COUNTY OF PLACER
DEPARTMENT OF HEALTH AND HUMAN SERVICES

RAYMOND J. MERZ
DIRECTOR OF HEALTH AND HUMAN SERVICES

ROBERT DUNSTAN
DIRECTOR OF HUMAN SERVICES

February 5, 1998

Diane Just
CalWORKS Regional Advisor
Central Region, CA
Department of Social Services
744 P St., MS 6-142
Sacramento, CA 95814

Dear Diane:

Per our recent conversation, I am submitting the following items for your review and approval, etc:

- Page 2:
  Deleted "Overview" and "Recommendations from the California Alliance Against Domestic Violence" from the Plan.

- Page 3:
  Deleted erroneous references to Diversion .

- Page 12:
  Clarified infant age requirements for exemptions.
  Deleted reference to retroactive child care claims.

- Page 13:
  Ammended in accordance with the transportation section of ACL 97-72.

- Page 14:
  Deleted reference to transportation services.

REPLY TO OFFICE CHECKED
☐ 11519 B AVENUE, AUBURN, CA 95603, (916) 889-7610, FAX (916) 889-6826
☐ 100 STONEHOUSE COURT, SUITE A, ROSEVILLE, CA 95678, (916) 784-6000, FAX (916) 784-6100
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☐ 379 NEVADA STREET, AUBURN, CA 95603, (916) 889-7797, FAX (916) 887-8144
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- Page 15:
  Referenced GAIN Regulations, Good Cause as the criteria for exemptions to work activities.
  Deleted reference to the recommendations of California Alliance Against Domestic Violence.

- Page 16:
  Deleted the last sentence of the second paragraph.

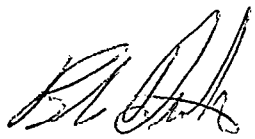
- Page 19:
  Deleted "job retention" and "due to employment" in the first sentence.

- Page 25:
  Clarified staff contact with the local indian tribe.

I hope this clarifies the questions and concerns you had.

Per your request, please incorporate Placer County's GAIN Grievance Procedure into the CalWORKS Plan. A copy is attached.

Sincerely,



Bob Dunstan
Client Services Director
Placer County Human Services
11519 B Avenue
Auburn, CA 95603

Attachments

GAIN Grievance Procedure
Plan Page Changes

PLACER COUNTY BOARD OF SUPERVISOR'S
GRIEVANCE PROCEDURES FOR GREATER
AVENUE FOR INDEPENDENCE (GAIN) PROGRAM

Pursuant to Welfare & Institutions Code 1132.65 and MPP 42-720.34 and 42-787, this formal Placer County grievance procedure has been established to provide participants a procedure for the review of any complaints by GAIN participants related to any program requirement or assignment considered by the participant to be in violation of his or her contract with the Placer County Welfare Department (PCWD) or inconsistent with the provisions of the GAIN Act.

Participants may alternatively invoke the formal grievance procedure conducted in accordance with Section 5302 of the Unemployment Insurance Code or request a state fair hearing. The right to request a formal grievance hearing belongs to the participant, thus, the following procedure shall be liberally construed in a manner which protects the participants' rights to a fair hearing.

I. DEFINITIONS

A. Grievance - A complaint or expression of dissatisfaction about requirements of the GAIN Program or assignment to one or more of the GAIN Program components in violation of the participants' contract with PCWD.

B. Participant - A mandatory or voluntary registrant who is required to participate in the GAIN program.

C. Hearing Officer - The person designated by the PCWD to conduct grievance hearings and render written recommended decisions. The hearing officer shall be of supervisory level or above and shall not have previously participated in making any decision on the individual case of the participant.

D. Parties to the Grievance - The GAIN participant requesting the grievance hearing and the County Representative responsible for the action complained of.

E. County Representative - An employee who is assigned the responsibility for preparing and/or presenting a hearing case on behalf of PCWD. The representative shall not have had any prior involvement with the case of the claimant.

F. Authorized Representative - Any individual, including an attorney-at-law, relative, friend or other person authorized by the participant to act for and represent the participant in any and all aspects of the grievance hearing.

II. REVIEW EXCLUSIONS

A. A grievance hearing, pursuant to this grievance procedure, shall not be granted for the following issues:

1. The results of an assessment made in developing an employment plan.

2. The requirement to sign a basic contract.

3. To appeal the outcome of a state hearing.

III. RIGHT TO GRIEVANCE HEARING

A. A participant may request a grievance hearing pursuant to this procedure for any grievance, as defined in sections I(A) and II above.

B. A PCWD representative shall explain to the participant their right to either request a state hearing, file a formal grievance based on the procedures established in Section 5032 of the Unemployment Insurance Code or file a formal grievance pursuant to these procedures, as follows:

1. During the orientation/registration interview.

2. Each time the Basic Contract between the participant and PCWD is amended.

3. When a participant states a grievance.

C. A written copy of the grievance procedure shall be provided to the participant at the time of the orientation / registration interview.

IV. PROCESS FOR REQUESTING REVIEW

A. A request for a grievance hearing may be either written or oral. A written request may be made in any form. However, participants are encouraged to use the form provided by PCWD. The form may be provided to the participant by PCWD upon an oral request for a grievance hearing, but the request is deemed filed on the date of the oral request.

B. A PCWD representative shall assist in the preparation of a request for a county formal grievance if such assistance is requested or needed by the participant.

C. The request for review may set forth the reasons which the participant believes provide a basis for reversal of PCWD's action, although the request will not be rejected for a failure to do so.

D. The request for a grievance hearing must be made within ninety (90) days from the date of the action in which the participant is dissatisfied. If the participant received a notice of the action, the date of action shall be the date on which the notice was mailed to the participant, plus three (3) days for mailing. In all other cases, the date of action shall be the date the participant became aware or should have become aware of the action.

V. SCHEDULING AND NOTIFICATION OF THE GRIEVANCE HEARING

A. The grievance hearing shall be held promptly, but no later than forty-five (45) days from the date the request was received by the PCWD.

B. The participant shall be provided at least ten (10) working days advance notice of the scheduled hearing date.

C. The PCWD shall provide bilingual notices to non-English speaking participants in the participant's language.

D. The grievance hearing notice shall advise the participant that he or she has the right to examine parties and witnesses; the right to conduct such cross-examination as may be required for a full disclosure of the facts; the right to introduce exhibits; the right to bring witnesses; the right to examine all documents prior to and during the hearing; the right to question opposing witnesses and parties on any matter relevant to the issues even though that matter was not covered in the direct examination; the right to make oral or written argument; and the right to rebut the evidence. The notice shall also advise the participant that he or she can seek assistance from Legal Services of Northern California (LSNC) or a welfare rights organization.

E. Prior to the hearing, the County Representative shall prepare for the grievance hearing in the manner specified in MPP 22-023.2, including the preparation of a position statement which shall be made available to the participant at least two (2) working days prior to the grievance hearing.

VI. AUTHORIZED REPRESENTATIVE

A. The participant may authorize a representative to represent him/her at the hearing by signing a written statement to that effect or by stating at the hearing that the person is so authorized. The authorization may be limited in scope or duration by the participant, and may be revoked at any time.

B. Whenever the participant is represented by an authorized representative, the authorized representative shall be simultaneously furnished a copy of all notices and decisions concerning the state hearing which are provided to the participant.

VII. SANCTIONS

A. The recipient shall be subject to sanctions pending the outcome of the formal grievance procedure or any subsequent appeal only if he/she fails to participate during the period the grievance procedure is being processed. If the participant continues to participate in the program during the

formal grievance process and wants to grieve a program requirement or assignment which he/she believes is inconsistent with the program or is in violation of the contract, aid will be continued and the participant shall not be subject to sanctions.

1. If a participant has already unsuccessfully completed the formal conciliation under the Unemployment Insurance Code Section 5302 due to nonparticipation (MPP Section 42-781) and the individual wants to grieve a program requirement or assignment at this time, only this formal grievance procedure and/or the state hearing process will be available. Aid will be continued only if the participant begins to participate in the program prior to the commencement of sanctions and continues to participate for the duration of the grievance process.

