household goods
- Personal care items.
- For families who are **NOT EMPLOYED**, payments for:
  - Child Care
  - Transportation
  - Ancillary Supportive Services

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<sup>†</sup> California Rural Legal Assistance, 818 D St., Marysville 95901 (P.O. Box 2600); PH. 742-5191, FAX 742-0421

## **Emergency Short-Term Housing (ESTH) Procedures**

### **Eligibility**

- Not receiving CalWORKs cash assistance
- Has a minor child living in the home with a parent or an adult caretaker relative
- Family's income is less than 200% of the Federal Poverty Guidelines
- Clients may only receive ESTH one time
- Payments are to be vendor (landlord) payments only

### **2000 Federal Poverty Level Guidelines**

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<b>3</b>	<b>14,150</b>	<b>28,300</b>
<b>4</b>	<b>17,050</b>	<b>34,100</b>
<b>5</b>	<b>19,950</b>	<b>39,900</b>
<b>6</b>	<b>22,850</b>	<b>45,700</b>
<b>7</b>	<b>25,750</b>	<b>51,500</b>
<b>8</b>	<b>28,650</b>	<b>57,300</b>
<b>For each additional person, add</b>	<b>2,900</b>	<b>5,800</b>

### **Procedure**

1. Client must complete a SAWS1 application form.
2. Client must complete the ESTH application form.
3. Client must be interviewed by the Eligibility Worker assigned to the Homeless Programs.
4. The client must provide the following documentation before we can process the application:
  - Copy of Picture ID
  - Copy of Social Security Card
  - Eviction Notice or Rental Contract
  - Verification of all family income for the past month
5. EW completes a Payment Voucher for the landlord's signature
6. Upon receipt of the signed Payment Voucher, the EW will set up a case (manila folder) for Homeless Assistance for the client.
7. EW will complete the Payment Authorization sheet.
8. EW sends the manila Homeless Assistance case to the Administrative Unit.
  - Jeanne must have the case by Tuesday in order to have a check sent to the landlord by Wednesday of the following week.