

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



September 10, 1997

ALL-COUNTY LETTER 97-54

TO: ALL COUNTY WELFARE DIRECTORS
 ALL COUNTY GAIN COORDINATORS
 ALL COUNTY AFDC COORDINATORS
 ALL COUNTY FOOD STAMP COORDINATORS

<u>REASON FOR THIS TRANSMITTAL</u>	
<input type="checkbox"/>	State Law Change
<input type="checkbox"/>	Federal Law or Regulation Change
<input type="checkbox"/>	Court Order
<input type="checkbox"/>	Clarification requested by One or More Counties
<input type="checkbox"/>	Initiated by CDSS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS
 COUNTY PLAN (CalWORKs)

The purpose of this letter is to transmit guidelines and a suggested format for the completion of the CalWORKs County Plan.

Background

As you know, the CalWORKs program, created by Assembly Bill (AB) 1542, replaces both the Greater Avenues for Independence and the Aid to Families with Dependent Children programs. The statute requires release of CalWORKs County Plan guidelines and a planning allocation within 30 days of enactment. Each county must submit a CalWORKs Plan to the California Department of Social Services (CDSS) within four months of the issuance of the planning allocation and guidelines. Within 30 days of receipt, CDSS will certify whether or not the CalWORKs County Plan meets state and federal requirements. If a CalWORKs County Plan does not meet all requirements, the county will be notified and required to submit a revised CalWORKs County Plan within 30 days. The county may begin implementation of program provisions set forth in the CalWORKs Plan upon submitting it to the CDSS or January 1, 1998, whichever is later.

The attached instructions essentially follow the language of AB 1542 as to county plan contents. We recognize that for some items the county may not yet know how services will be offered or what particular approach will be taken. An addendum to the plan addressing these items can be submitted at a later time. In addition, the transition to the CalWORKs Program will involve issues that are not specifically addressed in these guidelines - for example, the need to increase paternity establishment and child support collections, to ensure that fiscal integrity is achieved in all aspects of the program, and that there be a strong commitment to preventing fraud and abuse and to promptly deal with situations where this has been discovered. It is also essential that in implementing and operating CalWORKs, close interaction and linkage occur with child welfare, juvenile probation, and other services that the CalWORKs population may come in contact with beyond those mentioned specifically in the guidelines.

Page Two

County CalWORKs Plans should be submitted to Curtis Howard, Welfare to Work Division (previously Welfare Programs), California Department of Social Services (CDSS), 744 P Street, MS 9-701, Sacramento, CA 95814. Curtis can also be contacted for initial questions or needed technical assistance at (916) 657-1878, along with Tom Burke at (916) 445-2154. Additional information on county contacts will be available soon.

We appreciate the review and input that counties have provided on draft versions of these guidelines, and look forward to working together on this important task.

Original signature on file

BRUCE WAGSTAFF
Deputy Director
Welfare to Work Division

SUGGESTED COUNTY PLAN PREPRINT

COUNTY NAME

CalWORKs Plan

Date Submitted

Prepared by:

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

Briefly describe the CalWORKs program of _____ County. Include:

- (1) A listing of the major program goals and objectives; and**
- (2) A brief description of the major program elements which will contribute to those goals and objectives.**

(Each of these elements should be on separate pages to facilitate the review process.)

Section 10531 of the Welfare and Institutions Code (WIC) requires each county to develop a plan that is consistent with state law and describes the full range of services available to move CalWORKs applicants and recipients from welfare-to-work. Subsections (a) through (q) set forth specific plan requirements which are addressed below. The CalWORKs plan should not duplicate the planning processes which have already occurred within the county, rather it should incorporate other planning efforts where appropriate.

