



Solano County Health and Social Services Department

Mental Health Services
Public Health Services

Adult and Child Services
Substance Abuse Services

Eligibility and Employment Services
Public Guardian/Conservator

Donald R. Rowe, Director

February 5, 1998

To: Glen Brooks, Regional Advisor, CDSS

From: Donald R. Rowe, Director, Solano County Health and Social Services 

Subject: CalWORKs GRIEVANCE PROCEDURE

It is the intention of Solano County Health and Social Services to use our GAIN Grievance Procedure for our CalWORKs program until a more updated procedure can be developed.

cc: John Ritter
Vicki Sparks
Daryl Taramasso
Sheri Toy

FORMAL GRIEVANCE PROCEDURE

According to GAIN regulations, when a GAIN participant feels that some participation requirement or assignment is contradictory to program goals, regulations, or the participant contract, they may file for a formal grievance or a state hearing. The formal grievance procedure used by the county welfare department is to be either the procedure in Section 5302 of the Unemployment Insurance Code or the procedure adopted by the county board of supervisors and included in the county's GAIN plan.

During the initial Orientation/Appraisal/Basic Contract session, the registrant will be informed of both the formal grievance and the state hearing procedures. The participant contract clearly explains which procedures are available to resolve problems in different circumstances.

The formal grievance procedure outlined in this section is the one that will be available to GAIN participants in Solano County. Essentially the same as the hearing process for General Assistance and County Medical Services Program, the issue(s) in question would be heard by an impartial hearing officer hired by Solano County Counsel's office. GAIN regulations specify that a participant may use the state hearing procedure, outlined in MPP Division 22, to appeal the outcome of a formal grievance. However, the participant is not permitted to use the formal grievance procedure to appeal either the outcome of a state hearing or the requirement to sign the Basic Contract.

For clarity, the GAIN conciliation and appeals process has been summarized and is depicted by the flowchart on the next page.

FORMAL GRIEVANCE PROCEDURE

Guidelines

1. A formal grievance is available to any participant in GAIN whenever he/she believes that any program requirement or assignment is in violation of the contract or is inconsistent with the program.
2. Any request for a formal grievance must be made in writing within 30 days of the contract or component assignment being grieved. The department will assist the applicant/recipient in filing their request for a formal grievance.
3. The person who conducts the hearing shall be an independent impartial hearing officer.
4. The participant may be assisted in the grievance process by a representative of their choice (attorney or other representative).
5. For the record, an employee of the department shall prepare and present to the hearing officer a "Position Statement" setting forth the county's position on the issue to be heard. Relevant state and federal regulations and policy directives shall be noted on the position statement and be presented at the hearing. A copy of such "Position Statement" shall be available to the participant or his/her authorized representative five (5) days before the hearing commences.

Hearing Process

1. General Rules
 - a. The hearing shall be conducted in an impartial manner and the participant shall have a fair opportunity to present his/her case.
 - b. Money-management or sanctions will not be applied to participants who continue to participate and meet GAIN program requirements during the Formal Grievance process.

procedures and the evidence produced at the hearing and said decision shall specifically state the findings of fact and the pertinent regulations upon which it is based. The decision shall be rendered within 30 calendar days of the conclusion of the hearing, the decision shall be mailed to the participant and a copy of the decision shall be mailed to the authorized representatives, if any.

- b. If the participant is dissatisfied with the decision, he/she may appeal through the State Hearing Procedure--Reference Operation Manual 22 Section.

ORIGINAL

Attachment 1

SOLANO COUNTY

CalWORKs Plan

DECEMBER 2, 1997

Prepared by:

Solano County Health & Social Services
Donald R. Rowe, Director

This plan is submitted pursuant to Section 10531 of the Welfare and Institutions Code
required by The Welfare to Work Act of 1997, AB 1542.

EXECUTIVE SUMMARY SOLANO COUNTY

It is the intention of Solano County to empower its CalWORKs recipients and assist them in gaining the tools and knowledge to become self reliant, allowing them to move from welfare to work. In addition, it is our intent to influence the lives of the children of CalWORKs recipients in a similar fashion, so they can ultimately contribute to the well-being of their families and the community as a whole.

To that end, Solano County, within the structure of AB 1542, the California Work Opportunity and Responsibility to Kids Act (CalWORKs), has set the following goals and objectives:

Assist CalWORKs recipients in the transition from welfare to work.

