SIERRA COUNTY Human Services

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SIERRA COUNTY

Klaus Ludwig
Director

January 20, 1998

James W. Brown
Regional Advisor
State of California, Dept. Of Social Services
744 P Street
Sacramento, CA 95814

RE: Sierra County CalWORKS Plan

Dear Jim:

Per our phone conversation today, please add the following language to the Sierra County CalWORKS Plan:

> Please include our existing Gain Grievance Procedures already on file with the State in our CalWORKs Plan.

If you have any questions please do not hesitate to call. Thank you.

Sincerely,

Klaus Ludwig, Director
Sierra County Social Services

KL:kje

CONCILIATION PROCEDURES

A. Cause Determinations:
The GAIN Coordinator must determine if there was good cause for any participant's failure or refusal to comply with any of the mandatory program requirements such as:

1. enter a contract
2. participate in a program component that was agreed to in a contract
3. accept a job or job referral

B. The participant must be given a written notice of an appointment to discuss the situation within 10 working days of such failure or refusal to comply with the program requirement. The notice must include the following:

1. the purpose of the appointment is to determine if good casue exists for the failure/refusal to comply,
2. program requirement the client failed to meet,
3. client's right to explain why the requirement was not met,
4. consequences of failing to keep the appointment,
5. explanation of what constitutes good cause,
6. client's right to formal conciliation,
7. proposed conciliation plan stating the terms under which the participant may continue with the program and end the conciliation process,
8. client's right to offer a counter proposal,
9. the names and addressees of legal services and the welfare rights office,
10. consequences of failing to resolve the dispute during the formal conciliation process

C. Client's rights and responsibilities must be reviewed during the interview.

D. The interview may be rescheduled if the individual contacts the worker prior to the interview. Only two reschedulings may be permitted.

1. Telephone interviews will be permitted to make cause determinations
2. If a client does not keep a scheduled appointment and doesn't notify the worker, cause determination will be based on available information.

E. If the GAIN Coordinator determines that the participant had good cause the worker shall:

1. Determine if the dispute has been resolved and if the individual can resume participation.

2. Arrange for additional supportive services if needed.
3. Determine if client's participation in another program component would be more appropriate.
4. Determine if temporary deferral is appropriate.
5.Amend the contract if necessary.

F. Should the GAIN Coordinator determine that good cause does not exist, informal conciliation shall be conducted.

INFORMAL CONCILIATION

A. The client shall have the right to discuss the cause determination with the GAIN Coordinator either in person or by telephone.

1. Persons relevant to the non-compliance may be involved.
2. Informal conciliation shall take place with 5 working days, and not to exceed 10 working days of the initial determination.

B. If compliance is not accomplished through informal conciliation, formal conciliation shall begin.

FORMAL CONCILIATION

A. The client has the right to a formal conciliation immediately following unsuccessful informal conciliation and no later than 10 working days following the initial cause determination.

B. The GAIN Coordinator's proposed conciliation plan and the participant's counter-proposal shall be used in the conciliation process. The client shall have the right to meet with the Employment and Training Worker and a Supervisor in an attempt to resolve the problem which led to the participant's non-compliance.

C. The formal conciliation period cannot exceed 30 calendar days.

1. The client has the right to terminate formal conciliation prior to the 30 day period if he/she believes the dispute cannot be resolved. This must be done by written request.
2. The GAIN Coordinator has the right to terminate formal conciliation prior to the 30 day period if the client refuses to meet the conditions of the conciliation plan.

D. It is the responsibility of the Employment and Training Worker to notify a client, in writing, when a conciliation has been successfully completed.

E. If a conflict is not resolved through the formal conciliation process, the following shall take place:

1. Money management will be applied for the first instance of non-compliance.
2. Financial sanctions will be applied for the second instance of non-compliance.

F. Financial sanctions shall not be applied to voluntary participants. If an individual fails or refuses to comply with program requirements without good cause, a six month period of ineligibility will be applied.

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Klaus Ludwig
Director

1/14/1998

James W. Brown
Regional Advisor
Department of Social Services
744 P Street
Sacramento, CA 95814

Dear Mr. Brown:

As per our discussion, attached please find revised pages 5,7,8,9, 13, 24,25 and 26 for the Sierra County CalWORKs plan. Please substitute those pages for the originals. I hope the revisions adequately address the concerns of the reviewers. If I can answer any other questions, please do not hesitate to contact me.