2. If a participant files a grievance after the sanction commences, the sanction will be suspended.

VIII. CONDUCTING THE GRIEVANCE HEARING

A. Attendance at the hearing is ordinarily limited to the participant, authorized representative, county representative, and witnesses relevant to the issue. Other persons may attend if the participant agrees to or requests their presence and the hearing officer determines that their presence will not be adverse to the hearing. Appearance by the participant (in person or by the authorized representative) is required at the hearing. The hearing officer may exclude on his own motion or at the participant's request a witness during the testimony of other witnesses; however, both the county and the participant have the right to have a representative present throughout the hearing. The hearing officer shall have the authority to exclude persons who are disruptive of the hearing.

B. The hearing shall be conducted in an impartial manner. All testimony shall be submitted under oath, affirmation, or penalty of perjury.

C. The proceedings at the hearing shall be reported by tape recorder or otherwise perpetuated by mechanical, electronic, or other means capable of reproduction of transcription. All documents of reproduction of transcription. All documents and physical evidence presented at the grievance hearing shall be retained as part of the hearing record.

D. The rights of the participant and the county shall include: The right to examine parties and witnesses; the right to conduct such cross-examination as may be required for a full disclosure of the facts; the right to introduce exhibits; the right to bring witnesses; the right to examine all docu-

ments prior to and during the hearing; the right to question opposing witnesses and parties on any matter relevant to the issues even though that matter was not covered in the direct examination; the right to make oral or written argument; and the right to rebut the evidence.

E. All documents submitted by either the participant or the county must be made available to both parties. Copies of all such documents must be provided to the participant free of charge.

F. Merits of a pending hearing shall not be discussed between the hearing officer and a party outside the presence of the other party.

G. All grievance hearings shall be conducted by the designated hearing officer and, whenever possible, in an informal atmosphere.

H. The record of the grievance hearing shall be retained for two years from the date of the final decision.

I. A qualified interpreter shall be provided by PCWD for those participants, who so request, due to their limited communication skills.

J. Transcripts of the grievance hearing shall be provided to the participant upon request.

K. The introduction of evidence in the grievance hearing shall be as specified in MPP 22-050.

L. Postponements and continuances of the grievance hearing shall be as specified in MPP 22-053.

IX. DISQUALIFICATION OF HEARING OFFICER

A. A hearing officer shall voluntarily disqualify himself or herself and withdraw from any proceeding in which he or she cannot make a fair and impartial decision or in which he or she has an interest. A party may request that the hearing officer be disqualified upon the grounds that a fair and impartial hearing cannot be held. The hearing officer shall rule on such a request.

X. GRIEVANCE HEARING DECISION

A. All grievance hearings shall be finally decided or dismissed within sixty (60) days from the date of hearing.

B. After the hearing has been closed, the hearing officer shall submit a recommended decision to the Director of PCWD. The decision shall contain a statement of the issues, findings of the fact, conclusions of law, the basis for the decision

and a proposed order setting forth the decision.

C. The Director after receiving the proposed decision may either:

1. Adopt the decision in its entirety; or

2. Decide the matter on the record, including the transcript, with or without the taking of additional evidence; or,

3. Order another hearing to be conducted.

D. If the Director fails to act in the manner specified above within the sixty (60) day decision period, the proposed decision will be deemed adopted.

E. The decision of the Director shall be in writing. If the Director does not adopt the hearing decision in its entirety, the Director's decision shall include a statement of the facts, the statutes and regulations relied upon and the reasoning which supports the decision.

F. The final hearing decision shall advise the participant of his or her right to appeal the PCWD decision through the state fair hearing process within ninety (90) days of the date the decision was received by the participant. The final hearing decision shall also include a copy of the State Hearing Request form.

G. A copy of the final grievance hearing decision shall be mailed to each party and the authorized representative, if any, of each party.

COUNTY OF PLACER
DEPARTMENT OF HEALTH AND HUMAN SERVICES

RAYMOND J. MERZ
DIRECTOR OF HEALTH AND HUMAN SERVICES

ROBERT DUNSTAN
DIRECTOR OF HUMAN SERVICES

January 19, 1998

Diane Just
CalWORKS Regional Advisor
Central Region, CA
Department of Social Services
744 P St., MS 6-142
Sacramento, CA 95814

Dear Diane:

Attached are the two pages of the CalWORKS Plan that we talked about - one is the signature page and the other is Page 3 that had a typographical error. If you would replace those two pages, you will have a complete copy.

Thanks very much.

Sincerely,

Brenda McClellan

Brenda McClellan
Administrative Secretary
11519 B Avenue
Auburn, CA 95603

Enclosure: Signature page of CalWORKS Plan
Page 3 - replacement page

REPLY TO OFFICE CHECKED
☐ 11519 B AVENUE, AUBURN, CA 95603, (916) 889-7610, FAX (916) 889-6826
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☐ 11730 ENTERPRISE DRIVE, AUBURN, CA 95603, (916) 889-6791, FAX (916) 889-6799

COUNTY OF PLACER
DEPARTMENT OF HEALTH AND HUMAN SERVICES

RAYMOND J. MERZ
DIRECTOR OF HEALTH AND HUMAN SERVICES

ROBERT DUNSTAN
DIRECTOR OF HUMAN SERVICES

January 7, 1998

Diane Just
CalWORKS Regional Advisor
Central Region, CA
Department of Social Services
744 P St., MS 6-142
Sacramento, CA 95814

Dear Diane:

Enclosed is a copy of our CalWORKS Plan for Placer County. This was unanimously approved by the Board of Supervisors on January 6, 1998. It will take a period of about ten days to two weeks to receive the signed original back at which time I will mail you a signed copy.

Sincerely,

Robert Dunstan
Human Services Director
Placer County Human Services
11519 B Avenue
Auburn, CA 95603

Enclosure - CalWORKS Plan

REPLY TO OFFICE CHECKED
☐ 11519 B AVENUE, AUBURN, CA 95603, (916) 889-7610, FAX (916) 889-6826
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PLACER COUNTY

CalWORKS Plan

Submitted to the Board of Supervisors
January 6, 1998

Prepared by:
Bob Dunstan, Human Services Director
Dan Conners, Employment Services Program Manager

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.

PLACER COUNTY CalWORKS Plan

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- Attachment A: Other Planning Requirements of Assembly Bill 1542
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EXECUTIVE SUMMARY

This plan is written in the format prescribed by the California State Department of Social Services (CDSS) to meet the local plan submission requirements contained in law. Additionally, it is written with the intent of providing a wide audience, including the County Board of Supervisors, county staff, our community partners, the general public, and CalWORKS participants a meaningful overview of how welfare reform will impact the delivery of services in Placer County. This plan is intended to provide a framework for the implementation of CalWORKS, and is not intended to be viewed as a comprehensive implementation plan for Placer County. The implementation of CalWORKS will be an evolving process, which will likely require many months of experience, communication, collaboration, coordination, evaluation, and alteration. Through both the threat of penalties and the offer of financial incentives, the State will hold the County responsible for the successful implementation of welfare reform. However, success will require the collective efforts of all of the community partners in a process that has already begun.

ABOUT THE WELFARE REFORM LAW:

The Welfare to Work Act of 1997, AB 1542, establishes welfare reform in California. The new program, California's Work Opportunity and Responsibility to Kids Act or "CalWORKS", assures that welfare is a temporary support in times of crisis, rather than a way of life; encourages and rewards personal responsibility and accountability; fosters a "Work First" attitude by strict work requirements; and gives counties the flexibility they need to meet clients' needs. This program is effective January 1, 1998, and replaces the now former Aid to Families with Dependent Children (AFDC) and the Greater Avenues for Independence (GAIN) programs. Individual counties ***can*** begin to implement new program requirements on this date and upon submission of their CalWORKS plan. However, counties ***must*** begin to implement CalWORKS no later than March 10, 1998 All existing recipients must be enrolled/etc. no later than January 1, 1999.

PLACER COUNTY IMPLEMENTATION:

By law, much of CalWORKS will be implemented effective January 1, 1998. However, those issues requiring the submission of this plan, such as the concurrent enrollment of applicants into employment services and the abolishment of GAIN regulations will be implemented effective March 1, 1998.