Provide adequate and quality child care for both CalWORKs families and those working low income families in the county.

Provide counseling and treatment for those recipients with mental health, substance abuse, or domestic violence issues through an integrated system of care.

Create a partnership with business, community based organizations, non-profit organizations, schools, and other agencies to develop economic opportunity strategies in Solano County for the overall betterment of the entire population.

Streamline and simplify the application process, minimizing points of contact.

In order to accomplish the above, Solano County has entered into a collaboration with the community. This collaboration includes members of the faith community, area schools, business, non-profit organizations, community based organizations, and other government agencies. Major program elements which will make this plan work include:

Co-location of Child Care Resource and Referral Agency personnel, Employment Development Department, and District Attorney-Family Support personnel at the two major office complexes in the county (Vallejo and Fairfield), so CalWORKs recipients can be afforded immediate access to child care, job search, and child support enforcement and collection resources.

Close cooperation with the Mental Health/Substance Abuse Divisions within Solano County Health and Social Services to provide services to CalWORKs recipients through an integrated system of care.

The CalWORKs plan offers Solano County an opportunity to provide integrated services, as is the goal of our 1997 legislation, AB 866.

(a) COLLABORATION WITH PUBLIC AND PRIVATE AGENCIES TO PROVIDE TRAINING AND SUPPORTIVE SERVICES

Solano County Health and Social Services has developed a close association with the local Private Industry Council (PIC), Adult Schools, Office of Education, Regional Occupational Program (ROP), Solano Community College, Employment Development Department (EDD), Solano Economic Development Corporation (SEDCORP), and a consortium of private industry and Community Based Organizations (CBO's) to address training and support services within the county.

Through the Private Industry Council, CalWORKs recipients will be given the opportunity to train and be educated for jobs. Based on current funding and anticipated federal monies, PIC will provide clients the training necessary to move into unsubsidized employment. In October, PIC and Solano County's two EDD offices merged into one entity providing a "one stop" for both welfare clients and others in the county to obtain needed services at two locations instead of four. The Adult Schools, Office of Education, and Solano Community College are proceeding with plans to enhance current curriculum to address the "work first" model and gear educational opportunities to jobs that are needed in the county.

Does your county have a Refugee Employment Services Plan?

YES NO

If so, please certify that welfare-to-work activities will be coordinated with the County Refugee Services Plan.

(b) PARTNERSHIPS WITH THE PRIVATE SECTOR TO IDENTIFY JOBS

To facilitate CalWORKs recipients in their move from welfare to work, Solano County has identified occupations with job growth projected over the next five years. Working with the PIC and EDD, we have been able to identify job titles and relevant demographic information to provide a picture of how Solano County job growth will occur. In addition, Solano County contracted with A.T. Kearney, Communications Sciences Group, and the University of California, San Francisco to conduct surveys of recipient populations to determine education levels, job skills, and ability. Data from these studies have provided a clearer picture of the recipient population in the county. In addition, A.T. Kearney compared client descriptive data with job market information to assist Solano in deciding what types of education and/or on-the-job training would best serve the county to enable CalWORKs recipients to find work.

Last year, the Solano County Welfare Reform Steering Committee was formed as an outcome of the Bay Area Healthy Partnership collaboration. The Welfare Reform Steering Committee is made up of members from the following organizations/businesses:

- Children's Network
- Church of the Ascension
- Community Action Council
- Employment Development Department
- Episcopal Community Services
- Fairfield-Suisun Adult School
- Federation of Latin American Descendants
- Grace Episcopal Church
- Kaiser Permanente
- Napa/Solano Human Services Leadership Council
- Napa/Solano United Way
- North Vallejo Community Resource Center
- Partnership HealthPlan of California
- Private Industry Council
- SEIU Local 535
- Solano Community College
- Solano County Administrator's Office
- Solano County Coalition for Better Health Care
- Solano County Health & Social Services
- Solano County Office of Education
- Solano County Superintendent of Schools
- Solano Economic Development Corporation
- Solano Transportation Authority
- Vallejo Unified School District

The Welfare Reform Steering Committee formed several sub-committees to assist in implementing welfare reform in Solano County. One of these, the Work Force sub-committee has been working on work force development issues and compiling job specific information for Solano County.