Sincerely,

Klaus Ludwig, Director
Sierra County Human Services

submitted via fax
attachment

97:322
DEC 16 1997

SIERRA COUNTY

CalWORKs Plan

Submitted:

December 16, 1997

Prepared by:

Sierra County Department of Human Services Staff
Klaus Ludwig, Director

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

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EXECUTIVE SUMMARY

The staff of the Sierra County Department of Human Services has developed the attached CalWORKs plan in accordance with federal legislation, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, and the provisions of Assembly Bill 1542, the State law defining California's Welfare to Work Act of 1997.

As of January 1, 1998, the Aid to Families with Dependent Children (AFDC) and the Greater Avenues for Independence (GAIN) programs will no longer exist in their present form and will be replaced by the California Work Opportunity and Responsibility to Kids (CalWORKs) program. As required by AB1542, the Sierra County Department of Human Services is submitting this plan to the California Department of Social Services for certification of completeness.

Sierra County's CalWORKs program aims to assist current AFDC recipients and future applicants to reduce welfare dependence and to attain self-sufficiency through employment. The goals and objectives described in the plan represent an evolutionary development of Sierra County's existing GAIN strategies which have proven to be effective. Additionally, the Human Services agency has already developed a comprehensive and integrated model to service delivery through its multidisciplinary team approach. This "one stop" service model focuses on the client as a whole and minimizes often found fragmentation of multi-departmental service delivery. Collaborative arrangements with non-county agencies are being further developed to increase effectiveness and to reduce duplication of effort.

Appropriate and lasting employment for program participants is a goal that can only be met if barriers to employment are properly identified and effectively removed. To that end this agency is committed to thoroughly assessing each participant, providing remedial services as indicated by intake evaluations, and providing ongoing, individualized case management which ensures that milestones in the participants' welfare to work plan are reached. These services will be provided as long as there is a documented need, which includes a period of transition for those who are no longer on aid. Additionally, existing collaborative activities with private and public employers, child care providers, educational and training centers and other organizations providing supportive services will be further developed.

Sierra County's CalWORKs plan is designed to achieve both the legislature's social policy goals as well as individual participant goals of self-sufficiency through unsubsidized employment. As such, the plan should be viewed as a conceptual framework that is subject to ongoing revision.

(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* ☒ *NO*

CalWORKs staff will assign appropriate job related training for CalWORKs participants based on their employment history and the development of individualized Welfare-to - Work Plans. Training for job skills will be assigned in one or more of the following areas:

Plumas-Sierra Regional Occupational Program:
Staff will provide input to the ROP Coordinator on a yearly basis on which subjects should be taught to best suit participants training needs. For example, the Certified Nurse Assistant Program, currently offered on a yearly basis, continues to successfully move participants from training to employment. *See Partnerships with the Private Sector - Mentorship Program.*

49er Regional Occupational Program:
For those clients located on the west side of the county, Nevada County's ROP Program will be utilized as that area is a much closer commute for those clients. The 49er ROP Program has a large number of classes covering many skill areas with the Medical Assisting class currently being utilized by a participant. Coordination with this agency is currently done by phone and a list of classes offered is sent out by mail.

Pre-Employment Preparation:
Staff have worked and will continue to work with local non-profit agencies, such as the local hospital and government offices to establish training sites that last from 3 to 9 months. This provides the participant with hands-on supervised training in a skill area that may lead to future employment. Office Assistant is the most commonly used training.

Eastern Plumas Home Health Services:
Staff are currently in the process of enlisting the services of this organization to provide training to participants interested in obtaining employment with the State In Home Supportive Services (IHSS) Program. This program operates locally and can provide part-time employment for CalWORKs participants. Variable hours that can be arranged

between the caregiver and the recipient make IHSS an ideal part-time job, particularly for those participants without transportation.

Community Service:
Assignments to community service will be coordinated on a continuing basis with those employers and organizations who indicated interest on the Employer Survey completed in November 1997. Employers and organizations utilized in the past as an Alternative Work Experience (AWEX) assignment through the GAIN Program will continue to be a source of placement for Community Services assignments. Community service assignments have been in the office assistant and grounds keeper/maintenance areas.

