



# **SANTA CRUZ and MONTEREY Counties**

## **Employment Readiness Demonstration Project, (ERDP)**

Human Resources Agency of Santa Cruz County  
Cecilia Espinola, Administrator

Department of Social Services of Monterey County  
Marie Glavin, Director

Goodwill Industries  
Michael J Paul, President

# MONTEREY COUNTY



## DEPARTMENT OF SOCIAL SERVICES

1000 South Main Street, Suite 208  
Salinas, CA 93901

Phone (408)755-4400 Fax (408)755-8476

Marie A. Glavin, Director  
Mariilyn Clark, Assistant Director  
Carmen Domingo, Assistant Director

November 25, 1997

Stan Cagle  
California Department of Social Services  
Employment Programs Bureau  
744 Street, MS6-138  
Sacramento, CA 95814

Dear Mr. Cagle

We welcome this opportunity to work with Santa Cruz County and Goodwill Industries in proposing a program to better serve an identified segment of our population. Needed services do not always stop at counties' boundary lines so it is refreshing when we can present a united project.

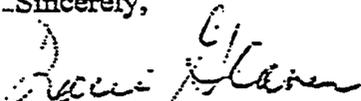
The targeted group - adults with severe difficulties contributing to their unemployment who have been receiving aid for at least four years - presents real challenges and will benefit by these enhanced services.

We are developing our 1998 plan and believe this proposed regional program would enrich and compliment planned services. Staff from all three agencies have worked together to prepare the attached proposal. They were very appreciative of the extension of the submittal date.

Ms. Epsilon has already outlined the highlights of the joint proposal quite well in her letter and I heartily endorse and concur with her description and statement.

Thank you for considering our combined proposal and thanks once again in granting us an extended due date to December 1. We look forward to hearing from you.

-Sincerely,

  
Marie Glavin  
Director

Attachments

MG/SY



HUMAN  
RESOURCES  
AGENCY  
COUNTY OF SANTA CRUZ

ADMINISTRATION  
1000 Emeline Avenue  
Santa Cruz, CA 95060  
(408) 454-4130  
Fax: (408) 454-4642

November 18, 1997

Stan Cagle  
California Department of Social Services  
Employment Programs Bureau  
744 Street, MS6-138  
Sacramento, CA 95814

Dear Mr. Cagle:

The Human Resources Agency of Santa Cruz County (HRA) is pleased to submit the attached proposal for the Employment Readiness Demonstration Project (ERDP). HRA has collaborated with the Department of Social Services of Monterey County (DSS) in the development of this proposal and will partner DSS in the implementation of ERDP. Although, the original due date for the proposal was November 20, 1997, Santa Cruz County received a verbal extension until December 1, 1997 from Char Lee Metsker of your department.

This regional partnership will ensure that the minimum criteria of at least 3,000 AFDC-FG adult population will be met. Santa Cruz County is estimating that 25% of the AFDC-FG adult population will have multiple barriers to employment. Given our regional approach, we anticipate the requirement of serving a minimum of 150 clients, phased-in over a two-year period is attainable.

HRA and DSS have also collaborated with Goodwill Industries of Santa Cruz, Monterey and San Luis Obispo Counties, Inc. in developing this proposal. Goodwill has a strong track record as an employment services provider for adults with significant barriers to employment. The program design provides a variety of program services; including vocational counseling and training, behavior health support groups and counseling, supervised job search and job retention skills. I am confident that this program design, coupled with Goodwill's expertise as an employment services provider and knowledge of labor market trends will lead to successful employment placement.

The ERDP was designed to compliment our existing program structure and avoid duplication of services. Information collected as part of the HRA's intake and assessment process will be shared with the vendor. Through a multi-disciplinary team approach, coordination with existing programs will be achieved. HRA will assign all cases with multiple barriers to employment, participating in ERDP to one staff member. Participants in ERDP will have access to Santa

Cruz County's One Stop Centers for the job search component.

Both counties have identified county coordinators who will work with the vendor to monitor and evaluate program outcomes and cost effectiveness. Goodwill will dedicate a program manager to ERDP, who will report to the Vice President of Vocational Services. In addition, 4 FTE line staff will be assigned to ERDP. Support services staff will be incorporated as needed. The staffing and administrative structure provided for in the project is adequate to achieve the proposed results.

Beginning, January 1, 1998, HRA will begin to serve all new CalWORKs applicants with multiple barriers. Throughout 1998, welfare to work plans will be developed for ongoing cases. Once notification of proposal funding is received, it is anticipated that the ERDP will start in 45-60 days. During this time, HRA will conduct the initial intake and assessment and CalWORKs participants will have an opportunity to attend self sufficiency workshops. This will assist us to identify those who may be referred to ERDP.

This collaborative proposal between the Human Resources Agency of Santa Cruz County, the Department of Social Services of Monterey County and Goodwill Industries of Santa Cruz, Monterey, and San Luis Obispo Counties, Inc. addresses the need for intensive and specialized employment services for CalWORKs recipients. The proposal builds on the strength of each partner and past successful partnerships with one another.

Thank you for your consideration of this ERDP proposal.

Sincerely,



Cecilia Espinola  
Administrator

Attachments

CE/CW

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# SANTA CRUZ and MONTEREY Counties

## Employment Readiness Demonstration Project, (ERDP)

### Proposed Vendor

### **GOODWILL INDUSTRIES** OF SANTA CRUZ, MONTEREY and SAN LUIS OBISPO COUNTIES, INC.

#### Project Coordinators:

Human Resources Agency of Santa  
Cruz County  
1020 Emeline Ave.  
Santa Cruz, CA 95060  
Claudine Wildman  
408 454-4837  
Fax 408 454-4092

DSS CalWORKs of  
Monterey County  
1000 S. Main St.  
Salinas, CA 93901  
Sandy Waddle  
408 755-8971  
Fax 408 755-8487

Goodwill Industries  
350 Encinal St.  
Santa Cruz, CA 95060  
John T. Collins, II  
408 423-8611  
Fax 408 423-8968

#### Proposed 36 month ERDP Budget

YEAR:	BUDGET AMOUNT:
1997/98 (six months)	167,753
1998/99	372,297
1999/00	373,033
2000/01 (six months)	190,139
<b>36 MONTH TOTAL</b>	<b>1,103,222</b>

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## ERDP NARRATIVE

1. Are all of these services (i.e., alcohol and drug treatment, mental health treatment, domestic violence services) already available in the proposed service area? If yes, include the names of agencies or organizations in the proposed service area which can provide these and/or related services to the target population, and the county's ability to refer individuals for service. Note potential delays if there are waiting lists.

Santa Cruz and Monterey Counties have alcohol, drug and, mental health treatment, and domestic violence services that are accessible to participants in this project. Please refer to attachment A for lists of available services.

2. Does the county intend to offer the services themselves or through the use of a vendor? If through a vendor, does the county want CDSS to provide the contract?

Both Monterey and Santa Cruz Counties prefer that CDSS contract directly with the vendor.

3. What groups or organizations will cooperate or be involved with the project? Describe the nature of their cooperation or participation, describe procedures and criteria for their selection and provide evidence that they will cooperate in the project's development and implementation?

We have collaborated with Goodwill Industries of Santa Cruz, Monterey and San Luis Obispo Counties, Inc., (Goodwill) in the development of this proposal and anticipate that Goodwill will be the vendor for this project. To Counties' knowledge no other potential vendor operating in both counties is prepared to undertake this project. In addition, Goodwill is unique in Santa Cruz, Monterey and San Luis Obispo Counties in having developed core competencies and a recognized track record as:

- a service provider.
- the operator of successful and growing retail businesses.
- an active participant in Santa Cruz, Monterey and San Luis Obispo Counties.

As a service provider, Goodwill is one of both counties' premier providers of employment services for adults with significant barriers to employment. It provides services to persons who have significant barriers to employment either by virtue of disadvantaging conditions or disabilities such as orthopedic disabilities, educational deficits, traumatic head injuries, and long term unemployed. It currently provides employment and training services to AFDC/TANF participants, JTPA customers, and Department of Rehabilitation consumers.

Specialized services are offered to CalWORKs participants, persons with psychiatric disabilities, and persons with disabilities who have severe barriers to employment. Goodwill has demonstrated leadership and commitment in developing collaborative responses to service needs in Santa Cruz and Monterey Counties.

Goodwill also brings to this effort the experience of operating successful businesses. This affords it the experience necessary to integrate the employer perspective and the requirements of the competitive workplace into the design of its service programs.

Goodwill has been pro-active in becoming a partner in Santa Cruz and Monterey Counties' economic development efforts. Goodwill's staff participates in the major business clusters: hospitality, retail, high technology, agriculture, service, and tourism. Its staff participates in several area Chambers of Commerce, the Monterey County Hospitality Association, the Economic Development Council and the Private Industry Council.

Goodwill has played a lead role in the development of the project that has become ERDP. Agency staff was in a leadership role in working with CDSS to develop and refine this project. It has worked cooperatively with County staff to adapt that design to CDSS's current requirements and the needs of Santa Cruz and Monterey Counties. In addition, as a long-term contractor with the JTPA in both counties, Goodwill has a demonstrated track record of working cooperatively with county government to address the needs of both Counties' citizens.

The services described herein will be unique in Santa Cruz and Monterey Counties and are well coordinated with the larger welfare reform and employment and training service delivery systems. Goodwill has been involved in both the welfare reform planning process and the development of the One-Stop employment and training system in Santa Cruz and Monterey Counties.

It has a demonstrated track record of developing collaborative approaches to service delivery.

4. Provide a description of all of the services you plan to provide. What vocational skills training is available in the community?

The following services will be provided to ERDP participants based upon the individual's needs:

- a) Intake/Assessment - A determination will be made of each person's strengths and barriers to employment. In addition, each of the following factors will be addressed in each participant's assessment:
- Work history including employment skills, knowledge, and ability.
  - Educational history and present educational competency level.
  - Need for supportive services that address barriers to employment.
  - Identification of intensive and specialized employment needs, skills to be attained, and the resources available to attain employment.
  - Referral to appropriate services that address barriers to employment including domestic violence, alcohol and other drug abuse, mental health problems, and/or learning disabilities.

An individualized employability plan for each participant will be developed in concert with the counties' staff. Each participant will be assigned to a Goodwill Employment Services Specialist who will be his or her primary case manager during participation in the ERDP program. The Goodwill staff will work within the interdisciplinary team of county staff to provide an appropriate range of services.