(c) LOCAL LABOR MARKET NEEDS

Solano County Health and Social Services, the Private Industry Council (PIC), and the Employment Development Department will identify local labor market needs by utilizing the following:

- to foster close cooperation with the Solano County Office of Education and the Job Club staff to coordinate those activities with local labor market indicators.
- we will conduct telephone surveys of local businesses to determine local job needs and openings for our recipients.
- utilize our Community Services Coordinator and staff to canvass the local businesses for job needs, education levels, etc.
- utilize information obtained from the Community Employment Task Force (CET), which is our county-wide network of job developers, to assist job seekers.

Through the efforts of the PIC, Solano County has already taken steps to address the issue of labor market needs, prior to the implementation of CalWORKs. Utilizing client data compiled by A.T. Kearney, the University of California (San Francisco), and Communications Sciences Group, in addition to their own surveys of local businesses, PIC has profiled potential job growth and other relevant indicators in Solano County. Their report, "An Assessment of the Labor Market Demand for Entry-Level Job Seekers from the Welfare Recipient Labor Pool", takes into account job growth that is needed over the next two year period to absorb the first influx of CalWORKs recipients in the job market, as well as the job/education skills that will be required to enter the work force. By utilizing data from EDD, PIC also provided projected labor market/educational needs through 2001.

(d) WELFARE-TO-WORK ACTIVITIES

The following indicated activities will be provided as allowable welfare-to-work activities in Solano County.

- | | | | |
|-------------------------------------|--|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Unsubsidized employment | <input checked="" type="checkbox"/> | Work study |
| <input type="checkbox"/> | Subsidized private sector employment | <input checked="" type="checkbox"/> | Self-employment |
| <input type="checkbox"/> | Subsidized public sector employment | <input checked="" type="checkbox"/> | Community service |
| <input checked="" type="checkbox"/> | Work experience | <input checked="" type="checkbox"/> | Job search & job readiness assistance |
| <input checked="" type="checkbox"/> | On-the-job training | <input checked="" type="checkbox"/> | Job skills training directly related to employment |
| <input type="checkbox"/> | Grant-based on-the-job training | <input checked="" type="checkbox"/> | Supported work |
| <input checked="" type="checkbox"/> | Vocational education and training | <input checked="" type="checkbox"/> | Transitional employment |
| <input checked="" type="checkbox"/> | Education directly related to employment | <input checked="" type="checkbox"/> | Other (list) |
| <input checked="" type="checkbox"/> | Adult basic education (includes basic education, GED, and ESL) | | Job Retention/ Progression Services |

Solano County does not intend to provide as allowable welfare-to-work activities the following:

Subsidized private sector employment

Subsidized public sector employment

Grant-based on-the-job training

(e) SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT SERVICES

Plan for Substance Abuse (& Mental Health) Services -

In order to best serve CalWORKs clients, the Solano County Department of Health and Social Services will provide an array of employment focused treatment and rehabilitative services, utilizing both current department resources and collaboration with other agencies, while maximizing Title XIX funds. This program will be delivered to CalWORKs clients in concurrence with employment related services with the goal of assisting clients to successfully complete their employment plan. The philosophy of this program will be to promote employment outcomes by utilizing a client assistance approach characterized by providing immediate, early and long term intervention designed to ameliorate barriers related to a complexity of psycho-social issues. Every attempt will be made to deliver a range of appropriate services to CalWORKs clients within the confines of the CalWORKs program. CalWORKs clients will be encouraged to remain involved with program services when they become employed to ensure job retention. Linkages to more intensive Mental Health, Substance Abuse, and community based services will be formed after services with CalWORKs have proven to be insufficient to meet the needs of program participants. Because Solano County Health and Social Services is an integrated agency, this array of Mental Health, Substance Abuse, and Eligibility/Employment Services (CalWORKs) staff will be designated as the CalWORKs Behavioral Health Employment Program. Services will be provided through two programs: "Vocational Development Group" and CalWORKs Behavioral Health Employment Specialty Services, both of which are discussed below. Client oversight and case management will be the joint responsibility of CalWORKs and Behavioral Health staff, and will be coordinated through the "Behavioral Health Employment Consultation Group", also discussed below.