On the Job Training:
Staff from Golden Sierra Job Training Center (JTPA) will continue to be contacted when firm possibilities for placement are found in the Loyalton area by CalWORKs staff. Placements for participants in the west side of the county covering the Downieville, Nevada City, and Grass Valley areas are coordinated on a case-by-case basis.

Supportive services offered to participants will include mileage reimbursement for those traveling to assignments using their private vehicles, child care expenses, necessary tools, equipment, books, clothing and other items that are necessary to enable participants to complete training and achieve unsubsidized employment.

(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 recipients [Reference: WIC Section 10531 (b)]

Sierra County Human Services has maintained a coordinated effort with the private sector throughout its GAIN operation. Employers with job openings and those interested in providing a training assignment have contacted GAIN staff to provide opportunities for participants. Occasionally, even local ranchers have contacted staff looking for persons interested in temporary part time employment. While no formal agreements with the faith community are in place, it is the county's intent to develop community service components involving the faith community.

County Social Services staff plan to develop additional partnerships with the private sector and others in the community. Staff have identified those willing to provide training and possible future jobs through positive responses to the recent survey sent out to 132 employers and community organizations. Although only 3 of the respondents plan to hire more employees in 1998, there are 15 willing to provide training. This training will give the CalWORKs participant current on the job experience and an employment reference that will be an asset when the participant goes through the Job Search process.

In addition to these partnerships, the Department of Social Services plans to initiate a "Mentorship Program". Although still in the development stage, preliminary plans are to match a CalWORKs participant with an employer (who becomes a paid instructor) who knows a specific trade or business, and needs a helper. The employer becomes the instructor who will teach necessary skills. After a designated period of time, as little as 6 weeks or as long as 6 months, the instructor will certify that the participant has learned all the tasks previously identified. At this time the employer has the first option to hire the participant if it is economically feasible. If not hired by the employer, the participant starts Job Search with recently acquired knowledge and skills necessary to find employment either in Sierra County or surrounding areas. This program is being coordinated with the local school district and JTPA. Additionally, Sierra County has established a partnership with the Sierra Economic Development District (SEDD). SEDD will provide the coordination with organized labor and be the lead agency in the Department of Commerce Economic Development Grant.

(c)Local Labor Market Needs

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

To identify local labor market needs, staff recently developed an "Employer Survey" which was mailed to 132 businesses and organizations in Sierra County. This survey requested information, in part, on employers existing workforce and what plans they may have to hire more employees in the future. In comparing the existing JTPA-developed "Alphabetical List of Occupations" in Sierra County with the results of the survey, it was found that there currently is not a large labor market need. For example, the largest private employer, with a workforce of 150 full time and 4 part time, indicated a job opening for one person.

Staff also have access to the Employment Development Department's SHARE program on line, and can access job market information in our area at any time. EDD also sends a weekly listing of jobs available in our area as well jobs located within a 50 mile radius.

By assisting recipients in finding appropriate child care, staff have realized a need for full time and part time care for infants, as well as care during evening hours and weekends.

To further identify local labor market needs, contacts are made county-wide with employers on a regular basis.

(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 employment. [Reference: WIC Section 11322.7(a)] "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 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]

Sierra County plans to offer a full range of welfare-to-work activities, which are designed to utilize existing services when appropriate, and develop or enhance components or activities when they do not exist or require improvement. Both, allowable activities provided and not provided are listed below. The county certifies that it will not require job search and work experience of participants to the exclusion of a range of activities to be offered to recipients.

Unsubsidized Employment
County staff will assist all CalWORKs participants in seeking unsubsidized employment and will offer supportive services to those who need it to obtain or keep the employment.

Subsidized Private/Public Sector Employment
Where feasible, subsidized employment with either the private or public sector will be coordinated with Golden Sierra Job Training Center. *See also Partnerships with the Private Sector - "Mentorship Program".*

Work Experience
CalWORKs participants will gain work experience through the Pre-Employment Preparation (PREP) component. PREP assignments will last from 3 to 9 months, or longer, based on the participants' need for skill development. The number of hours required in the PREP assignment is based on the participant's cash aid amount. While in the PREP assignment, participants will be required to job search for unsubsidized employment up to the required number of hours per week of Welfare-to-Work activities.