- b) **Work Experience** - Every participant will work at one or more jobs with the goals of learning/relearning the meaning, value, and demands of work; to learn or re-establish skills, attitudes, personal characteristics, and work behaviors that lead to employment and job retention; and to develop functional capacities. Each successful participant will develop:
- Positive work habits and attitudes.
  - The work stamina necessary for competitive employment.
  - The ability to perform the quantity and quality of work necessary for competitive employment.
  - Development of work appropriate to interpersonal relationships.
- c) **Supportive Services** - This component runs concurrently with the Work Experience. Participants in other service components will be able to participate in support services as needed. Participants will be actively involved in a variety of individual and/or group activities designed to address their specific barriers to employment. To the extent possible these services will be offered at the work site to improve participation. An array of services may include the following:
- Vocational counseling.
  - Career development/career exploration.
  - Job-seeking skills.
  - Parenting classes.
  - Problem-solving skills groups.
  - Mental health counseling.
  - 12-Step groups that address alcohol and other drug use.
  - Domestic violence support groups.
  - Anger management groups.
  - Basic skills instruction.
  - Other impairment skills instruction.
  - Other services necessary to obtain employment.
- d) **Supervised Job Search:** When participants are ready to transition into either employment with supports or competitive employment, they will participate in a supervised job search. Supervised job search will be concurrent with either work experience or short-term skills training. Initial job search will be for a maximum of four consecutive weeks. For persons who have not found a job at the end of four weeks, job search may be extended on the basis of a review by the county that determines that extending the job search would result in unsubsidized employment.
- e) **Employment with Supports (1 to 6 months)** - Upon determination of readiness to enter competitive employment with the assistance of the Goodwill Employment Services Specialist, the participants will begin active job search. During this period the participants will remain in the Work Experience and Supportive Services components. Upon successfully gaining employment, the participants will receive the following services:

- Collaborative Case Management.
- Employer advocacy.
- On-site job training and problem-solving.
- Development of work-site based support from supervisors and co-workers
- Development of community-based support from family, friends, community-based organizations, churches, etc.
- After work counseling and support.

The length of each of these services will be determined by individual need for a period of up to six months. Employment with Support services will "fade out" at a pace that will balance successful job retention with the participant's ability to function in the work place.

- f) Vocational Skills Training (1-6 months) - in order to increase the likelihood that participants will be able to achieve economic self-sufficiency, participants have the option to participate in subsidized short-term vocational skills training. Project staff will work with the person to determine the availability of training in an occupation in which he or she demonstrates interest and aptitude. Training must be in an occupation for which there is a reasonable likelihood of employment upon completion. Candidates for training must be able to successfully meet all entrance requirements. These criteria may include reading, math, and others identified by the training provider. Contingent upon this being an allowable ERDP activity, in cases where there is an employer who can provide equivalent training with a guarantee of employment upon training completion, an On-the-Job training contract may be entered into based upon approved criteria. Final determination of enrollment in a training program is reserved to project staff.

Training programs will be drawn from the Counties' Approved Training List. As required by CalWORKs, Training must occur in conjunction with either work experience or employment with supports. Participants will be expected to maintain their current employment activities. Training participants will be expected to do the following:

- Meet regularly with the Goodwill Job Placement Specialist to review successful progress towards completion of the training.
- Continue participating in any supportive services necessary to ensure the successful completion of training and attainment of training-related employment.

The current Santa Cruz and Monterey Counties' EDD/JTPA Approved Training List includes a wide variety of skills training providers. Examples of approved training include Business Office Technology, Child Development, Culinary Training, Hospitality Training, Electronic Technology, Dental Assistant, Home Health Aide, Certified Nursing Assistant, and Automotive Technology.

Of particular relevance to this project are the short-term training programs currently being developed to accommodate the needs of CalWORKs recipients.

- g) Unsubsidized Employment/Post Employment Services - Upon successful completion of skills training or employment with supports, participants will be expected to remain in or enter unsubsidized employment. Participants will

receive post-employment services from project staff for a period of 12 months of employment or the end of the project if the services are not available from another funding source. Services are designed to lead to successful job retention and diminish over time. Services may include the following:

- The services described in Employment With Supports (see 3, e. above).
- Development of job retention skills.
- Childcare, including transitional childcare.
- Transportation costs.
- Ancillary expenses which shall include the cost of books, tools, clothing, fees, and other necessary costs.
- Personal counseling.

It is anticipated that service delivery could begin within 45 to 60 days of signing a contract.

5. What county or vendor staffing is required to implement this program? Include the number of staff (expressed as full-time equivalents), staff duties and qualifications. Include job descriptions, and if staff is already employed, include the individual's qualifications.

At this time, there are no personnel employed for this project.

TITLE	FTE	DUTIES	QUALIFICATIONS
Manager	1	Manage all aspects of program; supervise program staff; coordinate services with county staff; provide direct services as needed; prepare statistical, program, and financial reports; and, insure that program complies with requirements of the evaluation component.	Minimum BA Degree; 3 years of supervisory experience; 3 years experience in program implementation and staff supervision; thorough knowledge of principles of vocational services and employment issues facing disadvantaged persons; the ability to manage a successful team.

Job Placement Specialist	3	Conduct intake and vocational assessment; develop employment plans with participants; conduct support service workshops; provide vocational counseling; develop jobs; provide job coaching and on-the-job interventions; match participants with skills training; maintain case files and prepare reports as required; and, provide other direct services as needed.	Minimum of 1 year experience in either job developing or marketing/sales; demonstrated ability to work successfully with persons with significant barriers to employment; knowledge of vocational implications of disadvantaging and disabling conditions; knowledge of the local labor market; self-directed, assertive, problem solver, and the ability to work as part of a successful team.
Training Coordinator	1	During the Work Experience component: develop individual training plans; provide crisis intervention; job coaching; evaluate participant readiness for training and/or employment; train Goodwill work site supervisors; closely coordinate with Employment Services Specialists; provide other direct services as needed; and, prepare reports and case files as required.	Experience working with disadvantaged persons in a work setting; thorough understanding of competitive work standards and employer expectations and the ability to translate those into action plans for individual participants; ability to train agency staff and supervisors; and ability to work successfully as part of a team.
Employment Training Specialist (Job Coach)	1	During any phase of the program: provide direct instruction to participants in performing work; support positive participant performance; provide crisis intervention; and prepare reports and case files as needed.	Previous experience providing services to disadvantaged persons; knowledge of behavior modification techniques and ability to conduct a task analysis; understanding of competitive work standards; and ability to work successfully as part of a team.
Clerk Typist	1	Perform clerical duties related to all aspects of this project.	Familiarity w/office procedures; ability to operate office equipment; and competency in using word processing and spreadsheet software.

6. How many participants will be enrolled and served over the course of the program?

150 participants will be served during the course of this three-year project. It is anticipated that approximately 50% of the participants will come from each of the counties.

7. What percentage of participants do you project to place in unsubsidized employment and in sheltered employment? Include the number of participants the organization has served and placed over the past twelve months.

At the end of this three-year project, 46.7% of the 150 participants (70) will have been placed in unsubsidized employment. There is no sheltered employment component in this proposed project.

The following Table reflects the total number of services provided by Goodwill in Santa Cruz, Monterey and San Luis Obispo Counties during 1996. These programs include assessment, training, career development and support programs in addition to employment programs. The chart below reflects ancillary services provided by Goodwill for other organizations. These organizations track the job placement outcomes and these placements are not reported to Goodwill.

TYPE OF SERVICE:	NUMBER:
ASSESSMENT	262
CAREER DEVELOPMENT	407
EMPLOYMENT SERVICES	32
TRAINING	241
<b>TOTAL</b>	<b>943</b>

The following table presents Goodwill Industries of Santa Cruz, Monterey and San Luis Obispo Counties, Inc., placement statistics for the past four years. Persons served have a wide range of barriers to employment and are referred from a variety of sources including the County GAIN program, Department of Rehabilitation, Private Industry Council, and JTPA.

PROGRAM	NUMBER PLACED	AVERAGE WAGE
1996	112	\$8.63
1995	96	\$7.51
1994	88	\$6.93
1993	78	\$6.97

8. What types of jobs will be available to program participants?

The fastest growing sectors of the Santa Cruz, Monterey and San Luis Obispo Counties' economy are technology, tourism, agriculture, retail, and service industries. Project staff will be working closely with the broadest range of employers to identify jobs in these and other segments of the economy.

9. What will be the average hourly beginning wage of participants who are placed in jobs?

The average hourly beginning wage of participants entering unsubsidized employment will be \$6.30.

10. What will be the average annual cost per client?

The average cost per client will be \$7354.81.

11. Describe how you will assure the collection and timely provision of data for the evaluation.

The Goodwill Vice President of Vocational Services will serve as the point of contact for this project. He will work closely with the designated County Coordinators to ensure the collection and timely provision of data for the evaluation. Under his direction, the Goodwill Program Manager will be responsible for ensuring that all of the requirements related to the evaluation component of this project are reflected in program procedures. This will include a description of the data to be collected; the appropriate format; who is responsible for its collection; timeliness for its collection and submission to the evaluator. Appropriate Goodwill staff will participate as required in any statewide meetings related to the data collection process and requirements. They will work closely with County staff to ensure that all data is accurate and collected and submitted in a timely manner.

County Coordinators will provide and collect data as required.

12. Describe how you will work with other counties and the state in the development of a uniform screening and assessment instrument?

Our proposed vendor, Goodwill, will designate appropriate staff to actively participate in any meetings, work groups, etc., necessary to develop screening and assessment instruments. County coordinators will participate as appropriate.

In Santa Cruz County behavioral health services will be provided in from various sources. Substance abuse treatment providers who currently contract with the Health Services Agency will provide substance abuse treatment services for CalWORKs participants. The County Mental Health Department will provide mental health services. Domestic violence services will be provided by community based organizations. Those agencies providing behavior health services include:

Substance Abuse:

**ALTO COUNSELING CENTER**  
271 Water St. Santa Cruz, CA 95060  
408.423.2003

11D Alexander St. Watsonville, CA 95076  
408.728.2233

Comprehensive outpatient chemical dependency program providing prevention, early intervention and treatment services. Programs include drug prevention programs, Employee Assistance Program, Drug Diversion, First and Multiple Offense Drinking Driver programs, and counseling. Services include assessment and referral; individual, family and group counseling; public presentations, training/consultation. Emphasis on services to populations with special needs, such as Hispanics, women, and criminal justice referrals. Countywide services available in English and Spanish.

**FENIX FAMILY ALCOHOLISM SERVICE CENTER**  
406 Main St. Suite 403,  
Watsonville, CA 95077  
408.722.5914

Comprehensive alcoholism treatment program providing individual, group and family counseling; education and prevention; information and referral; vocational rehabilitation and job counseling; serving South County with primary emphasis on Hispanic population and migrant workers. Bilingual services available.

**HERMANAS RESIDENTIAL PROGRAM**  
640 Rodriguez St.  
Watsonville, CA 95076  
408.722.2471

Recovery home program for women with alcohol problems serving Santa Cruz, San Benito, and Santa Clara counties. 30-90 day program. Outreach services to Hispanic women.