Behavioral Health Employment Consultation Group

The Behavioral Health Employment (BHE) Consultation Group will provide a multi-disciplinary forum for tracking and case consultation. Eligibility/Employment Services staff who identify CalWORKs clients as needing additional support and/or assessment will have the opportunity to present their client case plan at this multi-disciplinary meeting. The review process will focus on identifying specific barriers and problems, analysis, and solutions. CalWORKs clients needing further assistance will be referred to an array of employee assistance services as outlined below. In most instances CalWORKs clients will be referred to the Vocational Development Group (see below) as the initial point of entry for further work first assessment and support services.

Vocational Development Group

The Vocational Development Group (VDG) is designed to explore a variety of psycho-social issues, stressors, and problems which might be barriers to employment (depression, anxiety, substance abuse, domestic violence, medical and lack of support). This is an on-going open ended group with easy entrance and exit that will provide a combination of education, guided discussion, and support. The group will last approximately two hours and serve a maximum of 12-15 clients per group. These groups will be provided at a variety of locations within the county. The VDG will be a gateway to other more specific psycho-social treatment services provided within the context of the CalWORKs Employee Assistance Program.

CalWORKs Behavioral Health Employment Program Specialty Services

These groups are designed to focus on specific client needs based on targeted areas that have proven to be particularly troublesome or difficult for clients endeavoring to succeed in employment. These specialty services will be accessed by referral from the VDG, or CalWORKs Consultation Group. In addition, individual psycho-social assessments will be provided as needed by CalWORKs BHE staff in order to clarify specific clinical needs and/or concerns. Individualized assessments most often will be provided after CalWORKs clients have participated in other group activities and continue to demonstrate significant barriers to employment progress.

Specialty services could include the following:

Substance Abuse Groups: Pre-treatment, Early Recovery, Dual Diagnosis, Co-dependency, and Relapse Prevention.

Mental Health Treatment Groups: Depression/Anxiety, Domestic Violence Abatement, Anger Management.

Individualized Clinical Assessment: Psycho-social Assessment, Referral for Specialty CalWORKs Services, Referral to Acute Services, Referral to Community Based Treatment Services, Referral to Medical Services.

Staffing: Program Coordinator, Substance Abuse Therapist, Mental Health Clinician, Clerical Support/Data Entry (1/2 time), and Contracted Community Based Services.

Solano County Health and Social Services certifies that the county's substance abuse treatment services will include at least the following: evaluation, case management, substance abuse treatment, and employment counseling, and the provision of community service jobs.

Plan for Mental Health Services

Mental Health services are included in the above Substance Abuse plan. Services for both substance abuse and mental health needs will be addressed through a behavioral health model. Specific types of intensive services will be provided based on client need.

Solano County Health and Social Services certifies that the county will provide at least the following services: assessment, case management, treatment and rehabilitation services, identification of substance abuse problems, and a process for identifying individuals with severe mental disabilities.

(f) MENTAL HEALTH SERVICES AVAILABLE AFTER TIME LIMITS

Solano County will provide mental health services to those recipients who have exceeded the 18 and 24 month time limits through the Managed Care Medi-Cal Program. The Solano County Department of Health and Social Services Mental Health Division and the Partnership HealthPlan of California will be the primary providers of such services.

(g) CHILD CARE AND TRANSPORTATION SERVICES

Child Care

The current Alternate Payment Provider (APP) in Solano County is Solano Family and Children's Services (SFCS). Solano County intends to contract with SFCS to provide Stage 1 Child Care, as outlined in AB 1542. In addition, SFCS will act as the County's sole APP for Stage 2 Child Care payments as well as Stage 3 Child Care. By having SFCS act as our sole APP, Solano County intends to provide to its CalWORKs recipients a seamless, less cumbersome child care payment system. During Stage 1, when a recipient first finds employment, they will not have to pay up-front child care costs, since SFCS will make that payment for them. CalWORKs staff will not need to enter budget codes to reimburse clients two months after the fact, for child care payments. Staff will be able to concentrate more on employment and retention services for their clients.

As Solano County's Resource and Referral Agency, SFCS will be co-located in the two main offices, Vallejo and Fairfield, to facilitate clients' referrals to child care in an expeditious and effective manner. This movement will take place in December 1997, so that SFCS staff will be available when CalWORKs commences in January 1998.