On the Job Training
This component provides participants the opportunity to learn job skills in an actual work setting with the goal of obtaining unsubsidized employment. Based on Assessment recommendations, participants are matched with potential employers through coordination with county staff and Golden Sierra Job Training Center. The training slot and partial funding of the hourly wage paid to the participant are provided by Golden Sierra Job Training Center.

Grant-based On The Job Training
At this time, Sierra County will not offer this component.

Vocational Education and Education Related to Employment
This component provides the participant with education directly related to a particular occupation. Assignments will be consistent with the participant's Welfare-to-Work Plan as a result of the Assessment process or the Self Initiated Program. Types of vocational education utilized will be ROP Programs, Mentorship Program (in development), trade schools, and community colleges.

Adult Basic Education (ABE, GED)
The GED activity provides preparation for the registered GED test. The instruction as well as the actual test is given on both sides of the county. The test is scheduled by the school district as needed.

Adult Basic Education is offered to those participants who score low in the areas of basic math and reading during the orientation and appraisal process. Time spent in this component is determined by the instructor. Those who would benefit more from a one-on-one type of instruction for GED or ABE are referred to the local Literacy Program.

Work Study
At this time, Sierra County will not offer this component.

Self Employment
Participants who are self employed, or have firm plans to become self employed, will be encouraged to continue with that endeavor if they are likely to succeed in their chosen field. However, current regulations allow only six months until the income from self employment must be at the minimum wage level. Supportive services in this area may include training components in the areas of business development and/or management and budgeting to promote success in this component.

Community Service
Participants will be assigned to this component when they meet one of the following criteria: the participant has completed all job search activities but has not found unsubsidized employment, subsidized employment is not sufficient to meet the hours of participation requirement, the participant has completed the 18 or 24 month time limit and has not obtained unsubsidized employment, or the county certifies that no job is currently available. Assignments will be to a public or private non-profit entity and the service activity must include usable job skills.

Job Search and Job Readiness Assistance
In a group setting or one-on-one, participants will be provided job seeking and interviewing skills, employer expectations, and will learn skills designed to enhance the

capacity to move toward self sufficiency. Pre- and post-mock interviews will be videotaped when feasible, and master job applications and resumes will be developed, followed by a job search period.

Job Skills Training Directly Related to Employment
Wherever possible, welfare-to-work staff will ensure that participants assigned to Community Service or Pre-Employment Preparation components are receiving job skills that are directly related to employment,

Supported Work
At this time, Sierra County is not offering this component.

Transitional Employment
At this time, Sierra County is not offering this component.

Other:
Mental Health and Substance Abuse Services tied to Welfare to Work Activities
Participation in Mental Health Services will be considered an allowable Welfare-to-Work activity. After assessment for the purpose of identifying the level of the participant's mental health treatment and rehabilitation needs as they relate to employment, Mental Health services will be included in the participant's Welfare-to-Work Plan where indicated.

Substance abuse treatment services, when needed, will include evaluation, treatment, and employment counseling and will be included in the participant's Welfare to Work Plan and be considered an allowable Welfare-to-Work activity.. After six months of treatment, the participant must concurrently participate in an additional welfare to work activity to be determined by the county and the recipient, in consultation with the treatment provider.

(e)Substance Abuse and Mental Health Treatment 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.

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.

Drug/Alcohol and Mental Health treatment services in Sierra County are provided by a division of the Department of Human Services. Interagency collaboration and cooperation have been a practice for some years so that the development of comprehensive client welfare-to-work plans can readily be accomplished.

1. Plan for Substance Abuse Services
All services required under Welfare and Institutions Code Section 11325.8 will be provided by county staff. These services will include: initial assessment, evaluation, treatment, case management, employment counseling and community service. Individual participant welfare-to-work plans will be developed based on results of assessments performed by county Drug/Alcohol staff. If potential barriers to employment are identified during this evaluation, an interdisciplinary team will formulate treatment recommendations to be incorporated in the participant's plan.