Placer County provides human services, social services, mental health and substance abuse services, community services, and public health and medical services in an integrated delivery model, consolidated within the Health and Human Services Department (HHS). The major goals for the department are prevention and self-sufficiency. To achieve these goals, HHS has adopted the following outcomes: Safe, Healthy, At-Home, In School or Work, and Out of Trouble. Families that can achieve these outcomes, maintain them without public assistance or services, are considered to be self-sufficient across all service delivery systems. The intent and emphasis of CalWORKS is work. We believe that even individuals that have multiple barriers to employment can benefit from work. Employment provides an important connection to the community, builds self-esteem, and allows individuals to focus efforts on a positive improvement in their lives.

to employment can benefit from work. Employment provides an important connection to the community, builds self-esteem, and allows individuals to focus efforts on a positive improvement in their lives.

As of September 1997, Placer County had 2,103 single-parent and 268 two-parent AFDC cases. Geographically, the AFDC caseload is distributed as follows: Roseville - 35%; Auburn - 20%; Rocklin - 15%; Lincoln - 14%; Foresthill - 4%; North Tahoe - 4%; Other - 8%. Of the 2,639 aided adults, approximately 2,200 of them will be required to participate in CalWORKS activities. Of this, 1,200 are known to GAIN and 1,000 are not. Of these, 1,200 are registered in GAIN,; 800 of whom are in an assigned activity or working minimum hours, the balance are awaiting an assignment or are in conciliation services. Additionally, each month about 230 persons apply for aid, of which, 100 - 120 are approved. Clearly, the need for capacity building is great.

The demand for work activities and services will be very different than need. The history and knowledge we have to rely upon to assess this difference is based on GAIN. In GAIN, only about 50% of the participants scheduled for Orientation attend. Of this, only 50% go on to participate in Job Club. About 300 individuals have requested and received exemptions or deferrals to GAIN. Sanctions take months to implement. Thus, the motivation to cooperate is low. By GAIN rules and standards, the estimated demand for increased capacity will be low.

Currently, 100 Client Services Specialists positions are allocated to make eligibility determinations, 49 of which are allocated to AFDC and 9 are unfilled. In GAIN, there are 15 Vocational Counselor and 1 Client Services Specialist positions that are all currently filled. At this writing, we are in the process of filling 7 of these positions for CalWORKS Employment and Training Services to expand the existing capacity.

MAJOR PROGRAM GOALS, OBJECTIVES, AND PROGRAM ELEMENTS:

1. Assist families in attaining self-sufficiency

   - Expand and enhance existing employment, training, assessment, referral, and support services.
   - Help persons with mental health or substance abuse problems and victims of domestic violence seek services through earlier identification and referral and by expanding the support for services in these areas.

2. Decrease the cost of public assistance
   - Increase job placements and retention
   - Increase participant earnings
   - Decrease the amount of time participants receive aid

3. Utilize and strengthen community partnerships to assist with CalWORKS implementation so that services to CalWORKS participants will be provided comprehensively and be integrated on a community basis.

4. Meet the outcome and reporting requirements of TANF and CalWORKS.

A. COLLABORATION WITH PUBLIC AND PRIVATE AGENCIES TO PROVIDE TRAINING AND SUPPORT SERVICES

The Placer County Greater Collaborative for Children and Families is a "community voice" established to shape a clear vision and develop positive, concrete answers for children and families in Placer County. The Greater Collaborative is an inclusive, voluntary association of individuals from Placer County's communities and representatives from government agencies, education agencies, non-profit organizations, and for-profit businesses. The main goal of the Greater Collaborative is to set priorities, identify outcomes, and utilize available resources as effectively as possible. This is accomplished through cooperation, coordination, and collaboration. Members assess, plan, and evaluate efforts; look for positive and practical solutions; work collectively towards the goal of forming a seamless network of services without undue overlaps or gaps.

Placer County does not have a Refugee Employment Services Plan.

Placer County is rapidly moving in the direction of offering multiple services, co-locating with other community and public agencies in a number of locations convenient to the client. Current and planned locations are at:

Community Education Project in Auburn. CalWORKS eligibility, orientation, job club and job search services are now being provided in a community location where a variety of existing services such as basic education, life skills, and job training services have been provided. EDD has a full-time staff person on site and the Placer County Office of Education, Resource and Referral Center is planning to place a child care coordinator in this facility. In addition to staff, multiple agency data systems will be accessible at this location.

EDD office in Roseville. Placer County is negotiating to place an integrated CalWORKS unit (AFDC and GAIN) into a facility where clients naturally come to look for work. The same arrangement as mentioned above is anticipated for childcare services and data systems. Additionally, we have requested that EDD invite Golden Sierra, the local JTPA (and soon to also be the "Welfare-To-Work " agency) into this co-location arrangement.

Family Cooperative Projects in Auburn and Roseville. Part-time eligibility and employment services are provided in a facility run by the Child Abuse Prevention Council of Placer County. These neighborhood facilities function as a One Stop Resource Center that provides information and referral services, drop-in mental health counseling, domestic violence services, drug and alcohol services, parenting education and support services, community/family fun activities, and boys and girls club activities. Services are provided in collaboration with Placer County HHS, Placer Women's Center, Sierra Family Services, and local law enforcement agencies. The current plan in Roseville is to relocate and expand the center. When this occurs, we intend to have a full-time vocational counselor on-site.

B. PARTNERSHIPS WITH THE PRIVATE SECTOR TO IDENTIFY JOBS

Partnerships with the private sector are developed twofold:

1. Individual job development and job placement is provided by the CalWORKS Job Developer for specific clients. Private sector employers receive wage reimbursement either through CalWORKS or through Golden Sierra, the local JTPA, when applicable. Employers include, but are not limited to the electronics industries, hospitals and other medical and dental providers, temporary placement agencies, Pride Industries, Project Go, and the various small businesses.

2. Countywide marketing strategies to capture jobs specific to CalWORKS will be developed and implemented by Job Developers through group presentations to employers, individual contacts to employers, brochures, publications, internet access, and job fairs. Job developers will solicit job orders from the private sector and input jobs into the CalJOBS internet website, maintained by EDD. These are then available for access by CalWORKS participants.

Job developers from all agencies need to be trained in CalWORKS and cross-trained in other programs so that employers are contacted by only one job developer to meet their hiring needs. The emphasis must be on providing employers with excellent customer service and good qualified and job-ready employees.

A significant development in Placer County's labor market is the growth and use of temporary placement agencies. A majority of the county's largest employers are exclusively utilizing the services of these agencies. A collaborative effort is occurring with the largest of these agencies whereby they will provide job orders directly into the CalWORKS office, thus providing a direct link to CalWORKS participants.

Partnerships with employer associations include membership to the following:

- Chambers of Commerce
- EDD/Employer Advisory Group
- Placer Employment Network
- Star Advisory Board
- Machinist Apprenticeship Board
- North Lake Tahoe Resort Association

Partnerships with the faith based community include:

- Salvation Army
- Individual churches

Partnerships with the central labor councils include:

- PIC Board, Golden Sierra Job Training Agency
- Sacramento Community Resource Council
- EDD/Employer Advisory Council

C. LOCAL LABOR MARKET NEEDS

There are several available sources of labor market data used by Placer County, including:

- EDD's Labor Market Information Division reports.
- California State University, Sacramento's Work force Skills Assessment Report, released August 1997.
- On-site access to EDD's Cal-JOBS computer system. Recently, Placer County submitted a Letter of Intent requesting twelve Cal-JOBS terminals so that they would be available at all of the community CalWORKS sites for staff, other agencies, and clients.
- Through an in-house CalWORKS Job Developer, the county works closely with private industry, local employers, Sierra College, the Golden Sierra Job Training Agency, and other public and private agencies to collect information on occupations that are in demand and have occupational skills information to determine local employer needs.
- The Placer County Office of Economic Development.

Data clearly shows that the high-tech/electronics industry is the most rapidly growing sector in the region. Currently, there is a shortage of skilled technicians and operators. The employment agencies and high-tech companies project that within five years the demand on the local labor force will exhaust the local supply of workers. The greatest need is for electrical, general, and mechanical assemblers; machine, test, production, and quality control operators; electrical, general, repair, and surface mount technicians; and computer engineers and programmers.

D. WELFARE -TO-WORK ACTIVITIES

The following activities will be provided in Placer County:

- Unsubsidized employment
- Subsidized private sector employment
- Subsidized public sector employment
- Work experience
- On-the-job training
- Vocational education and training
- Education directly related to employment
- Adult basic education, GED, and ESL
- Work study
- Self-employment
- Community services
- Job search and job readiness assistance
- Job skills training directly related to employment

The following are under consideration, but will not be provided in Placer County at this time:

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

E. SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT SERVICES

Placer County's strategy for assisting participants with mental health and/or substance abuse barriers becoming self-sufficient involves a strong collaboration between HHS's Human Services and the Adult System of Care (mental health and substance abuse services); the Placer County Office of Education, and the Probation Department. A Memorandum of Understanding will be developed to further detail how these services will be coordinated and provided.

