

# **IMPERIAL COUNTY CALWORKS COMMUNITY SERVICE PLAN ADDENDUM 9/1/00**

Imperial County is amending its CalWORKs plan as required by California Department of Social Services All-County letter Number 00-51 and in accordance with Assembly Bill (AB) 1542. According to AB 1542, counties are mandated to provide Community Service for CalWORKs recipients who have completed 18 to 24 months of Welfare to Work services and have not obtained unsubsidized employment sufficient to meet the minimum required hours of participation as appropriate. Placement activities must fill an unmet need in the community, benefit the participant, and provide training and transferable skills that will assist the participant in obtaining unsubsidized employment.

## **AGENCIES INVOLVED IN THE PLANNING**

The Community Service Plan was developed by Imperial County Department of Social Services in conjunction with Imperial Valley Regional Occupation Program (IVROP) and the Adult Basic Education Partnership and final approval by the Imperial County Board of Supervisors.

## **COMMUNITY NEEDS TO BE MET**

Community Service activities are to be performed in public and private non-profit agencies. Community service is to provide participants with basic job skills and job related training that can lead to employment while meeting a community need. They will also be assisted in the development of appropriate work habits and attitudes as well as utilizing a learning skill.

Community service activities performed by clients include:

- Clerical support, teacher's aides, support for nutrition, food programs, public grounds, housekeeping, recreation programs, child care aides, recycling programs, maintenance, cashiering, customer service, kitchen aides, shipping a services, and support for charitable and county agencies.

Participants will also be allowed to develop their own placements but it will not be required of them. The County may deny a self-initiated community service placement if it is inconsistent with the individual's Welfare-to-Work plan or does not conform to State statutes, regulations, or policies governing community service.

## **CalWORKs CLIENTS TO PARTICIPATE IN COMMUNITY SERVICE**

Community service activities will be provided for CalWORKs recipients who have completed the 18 or 24-month time limit period and have not found unsubsidized employment sufficient to meet the minimum hours of required participation; and for whom:

- The County has certified that the participant has made and continues to make every reasonable effort to become employed and has not refused an offer of employment without good cause; and,
- The recipient continues to meet CalWORKs eligibility criteria.

This population will consist of individuals who may or may not have complied with the requirement of their welfare-to-work plan, yet have not attained the goal of full-time unsubsidized employment. The 18-month time limit may be extended up to six months if it is expected that the extension will lead to a job. Participants may have several significant barriers to securing employment including, but not limited to, issues of behavioral/physical health, language/culture, education/aptitude, and social compatibility. Additionally, individuals may find that full-time unsubsidized employment in this area is highly competitive, and may not be immediately obtainable. Therefore, intensive, on-going support to successfully participant is community service activities will be required.

In addition to the above group of participants referred to community service, program participants who are working part-time and who have not reached the 18/24 month time may be referred for a community service activity to meet their required hours of participation.

Participation in Community Service may end when the 60-month time limit is reached or full-time unsubsidized employment has been obtained.

## **HOURS OF PARTICIPATION**

In accordance with MPP Section 42-711.4, unless exempt from participation, an adult recipient in one-parent assistant unit (AU) must participate each month in welfare-to-work activities for a minimum of at least 32 hours per week, averaged monthly. An adult recipient in a two-parent AU must participate each month for at least 35 hours per week, averaged monthly. Both parents in a two-parent AU may contribute toward the 35-hour requirement, if at least one parent meets the federal work requirement of a minimum average of 20 hours per week. If the participant is employed in unsubsidized employment or they are participating in services for substance abuse, mental health, and/or domestic violence, those hours will be counted towards the required hours and the Community Service hours will be reduced.

A participant can be placed in more than one community service worksite concurrently if one worksite cannot offer the full number of hours of training

## **PROGRAM ADMINISTRATION**

Imperial County Department of Social Services has come into a partnership with Imperial Valley Regional Occupational Program (I.V.R.O.P.) to administer the community service component (Project Power II).