2. Plan for Mental Health Services

Using additional funds made available through the implementation of AB 1542, the Sierra County Department of Human Services will contract with a private provider with experience in addressing the needs of welfare-to-work participants in order to assess the need for mental health treatment and rehabilitation. If, as a result of this evaluation, resolvable mental health barriers are identified, county mental health staff will provide the necessary treatment. County mental health staff will also provide case management and follow-up services. Additionally, county social services and mental health staff will jointly make referrals to SSI or Vocational Rehabilitation, where indicated.

(f) 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]

The Department of Human Services will not provide CalWORKs funded mental health services to participants who have exceeded their time limits. The allocation received for the provision of mental health and drug/alcohol services will be utilized to provide necessary services during the 18 to 24 months period of eligibility of CalWORKs participants. Participants who are diagnosed with a mental illness and who are no longer eligible under CalWORKs criteria will, however, have available to them all services provided to other members of the community. Access to mental health and drug/alcohol services will be facilitated by county staff and Medi-Cal or County Medical Services Program funds will be used to provide treatment where indicated.

(g-1)Child Care Services

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 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.

County Department of Human Services staff have met and collaborated with the county's child care council for the purposes of establishing policies on the provision of child care to participants who are entering Stage 2 and 3 of the new child care provision of CalWORKs. This has been facilitated by both the human services agency and the participation in the county's child care planning council and steering committee.

The county will provide all services in Stage 1. The county will provide Stage 2 and 3 of child care through Sierra Nevada Children's Services, the local alternative payment program and Resource and Referral (R & R) Agency. The county has maintained its connections to R & R in its provision of GAIN, Cal Learn, and Trustline Certification services. Sierra Nevada Children's Services has locations on the west and east side of the county for easy access to participants.

The county will insure that services are provided in a "seamless" manner, with communication to the providers of care, and ongoing participation in county child care planning and steering councils. This will help to insure that participants transitioning through each step of self-sufficiency are not inconvenienced in any manner, or that their employment plan is not jeopardized by the lack of child care. Referral and communication systems are already in place to facilitate this "seamless" approach to the different stages of child care through collaboration with the R & R Agency and this department's GAIN, Transitional Child Care, Supplemental Child Care and Cal Learn Programs.

The department will review the child care needs of each participant for linkage to appropriate caregivers. Also, participants with a child under 6 months of age will be reviewed, on a case-by-case basis, for the availability of care and any special needs of the child as an integral part of initial assessment for welfare-to-work services. Any parent who has a second child under 6 months will be exempted from the program for 12 weeks as

provided by statute. After the exemption has expired, the agency will meet with the parent to assess the availability of care and needs of the family. In each situation, the care required by the child will be matched to the welfare-to-work activities of the parent to insure that adequate, reliable, safe and affordable care is available.

(g-2)Transportation Services

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

The lack of public transportation in Sierra County has long been a detriment to unsubsidized employment. Many unemployed participants cannot search for work as they do not have a vehicle, and there is no public transportation available. In 1987, a private contractor was hired to study the problem and produce a report entitled "Sierra County Transportation Needs Assessment and Recommendations". Its primary purpose was to determine what transportation services would be necessary to enable those who are presently unemployed to seek and secure employment outside of Sierra County, where ample job opportunities exist. Although the report addressed many issues and offered several recommendations such as ridesharing or commuter buses or vans, none of these options were pursued or adopted, mostly due to lack of funding.

The county's remoteness and mountainous terrain requires traveling at least one hour in any direction to reach centers of employment, banking, shopping and advanced medical facilities. Although the transportation problem has long been an issue in Sierra County, it has not been overlooked or dismissed.

The agency will provide transportation services as prescribed by existing GAIN service plans. When appropriate, direct payment for transportation costs to participants driving private vehicles will be provided. Clients will be reimbursed at the county rate of 29 cents per mile. For clients without vehicles, CalWORKs staff will provide transportation using a county vehicle. These trips will be coordinated so that groups of participants will be transported rather than one client at a time. CalWORKs staff will also encourage participants to ride together to the same CalWORKs activity whenever possible.

The future plan for expanding transportation services, when funding is available, is to negotiate with the Director of Planning for this expansion. The county is currently receiving an annual transportation grant which is used to fund two senior vans, one on each side of the county. The possibility of using the senior vans for CalWORKs client transportation is being explored. The agency is also considering the possibility of purchasing a van to transport clients to and from jobs out of the area.

The agency will continue to refer participants in welfare-to-work activities to available transportation services.