The process will begin at the CalWORKS orientation where participants will be informed of program goals, potential barriers, including mental health and substance abuse issues, and the various services available. Written materials on treatment resources will be included in the orientation handouts and the Adult System of Care (ASOC) staff will provide training and support services to CalWORKS staff on how to most effectively discuss these topics. Ongoing assessment of each participant's needs and referral to appropriate resources will take place during individual appointments with CalWORKS counselors, who will function as the primary case manager throughout the participant's welfare-to-work experience. If at any point the case manager identifies an issue that is impeding their progress or becomes a barrier to employment, the case manager will refer the participant to the CalWORKS mental health/substance abuse counselor. This is a new position, created specifically for this purpose, and will be assigned to the ASOC. This position will also provide consultation to other CalWORKS staff; make presentations at Job Clubs, provide recommendations for employment accommodations, restrictions, supportive services, and treatment; and act as a liaison to private providers. It is anticipated that this position will be co-located in one of the community based CalWORKS sites.

Participants who have already been receiving services from the ASOC or Probation Department, or have multi-agency involvement, would receive a "transition team" meeting to determine the agency to provide the lead case management services and to coordinate and commit the services of the various agencies involved. The transition team will develop a multi-agency plan that will be provided to the participant and made part of the welfare-to-work plan within 10 working days.

Plan for Substance Abuse Services

Substance Abuse services available to CalWORKS participants include the following:

1. An evaluation of the participant's substance abuse and a plan for the appropriate treatment to be included in their welfare-to-work plan.

2. Coordinated case management services through CalWORKS and the ASOC.

3. Treatment services, including employment counseling, necessary to overcome the participant's barriers to employment. However, no participant shall be allowed to be in a substance abuse treatment program for longer than six months without concurrently participating in a welfare-to-work activity.

4. The provision of a community services job placement as a last resort.

Placer County certifies that substance abuse services will include evaluation, case management, substance abuse treatment and employment counseling, and the provision of community services jobs.

Plan for Mental Health Services

Mental Health services available to CalWORKS participants include the following:

1. An assessment to identify the level of the participant's mental health and a plan for the appropriate treatment and rehabilitation services. Participants needing mental health treatment will be referred to the Placer County Mental Health Managed Care Plan

2. Coordinated case management services through CalWORKS and the Adult system of Care.

3. Treatment and rehabilitation services, including counseling, necessary to overcome mental health barriers to employment.

4. Referral to the Advocacy Team when a severe mental disability is found, for the purpose of assisting the participant in applying for and obtaining SSI/SSP.

Placer County certifies that mental health services will include assessment, case management, treatment and rehabilitation services, identification of substance abuse problems, and a process for identifying individuals with severe mental disabilities.

F. MENTAL HEALTH SERVICES AVAILABLE AFTER TIME LIMITS

Placer County will continue to provide mental health case management services to individuals after they have reached their time limit on aid. However, CalWORKS funds will not be used to provide mental health treatment services for these individuals. Placer County will make it a priority to link these individuals to transitional services, benefits, or programs. Subject to Medi-Cal coverage or the individual's eligibility to receive services through the Placer County Adult System-of-Care, mental health services will be available. Subject to available funding and medical appropriateness, these individuals will receive advocacy services which will link them with SSI/SSP, if possible.

In general, Placer County intends to use CalWORKS funding for mental health services for participants during their period of eligibility covered by the welfare-to-work plan. It is during this time period that these services are considered work activities, thus enabling clients to meet their work participation requirement.

G. CHILD CARE AND TRANSPORTATION

CHILD CARE.

Child care services will be provided to CalWORKS participants by expanding the county's existing contract with Placer County Office of Education Child Care Services, the county Alternative Payment/Resource & Referral program. The county has had a successful contractual relationship with PCOE Child Care Services since the inception of GAIN over ten years ago. PCOE Child Care Services staff will be co-located with county services in Auburn, Loomis and Roseville and will provide services by telephone, fax, modem and in person at other sites as necessary. Families will receive an orientation to choosing quality child care, including exempt care, at their initial orientation to CalWORKS and assistance in finding appropriate care as they move among activities.

PCOE Child Care Services will also be administering Stage 2 and Stage 3 Child Care Alternative Payment contracts. This continuity of administration will allow families to transition from Stage 1 to the other stages and into the broader arena of subsidized child care programs as funding is available and with out any disruption in the families' child care services.

Based on the scarcity and expense of infant care, the county will be exempting parents from welfare-to-work participation until their child is six months old. However, on a case-by-case basis depending upon the availability of infant care, this may be extended to age one. The exemption for subsequent children will be twelve weeks. Again however, on a case-by-case basis depending upon the availability of infant care, this may be extended to age six months. Parents who choose not to exercise their initial exemption will be counseled about their use of care in order to maximize limited child care dollars.

PCOE Child Care Services also administers the county Resource & Referral Program ensuring ongoing contact, communication and collaboration. The R&R is currently working on a family child care recruitment and training project for infants and toddlers and odd-hour care. This is funded by a partnership between the Cowell Foundation and the California Resource & Referral Network using California Child Care Initiative Project funds. They will be blending this project with the county project funded by the State Department of Social Services to recruit and train licensed and license-exempt providers from interested TANF recipients.

Through the local child care planning council and with the assistance of PCOE Child Care Services, child care for CalWORKS participants will be coordinated in a variety of ways. PCOE will be working with Sierra College as they implement an infant/toddler center with their CalWORKS child care funding; and will also work closely with the various subsidized school-age programs; i.e., City of Roseville Adventure Clubs and 4-H School- age Child Care and with Head Start and State Preschool programs. CalLearn students will be able to access the child care programs at the continuation high schools in Auburn, Lincoln and Roseville, as well as the newly funded SAPID program at Tahoe-Truckee or alternative care which best meets their need.

TRANSPORTATION.

Placer County will support clients using the least-costly form of transportation that will enable them to participate in welfare-to-work activities. An assignment, job referral, job offer, or job is not considered appropriate for work or training if it requires travel between the place of employment or training and one's home that exceeds a total of two hours round trip, or two miles round trip when walking is the only available means of transportation, or requires the individual to remain away from home overnight without his/her consent. The limit on travel time and mileage excludes transportation time/mileage to take family members to and from school or care providers.

If there is no public transportation available which meets these requirements, participants may use their own vehicles, and be reimbursed at the rate used to reimburse Placer County employees for the use of privately-owned vehicles.

Parking for welfare-to-work participants must be reimbursed at actual cost. Participants must submit receipts for this purpose, except in cases where parking meters are used.

Reimbursement to participants who choose to use their own vehicles when public transportation is available which will not exceed the rate as specified above.

Placer County will work towards the development of alternatives for areas in which there is no public transportation available, and where a per-mile reimbursement rate would result in excessive costs.

Placer County also promotes ride sharing and car pooling arrangements, as well as the use of bicycles. Recently, the Board of Supervisors has approved a resolution authorizing the Sheriff to give unclaimed bicycles to the Welfare Department. As most of the transportation systems have buses that can accommodate bicycles, this can be an effective form of transportation for some individuals.

As necessary, clients will be given bus passes for any of the seven transit systems within the County. They are:

- Placer County Transit
- Cities of Auburn, Roseville, Rocklin, and Lincoln
- The Town of Loomis
- Consolidated Transportation Services Agency (CTSA/PRIDE)
- Tahoe Area Regional Transit

Representatives of Placer County Department of Health and Human Services participate in the Social Services Transportation Advisory Committee of the County Transportation Planning Agency. Members contribute toward the identification of unmet needs within the County and between municipalities. Additionally, Placer County is pursuing efforts to perform a geographic information mapping system to inventory client populations, child care providers, government and community resource centers, and transportation lines. This effort is the critical start in quantifying the increased demand for services due to welfare reform.

H. COMMUNITY SERVICES PLAN

Placer County will continue to use public and non-profit sites currently used for work experience and PREP activities under the GAIN Program. Up to 50 such sites are used by the County. Agreements are arranged by CalWORKS staff for individual assignments.