**JANUS ALCOHOLISM SERVICES INC.**  
200 7th Ave. Suite 150,  
Santa Cruz, CA, 95062  
408.462.1060

Comprehensive chemical dependency treatment program providing social setting detoxification, residential treatment, outpatient services, residential and perinatal

services, family education services, and aftercare. First and multiple offender drinking driver programs. Maintains 3 sober living homes. Spanish language capacity.

**MONDANARO-BASKIN CENTER**  
1314 Ocean St. Santa Cruz, CA 95060  
408.423.9015

Residential and day treatment programs available for women. Recovery program promotes the health and well being of mothers and their children by offering life skills of recovery from alcohol and drug addiction in a safe environment oriented for women over the age of 18 years who are either pregnant or parenting children from ages infant to 17 years. Bilingual services available. Medi-Cal accepted.

**PALOMA HOUSE**  
321 East Beach St.  
Watsonville, CA 95076  
408.722.6599

Short term (4-6 months) residential treatment program for clients with a dual diagnosis of serious mental illness and chemical dependency. Includes a transition house for clients who complete the program. Bilingual Spanish speaking staff.

**SI SE PUEDE**  
161 Miles Lane,  
Watsonville, CA 95076  
408.761.5422

A 23 bed (9-12 month) residential alcohol and drug treatment program targeting Hispanic men.

**SUNFLOWER HOUSE**  
125 Rigg St.  
Santa Cruz, CA 95060  
408.423.3890

Comprehensive treatment for drug abusing men and women; 12 or 18 month program; job training; probation referrals.

**TRIAD SANTA CRUZ CLINIC**  
1000A Emeline Ave.  
Santa Cruz, CA 95060  
408.425.0112

Treatment for heroin addicts. Bilingual services are available. Medi-Cal accepted.

**TRIAD**  
5321 Scotts Valley Dr. Suite 200,  
Scotts Valley, CA 95066  
408.438-3521

Outpatient counseling, intensive outpatient program for alcohol and other drugs, and aftercare program. Services available for adolescents (ages 12-17) and their parents as

well as adults and their partners. First Offender Drinking Program offered. Free community educational lectures on alcohol/drug related topics.

**WOMEN'S CRISIS SUPPORT**

1658 Soquel Dr. Suite A, Santa Cruz, CA 95065  
408.477.4244

Counseling services for women with drug abuse and/or domestic violence problems. Individual, group and family counseling. English, Spanish and mono-cultural. Ongoing support and education groups in both South and North County locations.

**YOUTH SERVICES**

709 Mission St. Santa Cruz,  
CA 95060  
408.425.0771

10 Alexander St.  
Watsonville, CA 95076      408.728.2226

Outpatient and day treatment counseling services for youth (ages 14-18) with drug and alcohol abuse problems. Individual, group and family counseling. Bilingual services available.

**Mental Health**

County Mental Health Department  
1400 Emeline Ave.  
Santa Cruz, CA 95060  
408.454.4900

**Domestic Violence**

Defensa de Mujeres  
555 Soquel Ave. Santa Cruz, CA 95060  
408.426.7273

Hotline 408.685-3737  
406 Main Street  
Watsonville, CA 95060  
408.722.4532

Crisis support provides shelter and services for women in domestic violence, sexual assault or chemical dependence.

Walnut Avenue Women's Center  
303 Walnut Ave.  
Santa Cruz, CA 95060  
408.426.3062

Counseling services for women with domestic violence and sexual assault. Individual, group and family counseling. Ongoing support and education groups.

WOMEN'S CRISIS SUPPORT  
1658 Soquel Dr. Suite A,  
Santa Cruz, CA 95065  
408.477.4244

Counseling services for women with drug abuse and/or domestic violence problems. Individual, group and family counseling. English, Spanish and mono-cultural. Ongoing support and education groups in both South and North County locations.

Monterey County Departments of Social Services and Mental Health are working together to design and provide a comprehensive alcohol and drug abuse identification, early intervention and treatment program for persons accessing the Department of Social Services, specifically CaWORKs applicants and recipients. The Mental Health Division of the Health Department will provide appropriate services. Domestic violence services will be provided by community based organizations. Those agencies providing behavioral health services include:

**MENTAL HEALTH**

ADULT SERVICES/MO CO. HEALTH DEPARTMENT  
320 Church Street  
Salinas, CA 93901  
(408) 755-3250 FAX: 769-0552

1200 Aguajito Road  
Monterey, CA 93940  
(408) 647-7652 FAX: 647-7940

Adult Services provides psychiatric outpatient medication/treatment, case management services for adults with severe and persistent mental illness. Individuals with serious, persistent mental illness who have a diagnosis of schizophrenic disorder, bipolar disorder or other psychotic disorders.

ALLIANCE FOR THE MENTALLY ILL OF MONTEREY COUNTY (AMI)  
P.O. Box 51955  
Pacific Grove, CA 93950  
(408) 375-3323/375-4044

AMI is self-help, volunteer organization of the families and friends of the mentally ill. It offers understanding, emotional support and encouragement, as well as education, advocacy and information.

COMMUNITY HOSPITAL OF THE MONTEREY PENINSULA/  
BEHAVIORAL MEDICINE CENTER  
P.O. BOX HH  
Monterey, CA 93942  
(408) 625-4606

Outpatient; partial hospitalization; inpatient, and crisis intervention, services. Provide evaluation and treatment for depression, anxiety, stress and other psychiatric disorders. Counseling and support group for families coping with Alzheimer's Disease. Other groups also offered.

CRISIS SERVICES/MO CO. HEALTH DEPARTMENT  
1330 Natividad Road  
Salinas, CA 93906  
(408) 475-2200

Service organization to women in crisis pregnancy. Free services: self-administered pregnancy test, education on each pregnancy alternative; material assistance, baby and maternity clothing, etc. Post abortion counseling and education.

INPATIENT SERVICES/MO.CO. HEALTH DEPARTMENT  
1330 Natividad Road  
Salinas, CA 93906  
(408) 755-4111

Provides 24-hour care including evaluation, diagnosis and treatment.

INTERIM, INC,  
P.O. BOX 3222  
Monterey, CA 93940  
(408) 649-4522  
FAX 657-9136

Interim provides residential treatment, social rehabilitation and supported low-income housing for adult residents of Monterey County who have experienced psychiatric problems. Programs include a short-term crisis program, two transitional programs (one of which is exclusively for individuals with a dual diagnosis), a community housing program and 2 client run social support groups. The agency has 108 treatment and housing beds operated out of 13 facilities in Monterey County. The transitional and crisis programs are state licensed (one of which is exclusively for individuals with a dual diagnosis).

## ALCOHOL & DRUG

AL-ANON FAMILY GROUP  
P.O. BOX 51901  
Pacific Grove, CA 93950  
(408) 373-2532/424-6207

This essence of Al-Anon is sharing of experience, strength, and hope. Using the twelve steps and twelve traditions of Al-Anon people gather at regular meetings to share in learning how to apply these to their lives, especially where someone else has affected their drinking. Each individual proceeds at his or her own pace. Anonymity is stressed at each meeting so those present feel secure in their sharing. Besides meeting interaction there are books, literature and other publication available. Work Service Meeting Information 1-800-344-2666, 462-1818 Santa Cruz.

ALCOHOLICS ANONYMOUS (SPANISH SPEAKING)  
20 West Gabilan Street, #4  
Salinas, Ca 93901  
(408) 757-8518

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and hope others to recover from alcoholism.

FENIX SERVICES, INC.  
406 Main Street, Suite 403  
Watsonville, CA 95076

Gang prevention, drug and alcohol abuse education/prevention, Pajaritos Program, B.A.S.T.A., Alcoholism Service Center, Hermanas Recovery Program, Outpatient Services, Milagros.

GENESIS RESIDENTIAL CENTER/COMMUNITY HUMAN SERVICES  
1152 Sonoma Avenue  
Seaside, CA 93955

Threshold is a short-term residential program providing counseling and stabilization. Genesis House is a long term therapeutic community designed to serve long term chemical abusers. Aftercare is a residential program focusing on developing independent living skills while using community resources to obtain employment or educational advancement. Perinatal program available for pregnant women and their newborn infants.

**METHADONE CLINIC/COMMUNITY HUMAN SERVICES**

1101 F North Main Street  
Salinas, CA 93906  
(408) 424-4828/649-4579

Community Human Services Methadone Clinic provides: Methadone treatment (detoxification and maintenance) in conjunction with counseling to assist clients in becoming heroin free. Medi-Cal Certified Program.

**SUN STREET CENTER**

8 Sun Street  
Salinas, CA 93901  
(408) 424-0427

The Sun Street Center is a 46-bed residential alcohol and drug recovery center for men. The center is a social model program, which means that it is peer group oriented through responsibility for recovery rests with each individual. Staff provides guidance, but a resident council controls daily operation and government of the center. Classes on alcoholism, files and ready material are provided. Vocational skill building and job finding are a major part of the program. Families of residents are encouraged to participate in weekly groups and in recreational activities. Alumni remain active in the program by guiding new residents, becoming AA sponsors, and assisting with functions. Length of stay varies, depending upon individual needs. Information about and referral to other alcoholism/drug services are also available 24 hours a day through Sun Street Center. All participation is voluntary. Participation is limited to men, 18 years and older, who recognize they have a problems with alcohol or other drugs, and wish to attain and maintain sobriety.

**SUN STREET DRINKING DRIVER PROGRAM (DDP)/SUN STREET CENTER**

220 Capital Street  
Salinas, CA 93901  
(408) 753-5140

Provides state licensed drinking driver programs in Monterey County for first and multiple offender drinking driver offenders.

SUNRISE HOUSE  
116 East Alisal Street  
Salinas, CA 93901  
(408) 758-3302/758-3303/758-3304

Sunrise House provides Individual and family counseling, crisis intervention, drop-in/rap center, drug education –factual and up-to-date, pre-marital counseling juvenile diversion programs, school-based drug education-prevention, consultations and referrals with community agencies, speakers bureaus – provide information to community groups, referral service, domestic violence awareness program, training for coaches, teachers, administrators, etc., video/audio library, bilingual services, parenting skills education.

## ADVOCACY

WOMEN'S CRISIS CENTER  
P.O. BOX 1805  
Salinas, Ca 93901  
(408) 757-1002  
(408) 757-1001/ 24 hr crisis line

Peer counseling and hospital and court accompaniment for victims of sexual assault and domestic violence. Para-legal service includes protection orders (temporary restraining orders/harassment orders). There is a bilingual (English/Spanish) crisis line and phone peer counseling; information and referrals are also available. Child Abuse prevention classes are given in pre-school, grade school, middle, school, and high schools in the Salinas Valley and self-defense/protection classes are given to classes in middle and high schools. There is a date rape program available and community education is given to various groups, including law enforcement, medical and social service agencies and other community groups. Self-awareness and support groups are offered to anyone seeking empowerment and greater self-esteem.

