CDSS
JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • *www.cdss.ca.gov*

ARNOLD SCHWARZENEGGER
GOVERNOR

September 24, 2009

Ms. Beverly Beasley Johnson, JD
Director
San Mateo County Human Services Agency
550 Quarry Road
San Carlos, California 94070

SUBJECT: COUNTY CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) PLAN CERTIFICATION

Dear Ms. Johnson:

I am writing to inform you that the California Department of Social Services (CDSS) has certified San Mateo County's CalWORKs plan amendment request that was submitted on January 22, 2009 (see enclosed). The amendment revises the Community Service Plan section within the county's CalWORKs County Plan.

If you have any questions about this matter, please call me at (916) 657-3546, or your staff can contact Elisabeth Nobriga at (916) 651-2048.

Sincerely,

Karen N. Dickerson

(4) CHARR LEE METSKER
Deputy Director
Welfare to Work Division

Enclosure

c: J. Rogers
S. Speak
E. Dawson

San Mateo County
Human Services Agency
CalWORKs County Plan Addendum
September 2, 2009

Community Service Plan

Introduction

The CalWORKs assistance program was designed within the parameters of Temporary Assistance to Needy Families (TANF). The California Assembly requires counties to provide community service activities for those that are receiving CalWORKs assistance, and not exempt from the Welfare-to-Work requirements. San Mateo County has chosen to make available community service activities for all individuals who are not in unsubsidized employment or allowable activities sufficient to meet the minimum hours of participation.

The San Mateo County Community Service Plan offers community service activities as a last resort for CalWORKs participants who have been unable to find and keep unsubsidized employment. Clients are expected to perform Community Service for the required number of hours per month less any hours already spent in unsubsidized employment or other allowable activities. If additional activities are required for, or relevant to, the specific community service activity in which the recipient is placed, they may be included to meet the 32 per hour requirement (or 35 hours for two-parent families). The activities will be identified as part of the Work First Plan. Such activities might include ESL classes, drug and alcohol treatment, education and/or training, or Mental Health supportive services. The program is designed to meet the requirements by encompassing the following components:

- Temporary and transitional
- Skill-based
- Performed in the public or private nonprofit sector, and
- In compliance with the anti-displacement provisions of MPP§ 42-720

San Mateo County will serve the Community Service activity needs of the Welfare-to-Work (WtW) program participant, through partnerships with public and private organizations, local businesses, health clinics, libraries, school districts, County services, and through the county's existing Vocational Rehabilitation Services (VRS).

Target Population

The community service program focuses on the mandatory population of CalWORKs clients who have barriers to employment or who have experienced recurrent job losses. The focus will also be placed on participants who are participating in a WtW activity but need additional hours to meet their WtW requirement.

Examples:

1) A recipient who has a WtW requirement of 32 hours per week, works an average of 23 hours per week, and has not been able to find unsubsidized employment to fill the remaining hours, may be referred to a community service activity.
2) CalWORKs participant who has enrolled in Work Pays and participated in Workshops and Job Search and has been unable to find employment or found employment but was unable to sustain it.

Collaboration/ Determination of Community Needs

Collaborative planning of the revised Community Service Plan has involved the San Mateo County Human Services alongside the CalWORKs Advisory Board, comprised of representatives from various partners and agencies, including: Board of Supervisors, Workforce Investment Board, Vocational Rehabilitation Services (VRS), Community Colleges, County Office of Education, Regional Occupation Program, Public Health, Mental Health, Alcohol and Other Drug, and Probation. The CalWORKs Advisory Board was established to further develop program policies and procedures, including review of worksite activities and identification of community needs. The CalWORKs Advisory Board has also recommended specific areas of placement for community service program participants, including: Bio-tech, clerical, telecommunications, medical admin, food service, customer service, child care, animal care, schools, elder care facilities and food banks.

Program Administration

San Mateo County Human Services Agency

- Fiscal responsibility
- Community Service referrals
- Community Service Liaison to work with community partners/contractors, monitor contracts, seek opportunities within community

Contractor/Partner

- Progress reports to WtW Case Manager
- Identifies job skills to be developed and/or enhanced
- Day to day monitoring and supervision of community service participants
- Prepare participant with skills necessary to gain and retain unsubsidized employment
- Job placement

Supportive Services

San Mateo County Human Services Agency offers the following supportive services to all WtW program participants:

- Child care, transportation and ancillary payments. Arrangement of child care will be facilitated by child care specialists located in the regional office where the case is assigned.
- Referrals to the Family Self-Sufficiency Team (FSST) when the participant needs additional assistance in resolving barriers to employment. The multi-disciplinary FSST meets regularly to coordinate case management and monitor the client's progress and needs.
- Mental Health treatment, substance abuse treatment, or domestic violence counseling can be assigned by professional vocational counseling staff or through the primary Welfare to Work case manager.
- Vocational testing/assessments, situational assessments, and work adjustments.

Displacement Provisions

The County of San Mateo Human Services Agency and its service providers will comply with the antidisplacement provisions set forth in the Welfare & Institution (W&I) Code Section 11324.6 and MPP Section 42-720.

- Displacement or partial displacement of current employees, including, but not limited to, a reduction of hours of overtime and overtime work, wages, or employment benefits.

- The filling of positions which would otherwise be promotional opportunities for current employees, except when positions are to be filled through an open process in which participants are provided equal opportunity to compete.

- The filling of a position, prior to compliance with applicable personnel procedures or provisions of collective bargaining agreements.

- The filling of established unfilled public agency positions, unless the positions are unfunded in a public agency budget.

- The filling of a position created by termination, layoff, or reduction in work force, caused by the employer's intent to fill the position with a subsidized position pursuant to this plan.

- A strike, lockout, or other bona fide labor dispute, or violation of any existing collective bargaining agreement between employees and employers.

- The filling of a work assignment customarily performed by a worker in a job classification within a recognized collective bargaining unit in that specific service site, or the filling of a work assignment in any bargaining unit in which

funded positions are vacant or in which regular employees are on layoff.

- The termination of a contract for services, prior to its expiration date, that results in the displacement or partial displacement of workers performing contracted services, caused by the employer's intent to fill the position with a subsidized position pursuant to this plan

- The denial to a participant of protections afforded workers on the service site by state and federal laws governing workplace health, safety, and representation.