Community service activities must meet all of the following criteria:

- Be performed in the public and private nonprofit sector.
- Provide participants with job skills that can lead to unsubsidized employment.
- Comply with the required anti-displacement provisions.

A. Community service work will be available, when appropriate, to participants who:

- Are identified as having a substance abuse related employment barrier.
- Require this activity in order to maintain eligibility beyond their 18 or 24 month time limit.

B. On a limited basis (Placer County reserves the right to approve these placements on a case-by-case basis, and to reconsider the decision to provide this service), Community service work will be available to participants who:

- Require this activity in order to meet their work participation requirement during their 18 or 24 month time limit.
- Are identified as having a mental health related employment barrier.
- Appropriately need this service as a beginning level of work experience.

Child care services will be provided, as necessary, to individuals participating in community services work. Under existing rules, the State of California covers the cost of Worker's Compensation for community services workers. Our plan to provide this service to any "optional" categories is predicated upon the continuance of this state coverage.

Placer anticipates a gradual growth in the numbers assigned to work activities and will be in consultation with PRIDE Industries, JTPA Services, Project GO, The Family Cooperative Project, and California Conservation Corp. to consider contracted services for these activities.

I. WORKING WITH VICTIMS OF DOMESTIC VIOLENCE

AB 1542 requires counties to screen applicants and recipients for problems relating to domestic violence in order to provide referrals for supportive services and counseling. This provision exists to ensure that victims of abuse are not placed at further risk, unfairly penalized by CalWORKS, are able to escape his/her abuser, and to obtain unsubsidized employment while moving towards self-sufficiency. Until Placer County develops other criteria, the GAIN regulations Good Cause criteria will be used to consider work requirement exemptions.

Under AB 1542, "abuse" is defined to mean battering or subjecting a victim to extreme cruelty by: (1) a physical act that results in or threatens to result in physical injury; (2) sexual abuse; (3) sexual activity involving a child in the home; (4) being forced to participate in non-consensual sexual acts or activities; (5) threats of, or attempts at, physical or sexual abuse; (6) mental abuse; (7) neglect or deprivation of medical care; or (8) stalking.

In Placer County, The Placer Women's Center, Tahoe Women's Services, the Child Abuse Prevention Council, and the Placer County Health and Human Services/Children's System of Care Division are the responsible agencies for domestic violence and child abuse respectively. These will be the primary agencies to refer to when one or more of these issues are identified in a CalWORKS client.

Placer County CalWORKS staff will receive training on domestic violence issues from the University of California, Davis and from the Placer Women's Center. Implementation of this component will be in accordance with both the State Department of Social Services regulations.

J. PERFORMANCE OUTCOMES TO MEET LOCALLY ESTABLISHED OBJECTIVES

The primary objective of Placer's CalWORKS plan is to promote self-sufficiency of families by getting parents a job. In doing so, the program will further the overall objective of the Department of Health and Human Services which is to increase the number of healthy and stable families in the community. These efforts will be enhanced by the collaborative effort of a system of care approach in which health and social services are complemented by community education and other community resources. In order to achieve integrated services, Placer will implement a universal intake system made possible by a streamlined application form (Attachment D) and an electronic network connecting public and private information systems. In doing so, urgent needs will be identified, special needs families will be served, efforts will be coordinated, and services not duplicated.

Through the current GAIN program, more than 30 percent of the existing, non-exempt TANF(AFDC) caseload are working or participating in employment service activities, meeting required standards at this time. By January 1999, all non-exempt households will be enrolled in CalWORKS.

Appropriate data, including TANF grant termination's or reductions due to employment, as well as necessary work hours and related activities, will be tracked by the WCDS data system and its companion, GIS.

K. PUBLIC INPUT TO THE COUNTY PLAN

Placer County participated in a number of forums which provided the community an opportunity to learn about the changes in law and projected impacts of welfare reform. In September and November, the faith-based community held forums co-sponsored by the California Council of Churches and The Shepherd of the Sierra Church. These forums provided information and focused upon issues relating to churches and community organizations. Also in September, the Placer County Office of Education, the Child Abuse Prevention Council of Placer County, and the Placer County Health and Human Services Department sponsored a community CalWORKS forum which focused on identifying the needs of clients. Clients were invited and actively participated in expressing their view of the impact of welfare reform upon their lives. In November, the Greater Collaborative of Placer County held a two day community forum on welfare reform. Representatives from all of the "stakeholder" or plan writing agencies, community partners, local chambers of commerce, local business, and clients attended. All agencies having a CalWORKS plan writing responsibility presented information on the scope of their plan and in return, received large-group input.

The CalWORKS planning process began in August with a departmental workshop which focused upon system planning and re-design. From this meeting, several task groups were formed to work on specific design elements. An internal plan writing task force was formed to coordinate input and to provide the overall leadership for the development of the county plan. In addition to this county planning group, a multi-agency "planwriters" group was formed to coordinate the various plans being written due to the requirements of AB1542 or funding augmentations. This group is comprised of representatives from Placer County Health and Human Services; Sierra College, Placer Adult Education, The 49er Regional Occupational Program, Golden Sierra Job Training Agency, the Placer County Office of Education, Resource and Referral Center, and EDD. It is intended that these meeting will continue well beyond the deadlines of the various plans being submitted.

In December, Placer County's draft CalWORKS plan was made available for review. This draft was distributed and discussed at the Greater Collaborative's Steering Committee meeting and was presented for review and input from county management. It is important to emphasize that although there are several very specific details that the approval of this plan will trigger effective March 1, 1998, the vast majority of issues discussed within this plan will evolve over time, with continued input and modification.

L. SOURCE AND EXPENDITURES OF FUNDS

(PLEASE SEE THE STATE PROVIDED FORMS IN ATTACHMENT E)

M. ASSISTING FAMILIES TRANSITIONING OFF AID

Placer County will provide the following services to individuals transitioning off aid for 12 months:

- Case management and referral services.
- Job search, readiness, & placement services.
- Aid in pursuing the Earned Income Tax Credit.
- Assistance in accessing benefits and services outside of public assistance.

On a case-by-case basis, Placer County will consider the provision of other job retention services, including support services, to individuals transitioning off aid due to employment for up to 6 months, provided they are required in order for the individual to maintain their current employment.

All transitional services will only be available to the extent that they are not provided by their employer, the entity that arranged the job placement, and to the extent that they are not otherwise available.

The primary service for families transitioning off of aid will be job retention services and information regarding the availability of childcare services. Placer County intends to develop agreements with education and training providers to enlist job retention services for those workers who were served by them and placed in a job. Additionally, individuals will receive, to the extent that they are eligible, Transitional Medi-Cal, Stage 3 Childcare, and a wide scope of other services provided by the Placer County Health and Human Services Department.

N. JOB CREATION

The primary responsibility for job creation in Placer is the Office of Economic Opportunity (OED) of the County Executive Office. That office is applying for job creation funds in behalf of the CalWORKS program. The on-going activities of that office include efforts to retain businesses as well as promote business expansion.

OED, in cooperation with major employers and Sierra Community College is working toward the expansion of specialized training and education services at the Twelve Bridges Development site in Lincoln. The effort is directed toward training a work force that will meet the needs of electronics firms locating in Western Placer and encourage business expansion.

Work Opportunity Tax Credit (WOTC), available to employers who hire job seekers who have received welfare assistance for a prescribed period of time, is an incentive to employers to increase their work force as appropriate. CalWORKS participants are taught how to use WOTC to encourage employers to hire them; and employers are informed through job development efforts how WOTC can benefit their business.

Tahoe CalWORKS services will adapt to the seasonal nature of tourist trade jobs in that region. There are many unmet training needs there. Efforts will be undertaken to develop training services that can best meet the needs of local businesses that, in turn, will influence job growth.

Description of Economic Development Board
The seventeen members of the County of Placer's Economic Development Board represent a strong foundation of cooperation and support from elected officials, the staff of the County, its six incorporated cities, as well as representatives from the manufacturers' association, agriculture, labor and education.

Five of the seventeen board members are appointed by the County's five district supervisors to represent each district. An additional six of the board members are appointed individually by each of the six city councils representing each city. The County's Board of Supervisors appoint the remaining six board members from within our communities to represent our county's manufacturer's association, agriculture, labor, education and the Lake Tahoe area which is not incorporated at this time.