The Department of Social Services' role and responsibilities will include:

- Oversee IVROP's role in community service
- Identify participants eligible for community service
- Develop a Welfare to Work activity plan (contract) for community service with the participant
- Refer participants for community service to IVROP along with any applicable appraisals, assessments, resumes, and a description of skills.
- Monitor reports from IVROP regarding participants' cooperation
- Sanction participants for failure to cooperate as reported by IVROP
- Provide supportive services payments
- Inform IVROP when participant is no longer eligible for CalWORKs benefits
- Maintain contact with community service participant

IVROP's role and responsibilities will include:

- Placement of the participant in community service assignment
- Assist in the development of work sites
- Obtain cooperative agreements from worksites
- In conjunction with the County case manager, approve or deny work sites developed by participants
- Mentoring the participant in good work habits
- Mediating problems between the participant and the work site
- Gathering evaluations and time sheets on participants and reporting problems to the CalWORKs case manager
- Report to the CalWORKs case manager if participant is not cooperating
- Monitor work site/s to ensure it continues to be consistent and effect in preparing the participant to obtain employment
- Monitor work site/s for compliance with labor laws
- Monitor work site/s for compliance with the Non-displacement Protection provisions of the CalWORKs program
- Initiate Worker's Compensations reports in case of participant's injury

## **APPROXIMATE DURATION OF COMMUNITY SERVICE PLACEMENT**

Community service activities are intended to be temporary and not permanent. Participants will be placed in community service positions for a duration of 6 months but may be extended to up to a year. The duration of the placement may be extended if it is determined if it is beneficial for the participant to continue at that site.

An individual, who has received aid for a cumulative period of more than 18 or 24 months, and returns to aid after a break in aid, will be required by the county to participate in community service. An individual who is subject to the 18-month time limit may be granted an extension of up to six months by the County if an extension is likely to result in unsubsidized employment.

Community service activities will continue until the participant's reaches the maximum lifetime limit of 60 months on cash assistance.

## **SUPPORTIVE SERVICE PAYMENTS**

Childcare as a supportive service will be provided to participants in community service activities as specified in MPP Section 42-750. Other supportive services that are necessary for the recipient to participate in community services, such as transportation, and ancillary expenses will be provided as needed for each individual.

## **PARTICIPATION IN OTHER WELFARE-TO-WORK ACTIVITIES**

In reference to ACL 99-111, clients may participate in other work activities for the number of hours equal to the difference between the hours of participation in community service and the minimum number of total required hours of participation in CalWORKs. Instruction and/or training that are required for, or relevant to, the specific community service placement may be counted toward the participation hours. For example, an individual who is performing clerical support activities may be allowed to attend computer-training classes.

Additional welfare-to-work activities may be considered part of an individual's community service assignment and must be relevant to the specific community service assignment. Individuals will not be routinely required to participate in other activities while participating in community service.

## DISPLACEMENT PROVISIONS

Imperial County Department of Social Services-CalWORKs and IVROP-Project Power- will comply with the anti-displacement provisions set for the in the Welfare & Institution (W&I) Code Section 11324.6 and MPP Section 42-720. Each service site organization will provide a written statement to the effect that a training position for a Community Service participant shall not be created as a result of, or shall not result in any of the following:

- Displacement or partial displacement of current employees, including, but not limited to, a reduction in overtime hours and work, wages, or employment benefits.
- The filling of positions, which would otherwise be promotional opportunities for current employees, except when positions are to be filled through an open process in which participants are provided equal opportunity to compete.
- The filling of a position, prior to compliance with applicable personnel procedures or provisions of collective bargaining agreements.
- The filling of established unfilled public agency positions, unless the positions are funded in a public agency budget.
- The filling of a position created by termination, layoff, or reduction in work force, caused by the employer's intent to fill the position with a subsidized position pursuant to this plan.
- A strike, lockout, or other bona fide labor dispute, or violation of any existing collective bargaining agreement between employees and employers.
- The filling of a work assignment customarily performed by a worker in a job classification customarily performed by a worker in a job classification within a recognized collective bargaining unit in the specific service site, or the filling of a work assignment in any bargain unit in which funded positions are vacant or in which regular employees are on layoff.
- The termination of a contract for services, prior to its expiration date, that results in the displacement or partial displacement of workers performing contracted services, caused by the employee's intent to fill the position with a subsidized position pursuant to this plan.
- The denial to a participant of protections afforded workers on the service site by state and federal laws governing workplace health, safety and representation.