(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 service 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]

Sierra County's Community Service Plan will provide participants an opportunity to develop or improve job related skills while gaining a connection to the workforce. Sierra County will develop placements in collaboration with local public and non-profit agencies.

Community service assignments will be located on both east and west sides of the county and appropriately assigned according to the geographical location of the participant. These placements will meet unmet community needs which may include community pride projects, literacy and education, and expansion of existing programs that serve and benefit the community as a whole.

Community service will be temporary and transitional in nature and may or may not be specific to the participants' employment goals. These activities will prepare the participant to enter the workforce. Efforts will be made to assist and encourage the participant to obtain unsubsidized employment while the participant is engaged in community service activities. Child care will be provided as necessary to participants assigned to this activity.

The target population for community service assignments are mandatory CalWORKs particpants within time limits and Safety Net individuals after time limits have expired. Agencies involved in placement development are Sierra County Social Services, local education agencies, government and community based organizations, and local public and private non-profit entities.

Fiscal administration and case management services will be provided by Sierra County Social Services. Entities providing community service positions will assist with case management by effectively monitoring participants' attendance, participation, progress, ability to participate in the work place and by recommending sanctions.

Sierra County will explore the feasibility of contracting with private providers for Safety Net Services for families who have reached their time limits.

(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.[References: WIC Section 11322.6 and WIC Section 11322.9]

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

Sierra County has, as a part of its strategic planning efforts, established a protocol for the development of a Domestic Violence Services Plan for the current year. The plan calls for linkages to existing service providers, i.e., Sierra County Social Services social work staff, Mental Health, the Domestic Violence Coalition and Plumas Rural Services (both of which maintain shelters available to Sierra County residents), law enforcement, and the Sierra County Victim Assistance Program. Where there is a need for services, as indicated by a case situation, which is not provided by existing service agencies, and funds are available, the Agency will seek to develop additional services to meet these needs through contracts with private or other public services providers, especially utilizing the advice of agency social services staff who are aware of services available to the community and utilizing said services in protective service plans.

Training will be provided to CalWORKs staff who may be the first county workers to identify and/or provide initial services to victims of domestic violence. Training is being developed and arranged through the Domestic Violence Coalition and Plumas Rural Services. Sierra County also recognizes elder abuse and child abuse as domestic violence, therefore resources will be available to train social services workers in these areas. Agency social workers will be designated abuse specialists to assist CalWORKs staff. Printed and oral information on locally available services for domestic violence victims will be made available to all CalWORKs applicants and recipients.

The CalWORKs staff will utilize existing GAIN deferral criteria for providing exemption from participation in Welfare-to-Work activities. All applicants and recipients will be notified of the existence of waivers and the procedures to apply for them. Verification of domestic violence through use of law enforcement reports, medical records and/or the abuse victim's own sworn statement, if credible, will be used to place alleged victims in exempt status. The Agency believes it is extremely important for the healing processes that the victim be involved in either counseling or other treatment to deal with the issues

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for the parent's and the child's well-being. Whenever possible, the family will be offered Welfare-to-Work services as part of their rehabilitation and treatment.

(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]

During the development of the CalWORKs county plan, the performance outcomes described below were established. Data will be collected using the existing county client data system, the Employment Management Data Collection System (GEMS), as well as data which can be extracted using the State supplied ISAWS and CWS/CMS computer systems.

Measurable Outcome	Indicator	Data Source
Decrease in number of recipients consistent with State goals	Number of families receiving cash assistance	ISAWS
Increased number of job placements consistent with labor market conditions	Number of job placements	GEMS
Increased number of hours worked	Average number of hours worked	GEMS
Increased wage level to level of self sufficiency	Average wage level in unsubsidized employment	GEMS
Increased school attendance of recipients' children to match attendance of non-recipients	School attendance	School Records
Increase number of immunized children	Reduction of preventable disease occurances	County data

Additionally, even though no performance outcomes have been established, data will be collected on the number of foster care placements, the demand for child care, the demand for domestic violence services, the number of GA applications, and the number of service recipients in the department of Drug/Alcohol and Mental Health. Pre-CalWORKs implementation data is available to serve as a baseline for comparison and any significant variation will be closely monitored so that necessary adjustments in resource allocation can be made.