The County of Placer's Office of Economic Development (OED) mission statement is:
To ensure continued and diversified economic growth throughout Placer County, providing employment opportunities for all wage earners, regardless of skill level or educational background while maintaining the environmental character of the County.

Economic Profile of Placer County:
Wage and salary employment in Placer County increased by 90.5 percent between 1983 and 1995. Employment growth was the greatest in the services, manufacturing, and government sectors. Between 1995 and 2000, the percent change in wage and salary employment is expected to be 16.3 percent.

Job Creation

The Office of Economic Development (OED) has been designated as the leading county office in its effort to create jobs throughout Placer County. OED continues to recruit businesses to the area along with helping existing businesses in retention and expansion. OED does this through a variety of programs i.e., site location and financing expansions. As such, OED will be applying for a grant to market and enhance job creating activities from the Job Creation Investment Fund. Applications are due in March, 1998, and Placer County anticipates receiving approximately $56,000 in one-time funds.

OED will continue to address the challenges of education and training needs for the county's businesses. OED is addressing its leadership role as it continue to link new and expanding businesses to the various job training programs with the county and the state.

O. OTHER ELEMENTS

A. SIMPLIFICATION PROPOSAL.

As part of Placer County's CalWORKS implementation, a streamlined eligibility application has been developed and proposed to the Regional CalWORKS Coordinator for the State Department of Social Services (DSS). On November 24th, the county's task force met with several DSS staff, including Merle Berg, to discuss the merits of this application form. This form is in the final stages of revision and will be re-submitted to DSS in January for final review. This plan proposes an implementation date of March 1, 1998. The draft of this form is included as Attachment D.

B. PILOT PROJECTS.

Although Placer County does not intend to apply, this section provides an overview of the demonstration projects available under AB 1542.

Welfare-to-Work Demonstration Project:

Any county may implement a three-year performance-based CalWORKS demonstration project to test whether alternate methods of service delivery are better able to:

- Serve highly distressed geographical areas.
- Serve hard-to-employ target populations.
- Meet local labor force demands.
- Address the needs of the CalWORKS population in areas of chronic high unemployment.
- Improve administration of program services to clients.

Counties may not change eligibility, reduce benefit levels, or implement demonstration projects that reduce the level of funding for services below the level that would exist in the absence of the project.

School Attendance Demonstration Project:
Designed to increase attendance and graduation, decrease truancy, improve grade point averages, increase collaboration among agencies providing services for children, and to reinforce parental responsibility, this project is limited to Merced and San Diego Counties.

Microenterprise Demonstration Project:
With the consent of participating counties, the Department of Social Services may implement up to six microenterprise demonstration projects providing self-employment training and technical assistance to CalWORKS participants.

Jobs Plus:
Los Angeles County may change the earned income incentives available to participants living in public housing.

Child Support Assurance:
Up to three counties may implement this project to test child support assurance payments as alternatives to welfare. The child support assurance program permits families with a child support order and earnings to avoid welfare by receiving a monthly assured payment from the county instead of regular cash aid.

C. OTHER IMPLEMENTATION ISSUES.

As previously mentioned, this document is not intended to be an implementation plan nor an all inclusive plan of CalWORKS issues. Many important issues, such as the budget and regulation changes, diversion services, immunization requirement, and the school attendance requirement are not covered in this document.

P. COMPLIANCE WITH REQUIREMENTS OF CalWORKS

Cal WORKS requires participants to participate in Welfare-to-Work activities at the following rates:

1. Adults in One-Parent Assistance Units.

a. 20 hours each week, beginning January 1, 1998
b. 26 hours each week, beginning July 1, 1998
c. 32 hours each week, beginning July 1, 1999, and thereafter

Additionally, the county has the option to require all participants (unless exempted), to participate in Welfare-to-Work activities in excess of the minimum number of hours specified, up to 32 hours each week. Initially, Placer County will implement the required hours only , but will re-evaluate this decision periodically.

2. Adults in Two-Parent Assistance Units.

Unless exempt from participation, an adult whose basis for aid is unemployment, shall participate in at least 35 hours of Welfare-to-Work activities each week. Both parents may contribute to this participation rate providing that at least one of them meets the following participation rates:

a. 20 hours each week, beginning January 1, 1998
b. 25 hours each week, beginning January 1, 1999
c. 30 hours each week, beginning January 1, 2000, and thereafter

If the family receives federally funded CalWORKS childcare, unless one of the parents or children are severely disabled, both parents shall participate to meet the family's participation requirement of at least 55 hours per week.

Q. INTERACTION WITH AMERICAN INDIAN TRIBES

At a recent Executive Committee Meeting, The United Auburn Indian Council, representing the Auburn Indian Rancheria, advised Dan Conners that they are not interested in administering CalWORKS to those persons they represent. The Council has expressed interest in becoming a community services worksite for its members. Further consultations are planned to implement that service.

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

Date: 12/30/97

Chairman of the Board of Supervisors

Date: 1-6-98

ATTACHMENT A
OVERVIEW OF ASSEMBLY BILL 1542

Fiscal penalties and Incentives: If the State of California does not achieve the outcomes required by federal law, the under-achieving counties will be responsible for 50% of the federal penalty imposed upon the state. Each of these counties will be required to pay an amount equal to the total share of the county's caseload multiplied by the percentage of the county's share of the caseload that did not meet the federal requirements. Conversely, counties keep 100% of the savings achieved through the program. Seventy-five percent of the savings are due to employment lasting at least six months; increased earnings from employment; and the diversion of applicants from the program for at least six months will be distributed to those counties successful in achieving these savings. The remaining twenty-five percent of the savings is allocated on a statewide basis to those counties that are unable to meet employment outcomes due to issues beyond the county's control, such as high unemployment rates.

Time Limits: New applicants receive aid for 18 months with county option to extend aid for an additional 6 months. Current recipients receive aid for 24 months. After these limits, participants are required to be working in order to maintain their eligibility. Children of adults who reach the lifetime limit fall under the Safety Net and will continue to be aided by vouchers or cash, at county option. States cannot use federal funds for families which have an adult who has been on aid for five years. The five year limit for federal funds begins once a state begins to use the TANF block grant. A state can exempt up to 20% of its caseload from the five-year time limit. Child-only cases are exempt from the five-year time limit.

Work Requirements: Adults must accept any legal job unless otherwise exempted. In 25% of all families receiving TANF statewide, one parent must be working, or in a work activity, 20 hours each week by fiscal year (FY) 1997. The statewide percentage for all families increases 5% each year to 50% by FY 2002 and beyond. The hours increase to 25 hours each week in FY 1999 and 30 hours in FY 2000. In addition, in 75% of two-parent families, one parent or both parents must be working, or in a work activity, for a combined total of at least 35 hours each week by FY 1997. The rate increases to 90 percent by FY 1999 and beyond.

Work activities include: employment, subsidized or unsubsidized, in the private or public sector; on-the-job training; job search and job readiness assistance for up to 6 weeks; community service; vocational training; job skills training that is directly related to employment; education that is directly related to employment; providing child care services to an individual who is participating in a community service program.

Diversion Assistance: Counties are authorized to determine if an applicant would benefit from "lump sum" services, or a cash payment, in order to avoid the need for public assistance.

Sanctions: States must reduce assistance to recipients who refuse to work, and may end aid and Medi-Cal to recipients who refuse to work. Grants to recipients who do not meet their work participation requirement are reduced by the adult's portion of the grant. If the sanction lasts 3 months or more, the county must issue vouchers or vendor payments for at least rent and utilities. These payments continue until the adult is no longer being sanctioned.

Teen Parents: In order to receive assistance, unmarried minor teen parents must be living at home (unless deemed inappropriate) or in an approved, adult supervised setting. Additionally, unmarried minor teen parents with a child at least 12 weeks old must be attending school.

Paternity Establishment: A parent must cooperate in establishing paternity to receive assistance. A state may reduce a family's grant by not less than 25% or stop it, if the parent does not cooperate.

Immunizations: Applicants must provide documentation that all non-school-age children have received appropriate immunizations within 30 days of eligibility for Medi-Cal, and for recipients, within 45 days of their next redetermination. Failure to immunize results in a reduction of aid to the parents' share of the grant. The grant amount is restored when the children are immunized. Exemptions can be granted if immunizations are contrary to religious beliefs or are medically inappropriate.