## COUNSELING

COUNSELING CENTER/COMMUNITY HUMAN SERVICES  
590 Pearl Street  
Monterey, Ca 93940  
(408) 373-4775  
(408) 373-4773/ Crisis Line

Assists persons and families to take responsibility for their behavior and make decisions that enable them to improve the quality of their lives. Services as follows: Youth/family, individual and group counseling; 24 hour crisis phone line and referral service; you/parent education programs; Diversion Program which educates youth referred from juvenile justice system on substance abuse; Runaway and Homeless Youth Program;

groups in high school and middle school. South County crisis counseling for at-risk youth and families. Open to all Monterey County residents; school age youth and their families; Crisis and referral services to all youth and adults in Monterey County.

**CRIMINAL DIVISION/MO. CO. DISTRICT ATTORNEY**

240 Church Street  
Salinas, CA 93901  
(408) 755-5070; 755-5073

The District Attorney is the Public Prosecutor. It is the District Attorney's duty to attend the courts, and within his discretion, initiate and conduct on behalf of the people all prosecutions for public offenses. The following activities take place in prosecution: review and file complaints, information, and petitions; represent the people of the State of California in criminal trials and juvenile hearings; detect and prosecute consumer fraud, and welfare fraud; enforce county ordinances; confiscate and forfeit narcotics proceeds and equipment and property related to drug violations

**FAMILY SERVICE ASSOCIATION OF PAJARO VALLEY**

233 East Lake Avenue  
Watsonville, CA 95076  
(408) 724-7123

Preventative mental health services focusing primarily on individuals, couples, families and children. Sliding fee schedule and insurance accepted. Groups for victims and perpetrators of domestic violence are available in English and Spanish.

**FAMILY SERVICE CENTER (FSC)/NAVAL POSTGRADUATE SCHOOL**

Code 47, 1 University Circle, Room B39  
Monterey, CA 93943  
(408) 656-3060

Provides information and referral to families to social services, medical, and various other sources. Assists relocating military families. Provides counseling to individuals and groups in stress management, personal matters, and family counseling. Volunteer clearinghouse, career and employment referral, counseling and transition assistance. The services of the FSC are provided and available to a military population of approximately 7,500 active duty and dependents of Naval Postgraduate School, its tenant commands (active duty and dependents, and Navy and Marine Corp's area retirees and dependent) widows and widowers.

**MONTEREY COUNTY MEN'S ALTERNATIVE TO VIOLENCE (MATV)**

P.O. BOX 6615  
Salinas, Ca 93912  
(408) 443-6288

MATV is a men's counseling service focusing on domestic violence. "We are volunteer peer counselors who have chosen to work toward the elimination of violence in our community and ourselves. We believe that violence is a learned behavior and that it can be unlearned. All men have been conditioned by society in which they grew up and therefore have the potential to be violent. By understanding our condition, we increase our ability to choose safer behavior. By understanding our conditioning, we increase our ability to choose safer behavior. We meet with men in small groups, both safe and confidential, to learn how to solve problems with violence, understand and express anger safely, and improve communication skills. We work with the probation program through the courts. We also accept any man who wishes to look at his issues around violence and abuse. Volunteer participants are welcome."

## **CHILD CARE AND PROTECTIVE SERVICES**

**FAMILY SERVICE AGENCY OF MONTEREY PENINSULA**  
544 Pearl Street  
Monterey, CA 93940  
(408) 373-4421  
FAX: 373-7410

A non-profit agency offering professional counseling to individuals, couples and families. Services are designed to promote improved relationships with the family unit and the workplace. Services include working parenting skills, communication, relationship issues, women's and men's issues, domestic violence, divorce, stress management, aging and family issues. Groups for men and women. People needing mental health services: counseling and/or psychotherapy.

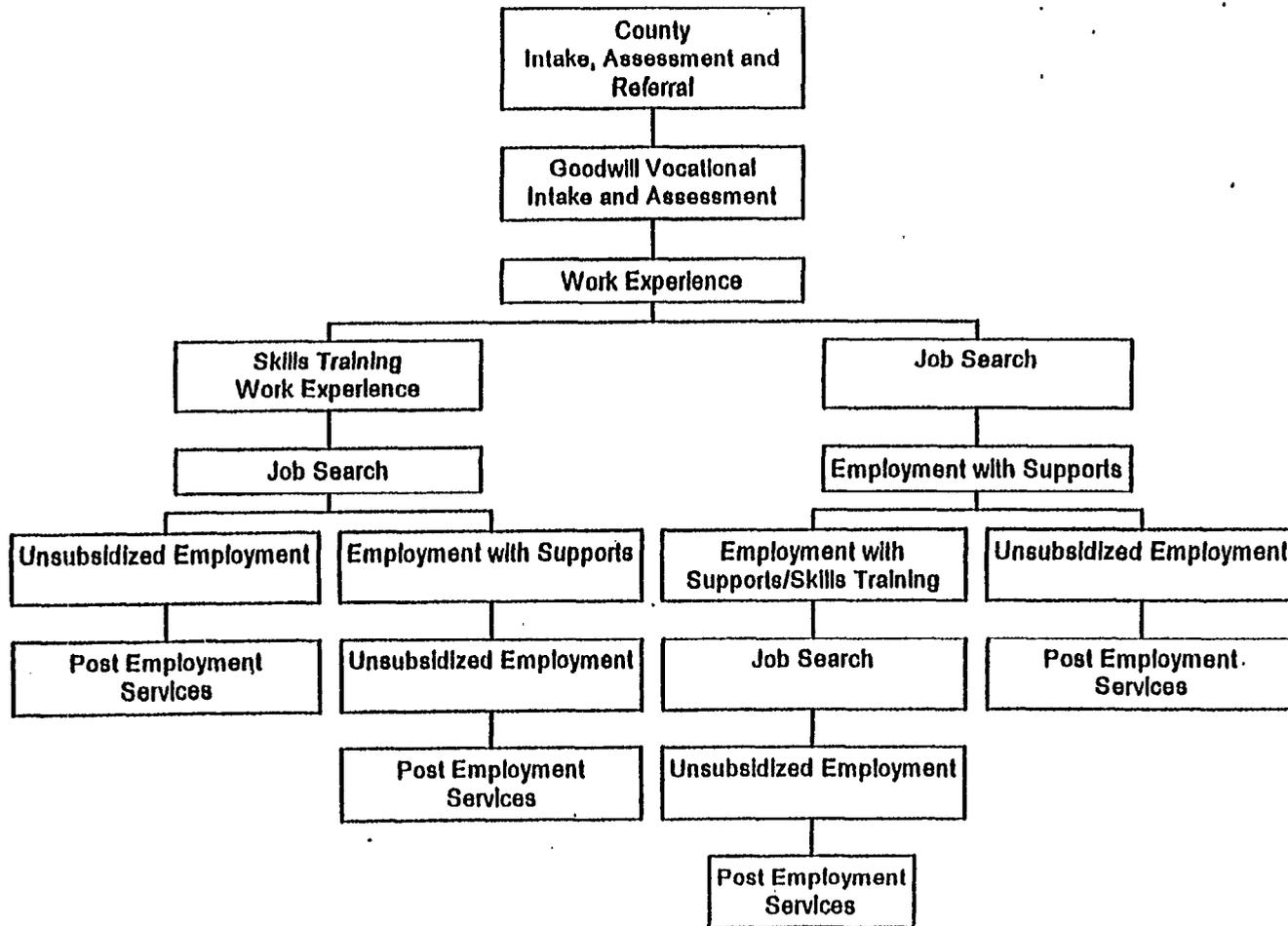
## **CRISIS INTERVENTION**

**SUICIDE PREVENTION & CRISIS CENTER**  
P.O. BOX 52078  
Pacific Grove, CA 93950  
(408) 649-8008/424-1485/636-8787

A 24-hour crisis line staffed by professionally trained volunteers. Grief support for anyone who has lost a loved one to a sudden death. A support group for survivors of suicide, community education/prevention, outreach and comprehensive education programs for the entire school community in each high school in Monterey County. A teen talk line is available several evenings a week, answered by trained teenagers. Everyone is eligible regardless of sex, age, and ethnicity and there is no charge for any of the programs. SSD requires that you have lost a loved one to a sudden death.

(\* Indicates agencies with potential delays for service delivery.)

# Employment Readiness Demonstration Project Participation Flow





**GOODWILL INDUSTRIES OF SANTA CRUZ, MONTEREY,  
AND SAN LUIS OBISPO COUNTIES, INC.**

350 Encinal Street  
Santa Cruz, CA 95060

Contact Person: John Collins, II

Phone: (408) 423-8611

**ERDP PERSONNEL BUDGET FY 1997/98                      6 MONTHS**

<b>JOB TITLE</b>	<b># OF POSITIONS</b>	<b>MONTHLY SALARY</b>	<b># OF MONTHS</b>	<b>PERCENT RATE</b>	<b>STATE FUNDS</b>	<b>CONTRACTOR FUNDS</b>	<b>TOTAL FUNDS</b>
Program Manager	1	\$ 2,895.00	6	100%	\$ 17,370.00		\$ 17,370.00
Employment Services Specialist	2	\$ 2,162.00	6	100%	\$ 25,944.00		\$ 25,944.00
Employment Services Specialist	1	\$ 2,162.00	4	50%	\$ 4,324.00		\$ 4,324.00
Training Coordinator	1	\$ 2,162.00	6	100%	\$ 12,972.00		\$ 12,972.00
Job Coach	1	\$ 1,548.00	6	100%	\$ 9,288.00		\$ 9,288.00
Typist Clerk	1	\$ 1,462.00	6	100%	\$ 8,772.00		\$ 8,772.00
						<b>Total Salaries</b>	<b>\$ 78,670.00</b>
						<b>Total Benefits</b>	<b>\$ 19,667.00</b>
						<b>Total Salaries &amp; Benefits</b>	<b>\$ 98,337.00</b>