(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.

The county sent out two surveys in October/November 1997 in order to solicit input for CalWORKs Plan development. The first survey went out to 132 employers and organizations in order to receive input in the areas of hiring needs, ability to supervise community service activities, suggestions for job creation and community service assignments, and a comments section. The second survey was sent to the current AFDC caseload requesting input on their specific needs, such as transportation, work clothes, child care, training, etc.

Social Services staff have held weekly meetings since October 2 to discuss the planning process and the means by which information for the CalWORKs plan would be gathered. Additionally, staff have been involved in numerous meetings to discuss the many CalWORKs issues and share information with other counties. The following lists the entities agency staff have collaborated with during the planning process which include Board of Supervisors, Social Workers, child care workers, education/instructional staff, business owners, and the general public.

Sierra County Literacy Program
Family Outreach Program
Sierra Nevada Childrens' Services
Sierra County Planning Department
Feather River College
Domestic Violence Policy Meeting
Sierra County Mental Health
County Drug & Alcohol Programs
Northern Calif. Regional Coordinators Mtg.
GEMS Association
Sierra Kids
Sierra County Departments
Sierra/Plumas Joint Unified School District
State Department of Rehabilitation
Sierra County Board of Supervisors
Golden Sierra Job Training Program
Multidisciplinary Team Meetings
Lassen College
Sierra Valley District Hospital
Toddler Towers Day Care Center
Sierra County Health Department Sierra
Ca. Trade & Commerce Agency
Mtn. Valley Regional GAIN Committee
Plumas Sierra ROP
Child Care Council
State Employment Training Panel
Sierra County Office of Education

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(l) Source and Expenditure of Funds

Provide a budget specifying your county's estimated expenditures and source of funds for the CalWORKs program on the forms provided. Your budget should meet the requirements 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(l)]

See Attachment I

(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)]

Sierra County plans to provide services for those individuals transitioning off cash aid due to time limits and those transitioning off aid due to employment in the following manner:

Case management services may be provided to those participants transitioning off aid for a period of up to twelve months. Additional assistance may include help in obtaining the following:

1. For individuals discontinued due to time limits:

- **a. Food stamp and Medi-Cal services**
- **b. Community Resource information**
- **c. Counseling services to deal with barriers to employment (employment services to these individuals is contingent on their participation in Community Service assignments).**

2. For individuals discontinued due to employment:

- **a. Child care payments**
- **b. Transportation related reimbursement for mileage**
- **c. Transitional Medi-Cal**
- **d. Payment for minor car repair expenses**
- **e. Payment for yearly registration and smog certification costs**
- **f. Resources for budgeting instruction**
- **g. Counseling to facilitate job retention and assist with resume´ updating and interview skills**
- **h. Job related clothing, tools, books, and equipment necessary to keep the job**

(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.

Sierra County Social Services has identified the need for approximately 27 new jobs due to the changes anticipated from CalWORKs time limits. This number reflects only existing caseload, therefore the numbers may vary in the future. The local Economic Development Council has been inactive for several years, and the local economy has not been able to annually create this many jobs.

In an attempt to plan for this need, the following steps have been taken:

1. **The local Employment Development Department, located over 50 miles away, has been contacted to ascertain the availability of an Employment Development Specialist to work in our area to develop jobs.**

2. **CalWORKs staff plan to attend the California Trade and Commerce Agency's workshop to learn about how job creation funds can be used. Staff plan to research and develop a plan that would increase child care availability for our participants through expansion of existing child care resources, with the hopes of creating jobs in the child care field.**

3. **CalWORKs staff also plan to attend a December training workshop entitled "The Role of Workforce Development in Welfare to Work", sponsored by the California Workforce Association, to gather ideas for increasing jobs in our area.**

4. **In conjunction with the local JTPA, Golden Sierra Job Training Center, future plans for job creation include more on-the-job placements that will match the employer need to the skills of the recipient and may lead to permanent employment.**

5. **Staff developed and sent out an Employer Survey in October, which in part, requested information about current workforce, and anticipated hiring needs in the future. Based on this survey, employers with a potential of hiring one or more new staff in the next year will be sent information on increased tax credits now available. This effort, along with regular on site contacts by CalWORKs staff promoting the employment of CalWORKs participants, is expected to keep the need for job creation a priority with local employers.**

(O) Other Elements

Sierra County does not intend to pursue pilot project proposals.