School Attendance: All school-age children, except those in the Cal-Learn or another CDSS approved teen parent program, must attend school to receive aid.

Child Support: Refusal to cooperate with child support collection efforts will result in a 25% grant reduction.

SUMMARY OF LAW & RECOMMENDATIONS FOR CalWORKs ABUSE PROVISIONS

The CalWORKs program, which will replace California's AFDC and GAIN programs, contains specific provisions that address the needs of abuse survivors. Counties have broad authority to devise a system for implementing these provisions. Counties must submit plans to the state by January 9, 1998 on local implementation of CalWORKs, including abuse provisions. By January 1, 1999, the California Department of Social Services (CDSS) is to issue regulations on implementation of the Family Violence Option.

FAMILY VIOLENCE OPTION

Referrals and Waivers of Program Requirements for Abuse Victims

LAW: Identify abuse survivors, refer to supportive services, and waive any program requirements that would endanger or penalize abuse survivors

RECOMMENDATIONS:

- Accomplish identification through self-identification, not by routine screening
- Maintain a comprehensive and current referral list of various supportive services
- Include in waivable requirements: time limits, work requirements, residency requirement, family cap provisions, immigration status, child support cooperation, and prohibition on drug-felony convictions

Evidence of Abuse and Standards of Proof

LAW: Abuse survivors' own sworn statement, if credible, is sufficient

RECOMMENDATIONS:

- Evidence of abuse may be presented at any time
- Welfare agency will not contact the perpetrator of abuse to verify whether abuse occurred

Notice & Confidentiality

LAW: Counties must provide all applicants with a list of exemptions. Until CDSS Domestic Violence Task Force develops confidentiality protocols, counties shall design their own

RECOMMENDATIONS:

- Victims will be notified in an effective manner about waivers, referrals, limitations to confidentiality, and immigration options under the Violence Against Women Act
- Notification shall be in writing and orally in a language the applicant understands
- Information about victim or children shall be maintained in strict confidence and only used by welfare department for referral or to determine eligibility for waivers

ABUSE TRAINING

LAW: Counties must describe how they will provide domestic violence training

RECOMMENDATIONS:

- County to collaborate with local domestic violence experts to conduct training for welfare workers
- Trainings should cover: implications of CalWORKs for victims, how to implement CalWORKs to best meet the needs of abuse victims while minimizing the risks to them

TRANSITION TO LABOR FORCE - WELFARE TO WORK

LAW: Welfare-to-Work activities may include "Domestic Violence Services"

RECOMMENDATIONS:

- Tailor work and educational plans to meet the special needs of domestic violence survivors
- Participation in counseling, legal services and court appearances, and other domestic violence services can count towards meeting welfare-to-work requirements.

OTHER PLANNING REQUIREMENTS OF ASSEMBLY BILL 1542

Instructional and Job Training Plan (Education Code Section 10200)

Primary State Agency: Department of Education

The county superintendent of schools, local community college districts, local adult education school districts, and the directors of other job training programs must develop a plan that provides for instructional and job training services to CalWORKs participants. The plan includes: an estimated number of CalWORKs recipients expected to participate in education and training services; estimated number of classes available; an estimate of the increase in average daily attendance of recipients over the 1996-97 fiscal year; proposals for service expansion; an analysis of job demand and employment opportunities; an analysis of how the training programs will assist in securing employment; and a description of outreach efforts to identify job opportunities. The plan requires approval by the County Welfare Director and must be completed by March 31, 1998.

Curriculum Development for CalWORKs Recipients (Education Code Section 79202)

Primary State Agency: Chancellor's Office of the California Community Colleges

Prior to receiving additional funding for CalWORKs recipients, a community college must submit a Request for Application to the Chancellor. The Request for Application must include a curriculum development or redesign plan that includes evidence that the curriculum will prepare students for current or emerging jobs that are in demand. County welfare departments, employers, private industry councils, regional occupational programs, and adult education providers must participate in this plan process. There are no statutory timeframes for completing this process.

Job Creation Investment Fund (Government Code Section 15365.55)

Primary State Agency: Trade and Commerce Agency

Counties opting to apply for economic development funds for use in creating job opportunities must submit a local job creation plan to the Trade and Commerce Agency. Participants in the planning process include the county welfare department. The Trade and Commerce Agency will issue guidelines by November 1, 1997. The plan review and approval process should be completed by May 1998.

Child Care and Development (Education Code Sections 8499.3 and 8499.5)

Primary State Agency: Department of Education

The County Board of Supervisors and the County Superintendent of Schools are responsible for the creation of the Local Child Care Planning Council. The Local Planning Councils identify supply and demand needs for child care and develop policies related to child care. The resulting needs assessment will be submitted to the County Board of Supervisors and the County Superintendent of Schools for approval before the assessment is given to the Department of Education for review. The Local Planning Council must conduct an assessment of child care needs no less than once every five (5) years and conduct a periodic review of child care programs. Development and availability of child care services for CalWORKs participants will be impacted by this process. There are no statutory timeframes for completion of the initial needs assessment.

Comprehensive Youth Services Act (Welfare and Institutions Code Section 18222)

Primary State Agency: California Department of Social Services

Requires that any county receiving funds to expand services to at-risk or target youth establish a local planning council to advise the chief probation officer on the proposed expenditures of funds provided under the act. Child Protective Services is a mandated participant on the planning council.

ATTACHMENT D

Application for
AFDC - Medi-Cal - Food Stamps - General Relief

Fill in the answers to all questions. Print all answers in ink. Give any proof (such as bills receipts, and records) to support your answers.

(1) Briefly explain why you are requesting aid.	Case Name
	Case Number
	Worker

(2) Name of person applying, or caretaker relative of child(ren) for whom aid is wanted.							
Home Address (Number, Street)				Mailing Address (if different)			Home Phone ( )
City	State	Zip Code	How Long	City	State	Zip Code	Daytime Phone ( )

Provide the following information on each adult in the home, including yourself. You must list all adults in the home whether or not they want assistance.

A. Applicants name - (First, Middle, Last)				☐ U.S. Citizen ☐ American Indian ☐Non-Citizen Status:		COUNTY USE SECTION		
Relationship to applicant/caretaker relative		Birthdate		Social Security Number	Alien Number	☐AU	☐HH	☐Ident.
Sex ☐M ☐F	Pregnant ☐Yes ☐No	U.S.Veteran ☐Yes ☐No	Blind, Deaf, Disabled or unable to work? ☐Yes ☐No If "Yes", explain:			☐SS	☐Citiz.	☐SAVE
Type of aid requested ☐AFDC ☐Food Stamps ☐Medi-Cal ☐General Relief ☐None *Eats, buys food or fixes meals with you?* ☐Yes ☐No				Marital Status ☐Married ☐Never Married ☐Separated ☐Divorced ☐Common Law ☐Widowed		☐Cal Wk	☐FS	☐EDD
						☐CA 5		

B. Adults name - (First, Middle, Last)				☐ U.S. Citizen ☐ American Indian ☐Non-Citizen Status:				
Relationship to applicant/caretaker relative		Birthdate		Social Security Number	Alien Number	☐AU	☐HH	☐Ident.
Sex ☐M ☐F	Pregnant ☐Yes ☐No	U.S.Veteran ☐Yes ☐No	Blind, Deaf, Disabled or unable to work? ☐Yes ☐No If "Yes", explain:			☐SS	☐Citiz.	☐SAVE
Type of aid requested ☐AFDC ☐Food Stamps ☐Medi-Cal ☐General Relief ☐None *Eats, buys food or fixes meals with you?* ☐Yes ☐No				Marital Status ☐Married ☐Never Married ☐Separated ☐Divorced ☐Common Law ☐Widowed		☐Cal Wk	☐FS	☐EDD
						☐CA 5		

C. Adults name - (First, Middle, Last)				☐ U.S. Citizen ☐ American Indian ☐Non-Citizen Status:				
Relationship to applicant/caretaker relative		Birthdate		Social Security Number	Alien Number	☐AU	☐HH	☐Ident.
Sex ☐M ☐F	Pregnant ☐Yes ☐No	U.S.Veteran ☐Yes ☐No	Blind, Deaf, Disabled or unable to work? ☐Yes ☐No If "Yes", explain:			☐SS	☐Citiz.	☐SAVE
Type of aid requested ☐AFDC ☐Food Stamps ☐Medi-Cal ☐General Relief ☐None *Eats, buys food or fixes meals with you?* ☐Yes ☐No				Marital Status ☐Married ☐Never Married ☐Separated ☐Divorced ☐Common Law ☐Widowed		☐Cal Wk	☐FS	☐EDD
						☐CA 5		