**GOODWILL INDUSTRIES OF SANTA CRUZ,  
MONTEREY,  
AND SAN LOUIS OBISPO COUNTIES, INC.**

350 Encinal Street  
Santa Cruz, CA 95060

Contact Person: John Collins, II

Phone: (408) 423-8611

**ERDP BUDGET NARRATIVE 1997/98**

**6 MONTHS**

<b>CATEGORY</b>	<b>TOTALS</b>
<b>A. CONSULTING SERVICES</b> legal fees 2 hours @ 250/hr.	\$ 500.00
<b>B. TRAVEL</b> statewide project meetings 1 @ \$350, 1 @\$500 staff mileage 700 miles/month @ 25 per mile X 6 months	\$ 1,900.00
<b>C. SPACE COST</b> RENT: 800 sq. ft. @ .50 X 6 months FACILITY MAINTENANCE: \$185/month X 6 months	\$ 3,510.00
<b>D. EQUIPMENT RENTAL</b>	\$ -
<b>E. FURNITURE RENTAL</b>	\$ -
<b>F. CONSUMMABLE SUPPLIES</b> OFFICE SUPPLIES: \$168/month X 6 months PARTICIPANT RECOGNITION (refreshments and certificates): \$100	\$ 1,108.00
<b>G. PRINTING</b> Stationary, business cards, copying, participant handouts, instructional materials	\$ 1,400.00
<b>H. TELEPHONE</b> \$100 per month X 6 months	\$ 600.00
<b>I. UTILITIES</b> 170 x 6 months	\$ 1,020.00
<b>J. INDIRECT COSTS</b> 10% of direct costs	\$ 15,250.00

**K. OTHER**

**\$ 44,128.00**

**STAFF TRAINING:** costs related to project staff  
\$1,000

**SUPPORT SERVICES:** cost of purchasing  
support services for participants \$1,500/month  
X 5 months = \$7,500

**DRUG TESTING:** 10 tests @ \$50 X 5 months =  
\$2,500

**PARTICIPANT SUPPLIES:** equipment, books,  
small tools, clothes for participants \$200/  
month X 5 months = \$1,000

**EQUIPMENT:** 4 work stations x \$1,300 each; laser  
printer \$800; inkjet printer \$200; overhead projector  
\$500; vcr \$200; tv \$300; white boards \$400;  
easels \$300 = \$7,900

**POSTAGE:** \$20/month x 6 months = \$120

**INSURANCE:** \$67/month X 6 months = \$402

**STAFF RECRUITMENT:** newspaper ads = \$1,500

**DUES:** Goodwill Industries International  
\$201/month X 6 months = \$1,206

**SKILLS TRAINING:** \$3,000 X 6 participants =  
\$18,000

**AUDIT COSTS:** share of annual agency audit costs =  
\$3,000

GOODWILL INDUSTRIES OF SANTA CRUZ, MONTEREY,  
SAN LUIS OBISPO CO. INC.

350 Encinal Street

Santa Cruz, CA 95060

Contact Person: John Collins, II

Phone: (408) 423-8611

ERDP BUDGET SUMMARY 1998/99

BUDGET ITEM	AMOUNT
<b>PERSONNEL</b>	
SALARY AND WAGE	\$ 175,107.00
BENEFITS	\$ 43,777.00
<b>SUBTOTAL</b>	<b>\$ 218,884.00</b>
<b>OPERATING EXPENSES &amp; EQUIP.</b>	
CONSULTING SERVICES	\$ 1,000.00
TRAVEL	\$ 4,100.00
SPACE	\$ 7,020.00
EQUIP. RENTAL	\$ -
FURNITURE RENTAL	\$ -
CONSUMABLE SUPPLIES	\$ 1,056.00
PRINTING	\$ 1,000.00
TELEPHONE	\$ 1,200.00
UTILITIES	\$ 2,148.00
OTHER	\$ 102,044.00
<b>SUBTOTAL</b>	<b>\$ 119,568.00</b>
<b>TOTAL PERSONNEL + OPERATING</b>	<b>\$ 338,452.00</b>
<b>INDIRECT COSTS</b>	<b>\$ 33,845.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 372,297.00</b>

**GOODWILL INDUSTRIES OF SANTA CRUZ, MONTEREY,  
AND SAN LUIS OBISPO COUNTIES, INC.**

350 Encinal Street

Santa Cruz, CA 95060

Contact Person: John Collins, II

Phone: (408) 423-8611

**ERDP PERSONNEL BUDGET FY 1998/99**

JOB TITLE	# OF POSITIONS	MONTHLY SALARY	# OF MONTHS	PERCENT RATE	STATE FUNDS	CONTRACTOR FUNDS	TOTAL FUNDS
Program Manager	1	\$ 3,040.00	12	100%	\$ 36,480.00		\$ 36,480.00
Employment Services Specialist	2	\$ 2,270.00	12	100%	\$ 54,480.00		\$ 54,480.00
Employment Services Specialist	1	\$ 2,270.00	12	50%	\$ 13,620.00		\$ 13,620.00
Training Coordinator	1	\$ 2,270.00	12	100%	\$ 27,240.00		\$ 27,240.00
Job Coach	1	\$ 1,625.00	12	100%	\$ 19,500.00		\$ 19,500.00
Job Coach (hourly)	1	\$ 1,625.00	12	25%	\$ 4,875.00		\$ 4,875.00
Typist Clerk	1	\$ 1,576.00	12	100%	\$ 18,912.00		\$ 18,912.00
						Total Salaries	\$ 175,107.00
						Total Benefits	\$ 43,777.00
						Total Salaries & Benefits	\$ 218,884.00

**GOODWILL INDUSTRIES OF SANTA CRUZ, MONTEREY,  
AND SAN LOUIS OBISPO COUNTIES, INC.**

350 Encinal Street

Santa Cruz, CA 95060

Contact Person: John Collins, II

Phone: (408) 423-8611

**ERDP BUDGET NARRATIVE 1998/99**

<b>CATEGORY</b>	<b>TOTALS</b>
<b>A. CONSULTING SERVICES</b> legal fees 4 hours @ 250/hr.	\$ 1,000.00
<b>B. TRAVEL</b> statewide project meetings 2 @ \$350, 2 @\$500 staff mileage 800 miles/month @ 25 per mile X 12 months	\$ 4,100.00
<b>C. SPACE COST</b> RENT: 800 sq. ft. @ .50 X 12 months FACILITY MAINTENANCE: \$185/month X 12 months	\$ 7,020.00
<b>D. EQUIPMENT RENTAL</b>	\$ -
<b>E. FURNITURE RENTAL</b>	\$ -
<b>F. CONSUMMABLE SUPPLIES</b> OFFICE SUPPLIES: \$63/month X 12 months PARTICIPANT RECOGNITION (refreshments and certificates): \$300	\$ 1,056.00
<b>G. PRINTING</b> Stationary, business cards, copying, participant handouts, instructional materials	\$ 1,000.00
<b>H. TELEPHONE</b> \$100 per month X 12 months	\$ 1,200.00
<b>I. UTILITIES</b> 179 x 12 months	\$ 2,148.00
<b>J. INDIRECT COSTS</b> 10% of direct costs	\$ 33,845.00

**K. OTHER**

**\$ 102,044.00**

**STAFF TRAINING:** costs related to project staff  
\$1,000

**SUPPORT SERVICES:** cost of purchasing  
support services for participants \$1,600/month  
X 12 months = \$19,200

**DRUG TESTING:** 10 tests @ \$50 X 12 months =  
\$6,000

**PARTICIPANT SUPPLIES:** equipment, books,  
small tools, clothes for participants \$200/  
month X 12 months = \$2,400

**EQUIPMENT:** Software and small tools for  
workshops = \$500

**POSTAGE:** \$20/month x 12 months = \$240

**INSURANCE:** \$70/month X 12 months = \$840

**STAFF RECRUITMENT:** newspaper ads = \$500

**DUES:** Goodwill Industries International  
\$197/month X 12 months = \$2,364

**SKILLS TRAINING:** \$3,000 X 22 participants =  
\$66,000

**AUDIT COSTS:** share of annual agency audit costs =  
\$3,000

GOODWILL INDUSTRIES OF SANTA CRUZ,  
MONTEREY AND SAN LUIS OBISPO COUNTIES, INC.

## JOB DESCRIPTION

Title: JOB PLACEMENT SPECIALIST	Department: Vocational Services
Supervision: Received: Chief, Counseling/Job Plcmt	Date Written: 02/92
Supervision: Given: None	Date Revised: 07/96, 05/97
FLSA Designation: Exempt	Approved by:

**Job Summary:** Provide job readiness/job seeking skills, case management, and direct placement services to clients.

### ESSENTIAL DUTIES

Case manages selected candidates referred for independent job placement services.

Write monthly and closing progress reports for job placement candidates.

Teach job readiness/job seeking skills individually and in groups.

Develop job leads and direct job placement activities including reporting on placement and follow-up activities.

Maintain close contact with referral agents, attending meetings/staffing regarding client progress and working in cooperation with rehabilitation staff to ensure a successful rehabilitation program for each client.

Direct or participate in job fairs, Employment Development Department seminars, and other assigned groups.

Perform labor market surveys in selected employment markets by calling employers in the targeted industry.

Perform administrative/clerical duties related to the program.

### SECONDARY DUTIES

Perform comprehensive follow-up services with employers and graduates to ensure successful long-term employment.

Identify employment barriers and make recommendations to modify the individual employment plan if necessary to achieve placement.

Maintain accurate and timely records of calls and employer responses.

Perform other duties as assigned.

### JOB SPECIFICATIONS

#### EDUCATION REQUIRED:

Bachelor's Degree in rehabilitation counseling, behavioral science, psychology or related field.

#### EXPERIENCE REQUIRED:

A minimum of two years as a job developer, employment-training specialist, vocational rehabilitation counselor, recruiter, or related field.

#### KNOWLEDGE REQUIRED:

Familiarity with local employers and industries.

Familiarity with workers compensation, Department of Rehabilitation procedures, Department of Social Services, JTPA, and Veterans Affairs, preferred.

#### EQUIPMENT USED:

Computer, word processor, audio/video equipment.

SKILLS/APTTITUDES/TEMPERAMENTS:

Ability to present information or ideas clearly both orally and in writing.

Ability to deal with people beyond giving and receiving instructions. Ability to understand others' feelings and personal viewpoints and adapt accordingly.

Ability to organize and utilize time effectively to coordinate client schedules, staffing, and report writing duties.

Ability to reason, make generalizations, evaluations, and decisions based on both sensory/ judgmental and measurable/ verifiable criteria.

Ability to drive a personal car in the transaction of company business. This requires a valid California driver's license and a good driving record.

Vocational rehabilitation counseling training and/or experience desirable.

Bilingual English/Spanish skills desirable.

EMOTIONAL EFFORT:

The job requires some emotional effort involving occasional short deadlines requiring little or no overtime. Work environment is routine with periods of isolated high activity/demand.

**JOB SETTING**

The job is performed in an enclosed, climatically controlled office building. This may vary some when visiting other employer/industry sites. Work is completed independently, one-on-one with the client and in a group setting with clients, client/employer meetings and in cooperation with other staff and referring agents.

**PHYSICAL DEMANDS**

The job primarily constitutes light physical work requiring moderate mobility including traveling. There is occasional lifting and/or carrying of objects weighing up to 10 lbs. There may be occasions when objects weighing up to 20 lbs may need to be lifted and/or carried.

Normal or corrected talking, hearing, and seeing abilities are sufficient to perform the required tasks.