The following criteria will be used to determine when the parents, who have primary responsibility for providing care to a child six months of age or younger, may be exempt from welfare-to-work participation:

- a. A medical condition of a parent or dependent, as confirmed by a physician/doctor, which would preclude the parent's participation in welfare-to-work activities.
- b. Transportation necessary for the parent to travel to work or to the child care provider is not available.
- c. Child care is not available during the parent's scheduled welfare-to-work activities.
- d. The parent's education/training levels, previous employment history and/or local labor market conditions indicate that employment is unlikely.

Transportation

Solano County will provide transportation assistance to CalWORKs recipients during their Welfare-to-Work activities through the form of either bus passes or reimbursement payments. In addition, a committee of current and former recipients have volunteered to address the transportation problem in Solano County and offer recommendations. Solano County Health and Social Services is working with the local transportation authority to develop additional solutions. To address short term/temporary transportation issues, we are exploring the use of high mileage county cars as loaners/rentals for CalWORKs clients and the possibility of utilizing van pools.

(h) COMMUNITY SERVICE PLAN

Solano County will provide community service activities to assist participants in the transition from welfare to work. The objective of these activities will be to provide participants with a process to develop personal work habits and learn job skills that can lead to unsubsidized employment.

Solano County will proceed with the philosophy that welfare-to-work is a community responsibility and that assisting participants to move to work will benefit the community as a whole. To this extent, we propose to have a Community Services Coordinator who will monitor participant progress, develop additional activities, and promote goodwill between participating community entities. The Community Services Coordinator will be assisted by a staff to track data elements and contract compliance.

The Community Service Activity will be provided as a work activity in the individual Welfare-to-Work Plan. Concurrent participation in additional work activities will be encouraged and/or required. The goal will be to develop a well-structured job readiness environment including job placement services and on-the-job support to assist the individual toward self-sufficiency.

Solano County will expand its efforts to collaborate with the service provider community to develop community service activities and will consider developing agreements with private/public agencies to provide training, support and follow-up. Goodwill, Pride Industries, the Private Industry Council, the Volunteer Center of Solano County, federal, state and local governments, local schools, non-profit organizations, business and service groups, and child care networks are entities with whom Solano County will consider for community service activity involvement.

Solano County, in cooperation with other non-profit agencies, will also provide community service activities for those who are employed but are working less than the required hours of participation. These activities will be arranged, monitored, and coordinated by the Community Services Coordinator within the Health and Social Services Department utilizing existing work experience sites. Additional activities will be developed as needed. Community service activities for this group will be provided to the extent that the activity will enhance employability and/or job progression for the individual. Participants will not be excluded from participation in other Allowable Work Activities if community service is not currently available for the participant.

Supportive Services will be provided to participants in Community Services. The services will consist of child care and transportation expenses while the participant is satisfactorily participating in a community service activity. Also, Solano County will provide behavioral health services for community service participants through the Solano County CalWORKs Behavioral Health Employment Program.

As the Community Service plan develops further, it will be submitted as an addendum to Solano County's CalWORKs Plan.

(i) WORKING WITH VICTIMS OF DOMESTIC VIOLENCE

Solano County has been requesting that AFDC applicants complete a Domestic Violence Questionnaire at the time of application for benefits. This questionnaire allows us to determine:

1. Number of Domestic Violence victims.
2. Time frame when domestic violence occurred.
3. Any follow-up services that might be needed.

At the present time, Solano County intends to use those protocols already in use by our GAIN Program until mandated State protocols are available, sometime in mid 1998. In addition, we are working with the Solano Women's Crisis Center to help refer clients to appropriate services. We intend to provide training to staff on domestic violence issues. The Solano Women's Crisis Center (SWCC) has been Solano's source of support, shelter, counseling, and advocacy for victims of domestic violence since 1978. The staff at the SWCC have been involved in the planning for CalWORKs and plan to assist the county staff in the following areas:

- Provide basic training in domestic violence to county staff in eligibility services, job club services, and others as identified. Training will include: Dynamics of abuse, relationships between domestic violence and welfare, cultural issues and domestic violence, identification of domestic violence, intervention with a participant, legal issues and appropriate referrals.
- Develop with county staff protocols for referral, treatment, ongoing support for women with a history or in a current situation of domestic violence.
- Assist county staff to understand issues of workplace violence prevention
- Assist county staff to develop appropriate support measures for victims of domestic violence who are entering or re-entering the workforce.
- Assist to develop reciprocal relationships with other county staff and domestic violence service providers to assist clients who need to work or relocate out-of-town.
- With County staff, identify gaps in services and capacity needs as CalWORKs implementation identifies additional clients needing services.