D. Adults name - (First, Middle, Last)				☐ U.S. Citizen ☐ American Indian ☐Non-Citizen Status:				
Relationship to applicant/caretaker relative		Birthdate		Social Security Number	Alien Number	☐AU	☐HH	☐Ident.
Sex ☐M ☐F	Pregnant ☐Yes ☐No	U.S.Veteran ☐Yes ☐No	Blind, Deaf, Disabled or unable to work? ☐Yes ☐No If "Yes", explain:			☐SS	☐Citiz.	☐SAVE
Type of aid requested ☐AFDC ☐Food Stamps ☐Medi-Cal ☐General Relief ☐None *Eats, buys food or fixes meals with you?* ☐Yes ☐No				Marital Status ☐Married ☐Never Married ☐Separated ☐Divorced ☐Common Law ☐Widowed		☐Cal Wk	☐FS	☐EDD
						☐CA 5		

(4) Has anyone in the family ever had their aid stopped due to non-cooperation, work or training sanctions or due to an Intentional Program Violation? ☐Yes ☐No

Name	Why	When	What County/State

(5) Does anyone live in any of the following? ☐Yes ☐No

*Shelter, Center *Reservation for Native Americans *Board and Care Homes *Hospital or Nursing Home *Subsidized housing for the elderly *Drug/Alcohol rehabilitation center *Psychiatric Hospital/Mental Institution *Group Living arrangement for the disabled/child *Penal Institution/Correctional Facility

If "yes", complete below

Name	Name of Center, Shelter, Hospital, Etc.	Date Entered	Date expected to leave

(6) Does anyone, including children, have any of the following resources? ☐Yes ☐No

Include all resources owned, used controlled, shared or held jointly with any other person(s) (even for conveniences only).

	Yes	No		Yes	No
Cash or uncashed checks (on hand or elsewhere)	☐	☐	Income Tax Refund	☐	☐
Bank Accounts - Checking, Savings, or Trust Funds, Money Market or CD's etc.	☐	☐	Retirement Plans (IRA, Keogh, 401K, PERS, Deferred Compensation)	☐	☐
Stocks, Bonds, etc.	☐	☐	Real Estate, Land or Buildings	☐	☐
Oil, Mining, or Minerals Rights	☐	☐	Notes, Mortgages, Deeds, etc.	☐	☐
Burial Plans	☐	☐	Other (Explain)	☐	☐
Life Insurance or Annuity	☐	☐			

If "Yes", Complete Below

Type or Resource	Owner	Account/Policy No./Location	Name & Address of Bank, etc.	Current Value

(7) Does your family pay, receive free, or work for any of the following items? ☐Yes ☐No

	Amount Paid	Free	In Exchange for work
Rent, Mortgage or Housing expense			
Property Tax (if not in house payment)			
Homeowners Insurance (if not in house payment)			
Utilities			
Food			
Other			

(8) Is anyone age 16 or older enrolled in school, college, or a training program? ☐Yes ☐No

If "Yes", complete below:

A. Name	Age	Unit/Hours per week	Working ☐Yes ☐No
Name of School/College or training program		Expected date of Graduation	
B. Name	Age	Unit/Hours per week	Working ☐Yes ☐No
Name of School/College or training program		Expected date of Graduation	

(9) Is anyone, including children, working now or expecting to work within the next 2 months? ☐Yes ☐No

If "Yes", complete below:

A. Name	Self-Employed ☐Yes ☐No	Employer Name	Occupation
Days/Hours worked per month	Pay Dates	Wages before Deductions $	Tips or Commissions ☐No ☐Yes Amount $
B. Name	Self-Employed ☐Yes ☐No	Employer Name	Occupation
Days/Hours worked per month	Pay Dates	Wages before Deductions $	Tips or Commissions ☐No ☐Yes Amount $

COUNTY USE SECTION

☐Excess B & C amount $_____

☐Trust Funds/Not Court ordered
☐Court Petitioned Date_____

☐P.R.
☐Resource Verified:
Total Value $_____

☐Chart Value
☐Actual Value
☐SUA
☐Actual $_____

☐School Enrollment Verification

☐FS Eligible Student

☐Financial Aid
☐exempt
☐not exempt

☐Prior ☐Current
☐Future
☐Date last worked:
_____

UIB
☐Must Apply
☐Currently Receiving
☐Ineligible Reason:

☐Employer Statement

		COUNTY USE SECTION
(17) A. Did anyone have medical expenses in the last three months?	☐Yes ☐No	☐MC 210A
B. Does this person wish to apply for Medi-Cal coverage for those three months?	☐Yes ☐No	☐Who_____When____
(18) A. Is anyone currently covered by health/dental insurance or Medicare?	☐Yes ☐No	☐DHS 6155
B. Is health/dental insurance available through employment?	☐Yes ☐No	
C. Has your health/dental insurance stopped within the last 60 days?	☐Yes ☐No	

If "Yes", complete below:

Person Covered	Insurance Company	Expiration Date	Premium Amount	How Often

(19) Does anyone have medical costs or a medical situation such as a special diet or excess medical expenses? If "Yes", explain: ☐Yes ☐No	☐DFA 285C ☐Special Need $_____

CERTIFICATION

I understand I will get disqualification and/or welfare fraud penalties if on purpose I give wrong facts or fail to report all facts or situations that affect my eligibility or benefits for cash aid, food stamps, and Medi-Cal.

I declare under penalty of perjury under the laws of the United States of America and the State of California that the information in this application is true, correct, and complete.

Signature of Applicant/Recipient			Date
Signature (other parent living in the home, if applying for cash aid)	Date	Signature of witness to mark, interpreter or person acting for applicant.	Date

COUNTY USE ONLY

Eligibility Worker's Signature	Date
Supervisor's Signature	Date

REGULATIONS MET?							
	Yes	No	N/A		Yes	No	N/A
Residency/Relocation				Income - Gross and net income			
Deprivation				Work Registration/FS ABAWDs			
Age Requirement				Sponsored Alien			
Citizen/Eligible non-citizen				School Enrollment			
SSN				Pregnancy verified/WIC referral			
Aged/Disabled				MAP Exemption (reason)			
Identification				DFA 285-C If "No", Why:			
Property - $				Federal participation established			
Referred for Health Care Options (HCO) presentation (Managed Care)				If "no", explain:			

☐ INELIGIBLE (Reason)		☐ Redetermination
☐ ELIGIBLE (Reason)		
HH Comp:	AU Size:	
Eligibility Conditions Met (date):	Effective Date:	Authorization Date:

ATTACHMENT E

County Plan Budget
1997/98 State Fiscal Year

Section 2

Note: The following categories are for information purposes only and are not an indicator of specific claiming categories

	Total	TANF/State General Fund	CCDBG	Title XIX	County Funds *	Other **
TOTAL CalWORKs Admin & Services Items (A) thru (D)	6,672,658	5,858,878		47,880	765,900	
(A) TOTAL CalWORKs Single Allocation Items (1) thru (7)	5,775,778	5,033,818			741,960	
(1) Benefit Administration	2,608,640	2,325,434			283,206	
(2) Program Integrity (Fraud)	179,254	152,366			26,888	
(3) Staff Development/Retraining	95,795	81,818			13,977	
(4) Welfare-to-Work Activities	2,337,331	2,029,231			358,100	
(5) Cal Learn	165,371	159,583			5,788	
(6) Child Care - 1st half of 1997/98	339,387	285,386			54,001	
(7) Other Activities ***						
(B) Child Care - 2nd half of 1997/98	719,725	719,725				
(C) Mental Health Treatment	95,760	47,880		47,880*		
(D) Substance Abuse Treatment	81,395	57,455			23,940	

*Matching funds from Mental Health per CFL 97/98-16

* 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.

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

County Plan Budget
1997/98 State Fiscal Year

Section 1

	Total	FCS	State General Fund	County Funds *	Other **
Food Stamp Administration (For County MOE Purposes)	2,934,612	1,467,306	1,027,114	440,192	

* 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.