**JOB PLACEMENT SPECIALIST - VOCATIONAL SERVICES**

Supplemental Physical Requirements

- Sitting\_\_\_\_\_
- Walking\_\_\_\_\_
- Standing\_\_\_\_\_
- Bending/Stooping\_\_\_\_\_
- Squatting/Kneeling\_\_\_\_\_
- Climbing\_\_\_\_\_
- Twisting\_\_\_\_\_
- Pushing/Pulling\_\_\_\_\_
- Lifting/Carrying\_\_\_\_\_

- Consistently, 71-100% of the time
- Regularly, 31-70% of the time
- Rarely, 0-10% of the time
- Regularly, 31-70% of the time (10 lbs. or less)
- Occasionally, 11-30% of the time (11 - 25 lbs.)
- Rarely, 0-10% of the time (26 - 50 lbs.)
- Rarely, 0-10% of the time (over 51 lbs.)

Longest distance carried: 20 ft.  
Heaviest item carried: 30 lbs.

- Hand/shoulder/foot
- Simple grasping\_\_\_\_\_
- Power grasping\_\_\_\_\_
- Fine manipulation\_\_\_\_\_
- Reaching at or above shoulder level\_\_\_\_\_
- Reaching at or below shoulder level\_\_\_\_\_
- Operating foot controls
- or repetitive foot movement\_\_\_\_\_

- Regularly, 31-70% of the time
- Rarely, 0-10% of the time
- Regularly, 31-70% of the time
- Occasionally, 11-30% of the time
- Occasionally, 11-30% of the time
- Rarely, 0-10% of the time

**JOB MODIFICATION:** Job tasks may be arranged to accommodate some modification, depending on the restrictions and the duration of the modification.

GOODWILL INDUSTRIES OF SANTA CRUZ,  
MONTEREY AND SAN LUIS OBISPO COUNTIES, INC.

## JOB DESCRIPTION

Title: Program Manager	Department: Rehabilitation
Welfare To Work Program	Date Written: 5/96
Supervision Received: Chief, Counseling and Job Plcmt.	Date Revised: 7/96
Supervision Given: None	Approved by:
FLSA Designation: Exempt	

**JOB SUMMARY:** Coordinate all aspects of Shoreline Occupational Services' Welfare To Work Program. Counsel, train and coach participants from the Human Resource Agency for employment.

### ESSENTIAL DUTIES

Develop, update and modify transitional program. Intake participants, counsel and manage cases. Develop and oversee participants' vocational plans.

Promote and develop job openings and place qualified applicants.

Coordinate training with the Industrial Operations Department.

Instruct participants in job readiness skills and appropriate workplace behaviors. Justify the need for auxiliary services and refer participants to appropriate resources.

### SECONDARY DUTIES

Write initial evaluation and progress reports.

Establish relationships with community employers.

Meet regularly with participants and report on their progress.

Perform other duties as assigned.

### JOB SPECIFICATIONS

**EDUCATION REQUIRED:** Master of Arts degree in counseling, social work, rehabilitation counseling or related field, or equivalent.

**EXPERIENCE REQUIRED:** Two years progressively responsible work in social services, counseling, employment and training, rehabilitation services or related field.

**KNOWLEDGE REQUIRED:** Understanding of human behavior, worker traits and dysfunctional family systems.

**EQUIPMENT USED:** Personal computer, copier, calculator, and automobile.

### SKILLS/APTITUDES/TEMPERAMENTS:

Ability to motivate and direct program participants.

Ability to maintain confidentiality of participant information.

Ability to reason, make generalizations, evaluations and decisions based on both sensory/judgmental and measurable/verifiable criteria.

Ability to present information or ideas clearly in English, both orally and in writing.

Ability to move hands/fingers easily and skillfully to operate computer.

Ability to organize and utilize time effectively to coordinate participant schedules, staffing, report writing and other clerical duties.

Ability to perform a variety of duties, often switching from one task to another without loss of efficiency or composure.

Ability to maintain self-control and composure if confronted with emergency, critical, dangerous or unusual situations.

Ability to deal with people beyond giving or receiving instructions, and to understand other's feelings and personal viewpoints and adapt to the situation.

Ability to accept the responsibility for the direction, control or planning of an activity.

Ability to influence people in their opinions, attitudes or judgements about ideas or things.

Ability to drive a personal car in the transaction of company business. This requires a California driver's license and a good driving record.

Ability to speak Spanish is preferred.

#### EMOTIONAL EFFORT:

The job requires occasional short deadlines requiring occasional overtime. Work environment is occasionally hectic with occasional high activity.

#### **JOB SETTING**

The job is generally performed in an enclosed, climatically controlled office building. Occasionally, work will be done off-site, in a variety of locations. Work is completed independently, one-on-one with participants and in cooperation with other department staff, program participants and community employers.

#### **PHYSICAL DEMANDS**

The job is primarily sedentary with a certain amount of walking and standing as is necessary to carry out the job duties. Lifting and/or carrying is limited to approximately 10 lbs., with occasional lifting and/or carrying of objects weighing up to 25 lbs. Heavier items will be moved by using the proper material handling equipment, with help from another person or by work order request.

Normal or corrected talking, hearing and seeing abilities are sufficient to perform the required tasks.

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Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either orally or in writing.

GOODWILL INDUSTRIES OF SANTA CRUZ,  
MONTEREY AND SAN LUIS OBISPO COUNTIES, INC.

## JOB DESCRIPTION

Job Title: Clerk, Typist	Department: Rehabilitation
Supervision Received: Admin. Secretary	Date Written: 10/87
Supervision Given: None	Revised: 7/92
FLSA Designation: Non-exempt	Approved by:

**JOB SUMMARY:** Process and mail all department client reports and correspondence and provide general clerical support.

### ESSENTIAL DUTIES

Type and mail client progress reports and varied correspondence within 10 working days.

Prepare client files.

Maintain filing system for office and client files.

### SECONDARY DUTIES

Furnish information about rehabilitation services to clients and referral sources.

Complete weekly billing memos, evaluation forms and other related paperwork.

Act as a back up for the administrative secretary and the vocational evaluation technician.

Perform other duties as required.

### JOB SPECIFICATIONS

**EDUCATION REQUIRED:** General office, secretarial or word-processing training and/or experience.

**EXPERIENCE REQUIRED:** Two years word processing, including use of transcription equipment.

**KNOWLEDGE REQUIRED:** Familiarity with general office procedures, filing systems and equipment and computer software programs: Word Perfect and D-Base III.

**EQUIPMENT USED:** Computer, dictation/transcription equipment, telephones, copy and FAX machines, typewriter and calculator.

### SKILLS/APTIITUDES/TEMPERAMENTS:

Ability to move hands and fingers easily and skillfully to operate typewriter and computer, typing minimum 60 wpm.

Ability to organize and utilize time effectively to meet report and correspondence deadlines in 10 working days.

Ability to deal with people beyond giving or receiving instructions. To be able to understand another's feelings and/or personal viewpoint and adapting to the situation.

Ability to proofread and use correct spelling, grammar and punctuation.

Ability to accept direction and perform repetitive tasks without loss of efficiency or composure.

Ability to protect the confidentiality of client information.

Ability to present information and ideas clearly both orally and in writing. Bilingual English/Spanish communication skills desirable.

#### EMOTIONAL EFFORT:

This job requires moderate emotional effort involving occasional short deadlines requiring some overtime. Work environment is routine with occasional periods of high activity/demands.

#### **JOB SETTING**

The job is primarily sedentary with walking and standing as is necessary to carry out the job duties. Lifting and/or carrying is limited to approximately 10 lbs.

Normal or corrected talking, hearing and seeing abilities are sufficient to perform the required tasks.

#### **PHYSICAL DEMANDS**

The job is primarily sedentary with walking and standing as is necessary to carry out the job duties. Lifting and/or carrying is limited to approximately 10 lbs.

Normal or corrected talking, hearing and seeing abilities are sufficient to perform the required tasks.

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either orally or in writing.

GOODWILL INDUSTRIES OF SANTA CRUZ,  
MONTEREY AND SAN LUIS OBISPO COUNTIES, INC.

## JOB DESCRIPTION

Title: Donated Goods Training Coordinator	Department: SOS
Supervision Received:	Date Written: 11/97
Supervision Given: Processors, Material Handlers	Date Revised:
FLSA Designation: Non-exempt	Approved by:

**JOB SUMMARY:** Under direction of the, supervise the processing of donated textiles for shipment and sale to all markets.

### ESSENTIAL DUTIES

Perform all aspects of personnel management, including, but not limited to, hiring, counseling, discipline, training, appraisal of performance, and documentation.

Schedule resources including labor, space, inventories and supplies as they relate to the processing of goods.

Establish and maintain work place safety practices and procedures.

Provide support to Shoreline Occupational Services through client observation and evaluation.

Participate in Industrial Operation staff meetings and the management of the operation.

### SECONDARY DUTIES

Perform processor duties to keep apprised of demands upon labor force and to demonstrate value and method of the task.

Perform related duties as required/requested.

### JOB SPECIFICATIONS

EDUCATION REQUIRED:

None.

EXPERIENCE REQUIRED:

One to two years line supervisor experience; experience in scheduling preferred.

KNOWLEDGE REQUIRED:

Basic English and math skills.  
Ability to speak English; Spanish speaking ability preferred.

EQUIPMENT USED:

None.

SKILLS/APTITUDES/TEMPERAMENTS:

Ability to understand instructions and underlying principles;  
skill in reasoning and making judgements.

Ability to present information/ideas clearly, both verbally and in writing (in English).

Ability to perceive pertinent detail in objects or in pictorial or graphic material; ability to make visual comparisons and discriminations and see slight differences in color, shapes and shading of figures and widths and lengths of lines.

Ability to perceive pertinent detail in verbal/tabular material, ability to observe differences in copy, to proofread words and numbers, and to avoid perceptual errors in arithmetic computation.

Skill in demonstrating finger dexterity, manual dexterity, and eye-hand-foot coordination.

Ability to accept responsibility for direction, control, or planning of an activity;

Skill in interpreting feelings, ideas of others;

Skill in influencing others in opinions/judgements;

Ability to make generalizations/evaluations/decisions based on sensory, judgmental, or measurable/verifiable criteria;

Skill in performing repetitive work, or performing the same work, according to set procedures;

Ability to perform well during periods of high activity, and ability to change priorities without loss of efficiency/composure.

#### JOB SETTING

Work is performed in various parts of a large enclosed warehouse area on an even concrete floor surface. The area is heated and has natural ventilation. The temperature will fluctuate widely depending on location within the department.

There is exposure to dust and dirt, which is controlled by daily cleaning of work area.

Work is completed in cooperation with whole department. There is no public contact.

The work is semi-routine with periods of high activity/demand and occasional short deadlines requiring some overtime to complete the tasks.