(j) PERFORMANCE OUTCOMES TO MEET LOCALLY ESTABLISHED OBJECTIVES

To assess the effectiveness of the CalWORKs program, Solano County intends to monitor the following performance outcomes:

- a. Employment placement rate of CalWORKs recipients.
- b. Job retention rates, including pay range/scale and other relevant demographic information of CalWORKs recipients.
- c. Number of CalWORKs cases discontinued due to increased earnings.
- d. Number of CalWORKs cases which discontinue, but reapply for benefits within one year.
- e. Number of CalWORKs clients receiving behavioral health services in relationship to the amount of funds available.

It is the intention of the County to utilize our GAIN Information System (GIS) data base, as well as our Case Data System (CDS) data base to monitor and measure the above outcomes. CalWORKs staff will have access to both systems. Additionally, an ACCESS data base will be utilized to compile data to substantiate any conclusions developed regarding performance outcomes.

Once the Statewide Automated Welfare System (SAWS) is instituted in Solano County, performance outcomes will be compiled within that data base. The CDS Consortium of counties, of which Solano is one, has adopted CalWIN (CalWORKs Information Network) as its title for SAWS.

(k) PUBLIC INPUT TO THE COUNTY PLAN

The mandate to seek "broad community input" into the county plan was implemented in Solano with the following strategy: we actively involved non profit service providers, political leaders, community residents, and recipients of service.

Non-profit Service Providers

In order to engage the community of service providers in the development of the county plan, we used an existing group, the Solano Coalition for Better Health (SCBH) and the Community Services Task Force (CSTF). We organized a joint meeting of these two bodies and held a two hour presentation/discussion in October, 1997. Many of the members of the CSTF and the SCBH continued as members of work groups of the Solano County Welfare Reform Steering Committee.

Political and Business Leaders

Information and discussion sessions were held with the following groups of business and political leaders; the Solano County Board of Supervisors, the Solano Economic Development Corporation, the Solano Coalition for Better Health and the Solano Community College Board.

Community Residents

Solano planned and accomplished three public hearings, or community discussions, on the topic of welfare reform. These were held in October and November 1997 in neighborhoods known for high density AFDC populations. The sites were either neighborhood centers or elementary schools and discussions were held in English, Spanish, and Vietnamese, depending on the needs of the particular neighborhoods.

Aid Recipients

We recruited a diverse group of AFDC recipients; some working some not, some on aid for many years, some recent enrollees. Eleven recipients were selected and signed consultant agreement contracts to meet for six weeks. The group named itself Community Advocates Leaders (CAL), established and accomplished four objectives:

1. Learn about CalWORKs.
2. Teach about CalWORKs
3. Provide recipient's perspective into CalWORKs planning.
4. Assist with the Public Hearings

This group will continue through at the least the first six months of CalWORKs implementation in order to provide feedback to Solano County.

Solano County Budget Plan 1997/98 State Fiscal Year

Section 1

	Total	FCS	State General Fund	County Funds *	Other **
Food Stamp Administration (For County MOE Purposes) ***	\$5,512,871	\$2,764,379	\$2,005,654	\$742,838	N/A

* 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.

*** Includes Cost Allocation Plan changes, effective 9/97, which accomplishes PAFS shift for State and County, as well as federal. Does not include proposed changes to distribute "common activities" cost to NAFS (and MC) from AFDC Intake.