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

Sierra County Social Services staff will begin to enroll single parent families in welfare-to-work activities for a minimum of 20 hours per week beginning January 1, 1998. Hours will be increased to 26 hours per week beginning July 1, 1998, and 32 hours per week beginning July 1, 1999.

Sierra County does not intend to exercise the option of requiring adults in single parent assistance units to participate up to 32 hours per week prior to July 1, 1999.

(q) Interaction with American Indian Tribes

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

There are no federally recognized American Indian Tribes in Sierra County.

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)	$ 212,520	$ 106,260	$ 74,382	$ 31,878	

* 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.

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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 **
(A) CalWORKS Single Allocation Items (1) thru (7)	$360,427	$333,531			$26,896	
(1) Benefit Administration	$115,578	$105,705			$9,873	
(2) Program Integrity (Fraud)	$8,638	$7,900			$738	
(3) Staff Development/Training	$17,478	$15,985			$1,493	
(4) Welfare-to-Work Activities	$173,163	$158,371			$14,792	
(5) Cal-Learn	$2,130	$2,130				
(6) Child Care - 1st half of 1997-98	$43,440	$43,440				
(7) Other Activities***	$0	$0				
(B) Child Care - 2nd half of 1997-98	$56,174	$56,174				
(C) Mental Health Treatment	$3,818	$3,818				
(D) Substance Abuse Treatment	$6,490	$6,490				
Total CalWORKS Admin. & Services Items (A) thru (D)	**$426,909**	**$400,013**			$26,896	
Food Stamp Administration MOE					$31,878	
Total CalWORKS MOE					**$58,774**	

* When combined with food stamp administration, the total level of estimated county funds for CalWORKS administration amd 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 corrresponding activities in 1996/97.

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

*** Please identify "other activities" on a separate page.

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CERTIFICATION

THIS PLAN HAS BEEN DEVELOPED IN ACCORDANCE WITH THE APPROPRIATE FEDERAL, STATE AND COUNTY LAWS AND REGULATIONS. THE TERMS OF THIS PLAN, INCLUDING ALL CERTIFICATIONS WITHIN THIS PLAN, AND ALL APPLICABLE LAWS AND REGULATIONS WILL BE FOLLOWED DURING THE IMPLEMENTATION AND EXECUTION OF THIS PLAN.

County Welfare Department Director's Signature

Chairperson of the Board of Supervisors Signature

ATTEST:

MARY J. JUNGI
Clerk of the Board

Approved as to Form:

County Counsel

TOTAL P.01

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

IN THE MATTER OF THE	)	
	)	
APPROVAL OF THE SIERRA	)	**RESOLUTION NO.** 97-220
COUNTY CALIFORNIA WORK	)	
OPPORTUNITY AND	)	
RESPONSIBILITY TO KIDS	)	
COUNTY PLAN (CalWORKs)	)	

WHEREAS, the Sierra County Board of Supervisors recognizes that the CalWORKs program created by AB1542 replaces both the Greater Avenues for Independence (GAIN) and the Aid to Families with Dependent Children (AFDC) programs; and,

WHEREAS, AB1542 requires each California county to submit a CalWORKs Plan to the State Department of Social Services no later than January 10, 1998; and,

WHEREAS, the County of Sierra intends to implement the provisions of AB1542 on January 1, 1998.

NOW THEREFORE BE IT RESOLVED, that the Sierra County Board of Supervisors does hereby approve the county CalWORKs plan and authorizes the Director of Human Services, Klaus Ludwig, to submit this plan to the California Department of Social Services for certification of completeness.

ADOPTED by the Board of Supervisors of the County of Sierra, State of California on the 16th day of December, 1997, by the following vote:

AYES: Supervisors Gutman, Luchessi, Nunes, Mitchell and Whitley
NOES: None
ABSENT: None
ABSTAIN: None

COUNTY OF SIERRA

RICHARD V. LUCHESSI
CHAIRMAN, BOARD OF SUPERVISORS

ATTEST:

MARY J. JUNGI
CLERK OF THE BOARD

APPROVED AS TO FORM:

JAMES A. CURTIS
COUNTY COUNSEL

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