The noise volume varies throughout the day depending on the amount of activity, equipment in operation and if radio is playing.

#### PHYSICAL DEMANDS

The work pace is steady requiring frequent lifting and/or carrying of items up to 10 lbs. and occasional lifting and/or carrying of items up to 25 lbs. Heavier items will be lifted/carried either with assistance from another person or by using appropriate handling equipment.

Normal or corrected talking, hearing and seeing abilities are sufficient to perform required tasks.

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either orally or in writing.

#### SUPPLEMENTAL PHYSICAL REQUIREMENTS

There may be slight variations for each sequence of the job but on an average the job involves:

Standing_____	Occasionally, 11-30% of the time
Walking_____	Occasionally, 11-30% of the time.
Sitting_____	Occasionally, 11-30% of the time.
Bending_____	Rarely, 0-10% of the time.
Squat/kneel_____	Rarely, 0-10% of the time.
Twisting_____	Occasionally, 11-30% of the time.
Push/pull_____	Occasionally, 11-30% of the time.
Lift/carry_____	Occasionally, 11-30% of the time, 25 lbs. or less.

Distance traveled while carrying item—2 to 8 feet.  
Heaviest item carried: 25 lbs.

Hand/Shoulder/Foot	
Simple grasping_____	Occasionally, 11-30% of the time.
Power grasping_____	Occasionally, 11-30% of the time.
Fine Manipulation_____	Occasionally, 11-30% of the time.
Reaching at or above shoulder level—	Occasionally, 11-30% of the time.
Reaching at or below shoulder level—	Occasionally, 11-30% of the time.

Operate foot controls  
or repetitive foot movement: Occasionally, 11-30% of the time, to move racks.

Position also has visual requirements (to grade and price clothing), and auditory requirements (latter to hear equipment bells).

**JOB MODIFICATION:** Job duties can be modified to accommodate some temporary restrictions, depending on the restrictions and the duration of the modification.

# Goodwill Industries OF

SANTA CRUZ, MONTEREY and SAN LUIS OBISPO COUNTIES, INC.

350 ENCINAL STREET, SANTA CRUZ, CALIFORNIA 95060

TELEPHONE (408) 423-8611

November 19, 1997

Mr. Stan Cagle  
California Department of Social Services  
Employment Programs Bureau  
744 P Street, MS6-138  
Sacramento CA 95814

Dear Mr. Cagle:

Goodwill Industries of Santa Cruz, Monterey and San Luis Obispo Counties, Inc. (Goodwill) is very pleased to participate in the proposed employment Readiness Demonstration Project (ERDP). This collaborative effort with Santa Cruz and Monterey Counties will attempt to serve CalWORKs participants with significant and multiple barriers to employment.

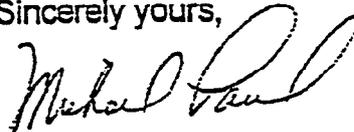
Since the early days of this project, this Goodwill has been actively involved in developing ERDP and the model of service delivery. Our Staff has been actively involved in the discussions with our sister Goodwills and DSS staff to develop an effective model to serve this population. Our experience with implementing similar services to other difficult to serve populations such as people with disabilities lead us to believe that we will be successful with this population. Goodwill is prepared to serve 150 participants identified by the counties as meeting the DSS requirements during the three years of this demonstration project.

Beyond our active involvement with Santa Cruz and Monterey Counties in the development of this collaborative proposal, we are participants in these counties' Welfare to Work initiatives, One-Stops, and job training efforts. Goodwill began its involvement with these counties in 1928 and has provided continuous service ever since. We continue to grow and serve more people. In 1996, we served over 800 people with more than 900 services. Goodwill is not only a service organization, but a business which sustains its core work through a Donated goods program which employs 330 people. We are in a position to be part of the solution to our communities employment and training needs.

Our business works. So people can.

This collaborative proposal between the Human Resources Agency of Santa Cruz County, the Department of Social Services of Monterey County and Goodwill, is an exciting opportunity to demonstrate a model which may enable people with significant barriers to employment the chance for self sufficiency. We are pleased to be part of this effort.

Sincerely yours,

A handwritten signature in black ink that reads "Michael Paul". The signature is written in a cursive style with a large, looping initial "M".

Michael J Paul  
President & CEO

mjp:JLJ

michael@SDP.br

SACRAMENTO OFFICE  
STATE CAPITOL, ROOM 2076  
SACRAMENTO, CA 95814  
(916) 443-8843  
FAX: (916) 443-8081

DISTRICT OFFICE  
701 OCEAN STREET  
SANTA CRUZ, CA 95061  
(408) 454-3108  
FAX: (408) 425-8124

DISTRICT OFFICE  
7 JOHN STREET  
SALINAS, CA 95001  
(408) 753-6386  
FAX: (408) 753-6385

# California State Senate

SENATOR  
BRUCE McPHERSON  
FIFTEENTH SENATORIAL DISTRICT

STANDING COMMITTEES  
OF THE SENATE  
APPROPRIATIONS  
CRIMINAL PROCEDURE  
EDUCATION  
ENVIRONMENTAL QUALITY  
REVENUE & TAXATION



November 18, 1997

Stan Cagle  
CDSS  
Employment Programs Bureau  
744 P Street, MS 6-138  
Sacramento, CA 95814

Re: **Monterey County/Santa Cruz County/Goodwill Industries' Employment  
Readiness Demonstration Project Proposal**

Dear Mr. Cagle:

I am writing this letter to express my strong support for the above referenced  
Employment Readiness Demonstration Project proposal.

As the State Senator representing both Monterey and Santa Cruz counties, I am very  
much aware of the need to address the issues of welfare to work, especially for those  
individuals who may have significant barriers to successfully entering the work force. It  
is imperative that we create successful demonstration projects to assist this population  
with the transition from reliance on government support to gainful employment, and that  
these projects can be easily duplicated.

During my four-year tenure in the legislature, I have worked closely with all three of the  
proposal's partners on developing welfare reform and workforce development related  
initiatives. I, thus, have a high level of confidence that they have the expertise and  
personnel to accomplish the work proposed in a reliable and highly professional manner.

I believe the Monterey County/Santa Cruz County/Goodwill Industries' Employment  
Readiness Demonstration Project proposal will successfully assist people with multiple  
barriers to employment achieve economic independence. I urge that you give this  
proposal your most serious consideration.

Sincerely,

Handwritten signature of Bruce McPherson in cursive.

BRUCE McPHERSON  
State Senator

CAPITOL OFFICE  
STATE CAPITOL, P.O. BOX 942340  
SACRAMENTO, CA 94249-0001  
PHONE: (916) 445-4496  
FAX: (916) 445-1828  
DISTRICT OFFICES  
701 OCEAN STREET  
SANTA CRUZ, CA 95060  
PHONE: (408) 425-1533  
FAX: (408) 454-3070  
FIELD REPRESENTATIVE  
JENNIFER WINTRICE  
1200 AGUAJITO ROAD  
MONTEREY, CA 93940  
PHONE: (408) 646-1900  
FAX: (408) 649-2567  
FIELD REPRESENTATIVE  
GARY SHALLCROSS

# Assembly California Legislature

FRED KEELEY



STANDING COMMITTEES  
BUDGET  
ENVIRONMENTAL SAFETY AND  
TOXIC MATERIALS  
HIGHER EDUCATION  
INSURANCE  
JUDICIARY  
NATURAL RESOURCES  
SUBCOMMITTEES  
CHAIR  
BUDGET & RESOURCES  
JOINT COMMITTEES  
LEGISLATIVE BUDGET  
FISHERIES AND AQUACULTURE  
SELECT COMMITTEES  
COASTAL PROTECTION  
DEFENSE CONVERSION  
CHIEF OF STAFF  
BONNY HAWLEY  
PRINCIPAL CONSULTANT  
BUDGET & RESOURCES  
JOHN P. DECKER  
LEGISLATIVE DIRECTOR  
DAVID BUNN  
LEGISLATIVE ASSISTANT  
HANNAH SILK  
ADMINISTRATIVE ASSISTANT  
BARBARA RHINEHART

November 18, 1997

Mr. Stan Cagle  
CDSS  
Employment Programs Bureau  
744 P Street, MS 6-138  
Sacramento, CA 95814

Dear Mr. Cagle:

It is with great pleasure that I recommend to you the Santa Cruz-Monterey County Goodwill Industries Employment Readiness Demonstration Project. As the Assembly member representing this area, I am keenly aware of the need to address the issue of welfare to work on the Central Coast.

I believe that this particular project will have the ability to successfully transition people from government subsidies to competitive employment. Not only do I appreciate the merits of Goodwill's program, I am impressed with the effort they have made to work in coalition with other government agencies and non-profits to ensure that job-training services are not duplicated.

I appreciate your consideration of this proposal.

Sincerely,

FRED KEELEY, MEMBER  
27<sup>th</sup> Assembly District

FK:jw

SAM FARR  
17TH DISTRICT, CALIFORNIA

COMMITTEE ON AGRICULTURE  
SUBCOMMITTEES:  
LIVESTOCK, DAIRY AND POULTRY  
RESOURCE CONSERVATION, RESEARCH AND  
FORESTRY

COMMITTEE ON RESOURCES  
SUBCOMMITTEES:  
FISHERY, WILDLIFE, AND OCEANS  
WATER AND POWER  
DEMOCRATIC REGIONAL WHIP

Congress of the United States  
House of Representatives  
Washington, DC 20515-0517

1117 LOWMOUTH BUILDING  
WASHINGTON, DC 20515-0517  
1001 225-2281

DISTRICT OFFICES  
300 ALVARADO STREET  
MONTEREY, CA 93940  
(408) 643-3555  
100 WEST ALBIAL  
SALINAS, CA 93901  
(408) 424-2223  
701 OCEAN STREET  
ROOM 212  
SANTA CRUZ, CA 95060  
(408) 429-1976

November 17, 1997

Mr. Stan Cagle  
California Department of Social Services  
Employment Programs Bureau  
744 P Street, MS 6-138  
Sacramento, California 95814

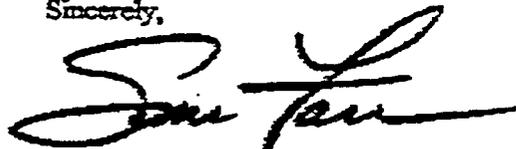
Dear Mr. Cagle:

I am writing to express my support for the proposal by Monterey County, Santa Cruz County, and Goodwill Industries to implement an Employment Readiness Demonstration Project. As the Representative for the 17th Congressional District, I am keenly aware of the need to address the issues of welfare to work.

The proposed program will provide the supportive services needed by people who have multiple barriers to employment. Clients will be trained to work in a reliable and responsible manner, and to develop the tools needed for economic independence. It is important that we create successful, and replicable, projects to assist in the transition from government subsidies to competitive employment.