Solano County Plan Budget 1997/98 State Fiscal Year

Section 2

	Total	TANF/State General Fund	CCDBG	Title XIX	County Funds	Other
Total CalWORKs Admin & Services (A) thru (D)	\$14,981,865					
(A) Total CalWORKs Single Allocation Items (1) thru (7)	12,928,144	11,296,441	581,465	0	1,050,238 *	
(1) Benefits Administration	7,553,480	6,939,736			613,608	
(2) Program Integrity (Fraud)	523,480	480,954			42,526	
(3) Staff Development/Retraining	678,187	623,094			55,093	
(4) Welfare-to-Work Activities	2,970,401	2,729,096			241,305	
(5) Cal Learn	467,230	429,274			37,956	
(6) Child Care--1st half of 97/98	632,878	0	581,465		51,413	
(7) Other Activities ***	102,624	94,287			8,337	
(B) Child Care--2nd half of 97/98	1,512,621	1,512,621			0	
(C) Mental Health Treatment	330,672	165,336		165,336		**
(D) Substance Abuse Treatment	210,428	105,214		105,214		**

MOE (estimated) \$1,793,076

Total from above of MOE County Costs \$1,793,076

* County MOE distributed to all components proportionately since county shares are no longer relevant (per CFL 97/98-29).

** Assuming that all costs will be eligible for Title XIX funding. Per CFL 97/98-29, some of these revenues will go directly to the County Mental Health and Substance Abuse Departments.

Solano County Plan Budget 1997/98 State Fiscal Year

Section 2, Continued

Other Activities	
Diversion for last half FY 97/98	\$36,000
MH Coordinator for last half FY 97/98	66,624
Total	102,624
Benefits Administration	
Normal Cost of AFDC Eligibility Determination	7,036,992
PC for each CalWORKs EW (137 @ \$2,261)	309,757
Articulated keyboards (137 @ \$100)	13,700
Network Printers (23 @ 1,865)	42,895
Data Cabling	150,000
Total	7,553,344
Welfare-to-Work	
Normal cost of GAIN Program (w/o child care)	2,288,482
Increase Solano Office of Education Contract for Job Club	681,919
Total	2,970,401

(m) ASSISTING FAMILIES TRANSITIONING OFF AID

Solano County plans to assist families who transition off of aid due to time limits by continuing to work with parents regarding on going education and/or training. Additionally, families will be given referrals to available community services and agencies.

We will provide those families who leave aid due to employment with retention and progression services for up to one year. These services may include skills-building workshops and counseling. Additionally, families will be given referrals to available community services and agencies.

(n) JOB CREATION

The Job Creation Plan outlined in Chapter 1.12 (commencing with Section 15365.50) of Part 6.7 of Division 3 of Title 2 of the Government Code emphasizes funding local job creation initiatives, strategic economic planning, development of education and training curricula, and a myriad of other issues which will impact local economic growth. A total of \$66,000 is available to Solano for job creation. Solano County has entered into a partnership with the local Private Industry Council (PIC) and the Solano Economic Development Corporation (SEDCORP) to plan an overall economic strategy for the county. The development of small business opportunities and the other aspects of this section are a long term endeavor which Solano County is just beginning to address. The following does apply however to how Solano County sees the Job Creation Plan being implemented.

The County Board of Supervisors will designate those individuals and entities that will comprise the Job Creation Planning Committee. It will be the Job Creation Planning Committee's task to prepare the grant request and County Board Resolution for submission to the State Trade and Commerce Agency.

(p) COMPLIANCE WITH REQUIREMENTS OF CalWORKs

Solano County does not intend to exercise the option to require adults in single-parent assistance units to participate up to 32 hours per week in welfare-to-work activities prior to July 1, 1999. However, we intend to require adults in single-parent families to enroll in a minimum of 26 hours per week beginning with the implementation of CalWORKs.

(q) INTERACTION WITH AMERICAN INDIAN TRIBES

Solano County does not have any federally recognized American Indian Tribes within the county; therefore, this section is left intentionally blank.

CERTIFICATION

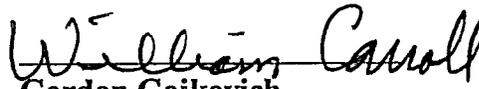
THIS PLAN HAS BEEN DEVELOPED IN ACCORDANCE WITH THE APPROPRIATE FEDERAL, STATE AND COUNTY LAWS AND REGULATIONS. THE TERMS OF THIS PLAN, INCLUDING ALL CERTIFICATIONS WITHIN THIS PLAN, AND ALL APPLICABLE LAWS AND REGULATIONS WILL BE FOLLOWED DURING THE IMPLEMENTATION AND EXECUTION OF THIS PLAN.

County Welfare Department Director's
Signature


Donald R. Rowe 12-3-97

Chairperson of the Board of Supervisors
Signature

By: WILLIAM J. CARROLL, Vice Chairman


Gordon Gojkovich