

**El Dorado County CalWORKs Plan
WtW Grant Activities
Addendum B
6/5/99**

The following has been added to the El Dorado County CalWORKs plan as last amended on 1/28/98. When the plan is reprinted, this addendum will be incorporated into the plan starting on page 11 as subsection D under:

SECTION (a)

COLLABORATION WITH PUBLIC AND PRIVATE AGENCIES TO PROVIDE TRAINING AND SUPPORTIVE SERVICES”.

D. WtW ACTIVITIES

The El Dorado County Department of Social Services (DSS) is actively working to ensure that appropriate referrals to local Welfare-to-Work (WtW) programs are being made. The two WtW programs that serve El Dorado County are the Formula Grant program operated by Golden Sierra Job Training Agency (GSJTA) and the JOB ONE ADVOCACY PROGRAM¹.

Although both operate under WtW guidelines, the services provided by the JOB ONE ADVOCACY PROGRAM and those provided under GSJTA’s WtW program are quite different. While GSJTA’s WtW program places heavy emphasis on work activities and skills development, the JOB ONE ADVOCACY PROGRAM is designed to assist participants in resolving barriers to employment, including barriers that might prevent them from participating in work activities or skills development.

In order to administer the JOB ONE ADVOCACY PROGRAM and to ensure that all eligible participants have the opportunity to participate in WtW, DSS has formed the WtW Unit, consisting of three Social Workers and one Employment and Training Supervisor. This unit is responsible for providing case management for the JOB ONE ADVOCACY PROGRAM and for coordinating all referrals to GSJTA for participation in their WtW program.

WtW referrals typically come directly from CalWORKs staff, all of whom have received training on WtW eligibility and on the services that are offered by each WtW program. As our goal is to encourage as many WtW referrals as possible, CalWORKs staff are not asked to document eligibility criteria prior to making WtW referrals. Rather, documentation of eligibility is assigned to the WtW Unit, as they are the DSS experts in WtW.

When a referral is received in the WtW Unit, it is reviewed for appropriateness and an eligibility determination is made. Based upon this determination, WtW staff take steps to enroll the participant in the JOB ONE ADVOCACY PROGRAM, refer the participant to GSJTA for enrollment in their WtW program, or both. Under the terms of an MOU that has been established between the two agencies, referrals to GSJTA include verification that the participant is receiving CalWORKs benefits along with copies of essential documents from the CalWORKs case file. GSJTA has agreed to accept this documentation at face value for the purpose of eliminating duplication and facilitating the enrollment process.

In addition to screening all WtW referrals for accuracy and appropriateness the WtW Unit actively works directly with CalWORKs case managers to identify and recruit participants that may benefit from either the JOB ONE ADVOCACY PROGRAM or GSJTA's WtW program. WtW staff also work directly with GSJTA's WtW case managers to triage cases and ensure that the JOB ONE ADVOCACY PROGRAM is available to all participants that can benefit from the advocacy services.

In order to ensure that staff from each of the two WtW programs work in coordination with each other, WtW Unit Staff are co-located with GSJTA's WtW staff at our local One-Stop. Regular meetings between DSS and GSJTA staff are held to triage cases and to identify and correct any problem areas in the administration of the two programs. CalWORKs staff are included in these meetings so as to avoid duplication of services between CalWORKs, the JOB ONE ADVOCACY PROGRAM and GSJTA's WtW program.

Finally it is the policy and practice of the El Dorado County Department of Social Services to ensure that we successfully collaborate with all human services agencies that serve the citizens of El Dorado County. As such, we make every effort possible to respond quickly whenever concerns or new ideas arise in regard to these collaborations.

¹The JOB ONE ADVOCACY PROGRAM is funded through a Governor's 15% WtW grant awarded directly to DSS. The grant sunsets on September 30, 2000.