Please give the proposal by Monterey County, Santa Cruz County, and Goodwill Industries your most careful consideration. If I can provide further information or assistance, please do not hesitate to call my Santa Cruz District Office at (408) 429-1976.

Sincerely,



SAM FARR -  
Member of Congress

SF/sj

**MONTEREY COUNTY DEPARTMENT OF SOCIAL SERVICES  
(MCDSS)  
PILOT PROJECT TO TRAIN WELFARE RECIPIENTS TO BE CHILD  
CARE PROVIDERS**

**Need**

The AFDC caseload in Monterey County fluctuates between 7500 to 8000 cases. Based on the criteria established by approved federal legislation, only 20% of the current caseload may be exempt from time limits. Of the 16,000 children receiving assistance, 7300 are five years of age or under, and are expected to require full day child care. Twenty-two hundred of those children are under two years old which, based on the number of child care service providers currently available for infants and toddlers in the County, makes their center-based care highly unlikely.

A survey conducted recently by the Monterey County Child Care Planning Council indicates a critical shortage of infant-toddler care, and care for children whose parents work non-traditional hours. As Monterey County's economic base and entry-level job availability are in retail, agriculture and the hospitality industry, very early morning, night, and weekend child care options are crucial. Due to the severe shortage of existing facilities and trained providers, it is anticipated that the child care necessary for TANF recipients to meet work participation requirements and transition from welfare to work will have to be delivered by exempt providers in their own residences. This presents an opportunity for TANF recipients who are considering child care as a self-employment option for meeting their own work participation requirements, while making it possible for other TANF parents to seek employment outside the home.

To help ensure the safety and well-being of children and the success of TANF recipients who choose to become child care providers, Monterey County proposes a collaborative project involving our GAIN program, a quality child care services agency as a contractor, local educational institutions and other service organizations.

**Infrastructure:**

MCDSS will designate a Senior Staff Analyst to coordinate the program. The Senior Staff Analyst will oversee the selection and monitoring of the contractor, the data collection, and the project evaluation. The Analyst will also be responsible for all reporting required under the terms of the project.

MCDSS will contract with a local agency that has the capacity and qualifications to provide short-term basic instruction on the business and program quality aspects of exempt and licensed child care. The agency will be selected through an open RFP process.

In addition to providing formal training, the contractors will:

- ◆ Visit each home and assist participants in creating a physical environment that meets basic health and safety standards;
- ◆ Link participants with community resources including referral agencies, to assist them in quickly initiating services, and to provide them with on-going support; and
- ◆ Interface with MCDSS/GAIN in providing seamless child care subsidies and services, which include the full range of child care options, to TANF parents requiring child care.

### **Collaboration:**

Collaboratives of local educational institutions, family service organizations and agencies shall provide in-put and support for the project and its participants. The MCDSS is an active member of two mandated collaborative bodies, the Monterey County Child Care Planning Council and the Children's Council of Monterey County (S.B. 997 Council), which would be appropriate oversight bodies.

### **Targeted Geographical Regions:**

MCDSS statistics indicate that the greatest number of families with infants or with very young children receiving AFDC reside in East Salinas (30%), other neighborhoods in Salinas (27%), and the Marina-Seaside areas (16%). Waiting lists for subsidized child care services reflect the same conclusion. Project efforts will, therefore, focus on those communities. However, targeted outreach to attract providers will be designed to focus on small communities with very limited access to services, such as the economically depressed, underserved community of Pajaro in North County and the isolated communities of South County. Persons from other areas of the County interested in participating will be encouraged to do so, as will be welfare recipients who are already providing license-exempt family home child care.

### **Participant Assessment and Referral:**

- 1) MCDSS GAIN staff will identify GAIN participants, 18 years of age or older, who demonstrate an interest in the child care field, especially those who will consider providing child care during evening and weekend hours, for sick children, and for infants and toddlers.
- 2) Contractor will visit a each candidate's home to ensure that it meets minimal health and safety requirements.
- 3) GAIN staff and the contractor will provide an in-depth orientation regarding diverse types of child care programs, the home environment required for providing such services, and pertinent information regarding child care as a vocation.

4) Those who would prefer to work in child care centers will be provided information about training programs offered by the community colleges. Those who opt for participation in the home care training project will be referred to the contractor.

### **Training Components:**

The contractor shall provide the following services:

- 1) With each participant, and in collaboration with GAIN staff, develop and implement an individual self-employment plan which includes wage projections;
- 2) Conduct a visit to each participant's home to identify and resolve facility safety issues, and any other issues that may impact the suitability of the site, including possible zoning issues or objections from the participant's landlord;
- 3) Over a two-year period, offer training courses for 4 groups consisting of approximately 15 participants per group, each course consisting of 48 hours of intensive training, with follow-up consultation offered over a three-month period;

**Course content shall include as a minimum:**

- ◆ Structuring and maintaining a safe physical environment
  - ◆ Trustline Registration (required of child care providers unless they are the grandparent, aunt or uncle of the child being cared for)
  - ◆ Pediatric CPR & First Aid (Bilingual English-Spanish, if needed)
  - ◆ Administering/storing medications and using universal precautions
  - ◆ Food preparation, service and storage
  - ◆ The ages and stages of early childhood
  - ◆ Meeting the individual needs of children in group care
  - ◆ Appropriate/inappropriate activities and practices
  - ◆ Positive discipline techniques
  - ◆ West Ed principles of infant-toddler care
  - ◆ Unique aspects of care offered during non-traditional hours, or to sick children, infants and toddlers
  - ◆ Building parent-provider partnership
  - ◆ Child abuse reporting and prevention
  - ◆ Requirements for becoming licensed child care providers and self-employment/in-home business development outlook for that occupation
  - ◆ Issuance of a Certificate of Completion to each participant who successfully completes the training;
- 4) Provide opportunities for participants to visit existing exempt and licensed family child care homes;
  - 5) Assist participants in establishing their family child care service;

- 6) Provide periodic workshops, newsletters, and support sessions after the initial training is completed;
- 7) Provide on-going toy lending library services;
- 8) Link new providers with the Family Day Care Association and other support groups;
- 9) Provide assistance in obtaining referrals to sustain the "business" over time;
- 10) Contingent upon funding availability and/or local business contributions, acquire and issue to participant providers on an as needed basis, basic health and safety equipment (e.g. fire extinguisher, smoke detector);
- 11) Contingent upon funding availability, pay participants' fees related to licensing, TB testing;
- 12) Convene the project collaborative on a regular basis;
- 13) Interface with and report to MCDSS as directed.

Facilities and equipment necessary to provide the required training and services shall be provided by the contractor as in-kind contributions. These will include: classroom space and furnishings, office and audio-visual equipment, vehicle for home inspections, training videos and curriculum, and a toy lending library, among others.

Contributions of age-appropriate toys and other child-care related supplies will be solicited from Costco, Target, and other large retailers in the County. Service clubs and agencies such as the Violent Injury Prevention Coalition and the Salinas Fire Department will be approached for donations of infant car seats, fire alarms and fire extinguishers.

## **Evaluation**

The MCDSS Project Coordinator will :

1. Determine the effectiveness of the client assessment and the training program by monitoring the length of time, within the time frame of the project, that trained TANF recipients continue to offer services as exempt or licensed providers.
2. Record the necessary data (including recipient profile) to determine the characteristics of TANF recipients and households best suited to becoming license-exempt child care providers within a short time frame and with limited training. Data collection will include outcomes such as income received from providing child care services and the impact of this income on their self-sufficiency.

## How will the Monterey County Project meet the CDSS Pilot Project's Objectives:

1. By the end of year one, 30 TANF participants will have been trained as exempt child care providers at a cost of \$850 per participant. By the end of year two, an additional 30 TANF participants will have been trained as home family child care providers at a cost of \$850 per participant.
2. Children in care will be the primary beneficiaries of the provider training. Better understanding the needs of young children and how to meet those needs will greatly enhance the quality of care and help to ensure child safety.
3. Trained participants who become self-employed home child care providers will meet their own work goals and will increase the County's child care capacity, particularly for children of parents who work non-traditional hours, for sick children, infants and toddlers. Increased supply of child care will allow greater parental choice, and help to ensure the availability of a service necessary for TANF parents to become employed and meet work participation requirements.
4. Removing barriers to employment by increasing the supply of child care for underserved populations will help the County to meet work participation goals.
5. The experience and data collected through the implementation of the program will assist County welfare reform planners in Monterey County, and throughout the State, in evaluating the viability and effectiveness of license-exempt child care training programs as a path toward self-sufficiency for welfare recipients.

**MCDSS - PILOT PROJECT TO TRAIN WELFARE RECIPIENTS TO BE CHILD CARE PROVIDERS**

**BUDGET**

<b>Budget Categories</b>	<b>1997-98</b>	<b>1998-99</b>	<b>Line Item Sub-total</b>	<b>2-Year Category Total</b>
<b>I. PROGRAM SERVICES</b>				
<b>Contractor Personnel</b>				<b>\$28,288</b>
Administrative Oversight	\$ 2000	\$ 2000	\$ 4000	
Financial & clerical staff	3000	3000	6000	
Trainer (48 hrs x 4 x \$50)	4800	4800	9600	
Home inspection (60 x 2 x \$50)	3000	3000	6000	
Payroll taxes @ 10.5%	1344	1344	2688	
<b>Mileage Reimbursement</b>				<b>480</b>
(2,000 miles @ .24)	240	240	480	
<b>Professional Services</b>				<b>2700</b>
Pediatric CPR and First Aid	1050	1050	2100	
60 First Aid Books @ \$10	300	300	600	
<b>Instructional Materials</b>				<b>2700</b>
Publications (60 x \$45)	1350	1350	2700	
<b>Office Supplies</b>				<b>1932</b>
Paper, postage, printing, etc.	966	966	1932	
<b>Phone Services</b>				<b>400</b>
Phone/fax	200	200	400	
<b>Provider Safety Equipment</b>				<b>2000</b>
Fire extinguishers, smoke detect	1000	1000	2000	
<b>Licensing Option Expenses</b>				<b>2000</b>
Fees, TB clearance	1000	1000	2000	
<b>Sub-total Program Services</b>	<b>\$20,250</b>	<b>\$20,250</b>	<b>\$40,500</b>	
<b>II. ADMINISTRATIVE COSTS</b>				
<b>County Personnel (coord, monitor)</b>				<b>10,500</b>
Senior Staff Analyst (125 hours)	4350	4350	8700	
<b>Trustline (\$30/participant)</b>				
Fingerprinting/Processing	900	900	1800	
<b>PROJECT TOTAL</b>	<b>\$25,500</b>	<b>\$25,500</b>		<b>\$51,000</b>
<b>Cost per trainee - \$850</b>				