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

Briefly describe how the county will work with other public and private agencies to provide necessary training and support services. This section should include, at a minimum, a list of the necessary training and support services and the public and/or private agencies which will provide those services. [References: Education Code Section 10200 and WIC Section 10531(a)]

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

Describe the county's partnerships with the private sector, including employers, employer associations, the faith community, and central labor councils, and how those partnerships will identify jobs for CalWORKs program recipients. [Reference: WIC Section 10531(b)]

(c) LOCAL LABOR MARKET NEEDS

Briefly describe other means the county will use to identify local labor market needs. [Reference: WIC Section 10531(c)]

(d) WELFARE-TO-WORK ACTIVITIES

Each county is expected to offer a range of services adequate to ensure that each participant has access to needed activities and services to assist him or her in seeking unsubsidized employment. [Reference: WIC Section 11322.7(a)] Pursuant to WIC Section 11322.7(b) “ No plan shall require job search and work experience of participants to the exclusion of a range of activities to be offered to recipients.” Activities allowed by state law include, but are not limited to, those listed below. Please indicate which of the following activities will be provided and identify any allowable activities that will not be provided. [Reference: WIC Section 10531(d) and WIC Section 11322.6]

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

(e) SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT SERVICES

Plan for Substance Abuse Services

Briefly describe how the welfare department and the county alcohol and drug program will collaborate and utilize new funds available to ensure the effective delivery of substance abuse services. These funds should be used to maximize federal financial participation through Title XIX of the federal Social Security Act. If the county has determined who will provide substance abuse treatment services, please indicate the providers in the plan. If that decision has not been made, please provide CDSS an addendum to the county CalWORKs plan indicating the provider when determined. [Reference: WIC Section 11325.8]

- Certify 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.

Describe any additional services the county will provide. [Reference: WIC Section 11325.8]

Plan for Mental Health Services

Briefly describe how the welfare department and the county department of mental health will collaborate and utilize new funds available to provide effective mental health services. Counties should maximize federal financial participation to the extent possible in the provision of mental health services. [Reference: WIC Section 11325.7]

- Certify 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.

Please describe any additional services the county will provide.

(f) MENTAL HEALTH SERVICES AVAILABLE AFTER TIME LIMITS

Briefly describe the extent to which and the manner in which the county will make mental health services available to recipients who have exceeded the 18 or 24 month time limit. [References: WIC Section 10531(f) and WIC Section 11454]

(g) CHILD CARE AND TRANSPORTATION SERVICES

Child Care

Please briefly describe how child care services will be provided to CalWORKs participants. This should include a description of how the county will provide child care for families transitioning from county funded providers to non-county funded providers of child care services. It should also indicate what criteria the county will use to determine, on a case-by-case basis, when 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. The exemption period must be at least twelve weeks and, at county discretion, can be increased to one year for the first child. The exemption period for subsequent children is twelve weeks, but may be increased to six months. Briefly describe the criteria the county will use to determine the period of time a parent or other relative will be exempt considering the availability of infant child care, local labor market conditions, and any other factors used by the county. Additionally, briefly describe how the county will ensure parents needing child care services can access the Resource and Referral Agency.

Transportation

Briefly describe how transportation services will be provided. [Reference: WIC Section 10531(g)]

(h) COMMUNITY SERVICE PLAN

Briefly describe the county's plan for providing community service activities. This should include a description of the process the county will follow to determine where community services assignments will be located, and the agencies/entities that will be responsible for project development, fiscal administration, and case management services. If it is not known at this time, the county may provide the specific details of the Community Service Plan as an addendum. [References: WIC Section 11322.6 and WIC Section 11322.9]

(i) WORKING WITH VICTIMS OF DOMESTIC VIOLENCE

Briefly describe how the county will provide training for those county workers who will be responsible for working with CalWORKs recipients who are victims of domestic violence. [Reference: WIC Section 10531(i)]

Until regulations are adopted by California Department of Social Services in consultation with the Taskforce on Domestic Violence established by the Welfare-to-Work Act of 1997, the county may utilize other standards, procedures, and protocols for determining good cause to waive

program requirements for victims of domestic violence, for example, those now used in the GAIN Program. [Reference: WIC Section 11495.15] Please describe the criteria that will be used by your county for this purpose and what approach the county would take to deal with recipients who are identified in this way.

(j) PERFORMANCE OUTCOMES TO MEET LOCALLY ESTABLISHED OBJECTIVES

Please indicate whether there were any local program outcome objectives identified during the CalWORKs plan development process and how the county proposes to track those outcomes. If the county develops alternative outcomes for the CalWORKs program during future collaborative efforts, please submit information on those measures as an addendum to the CalWORKs plan. [Reference: WIC Section 10542]

(k) PUBLIC INPUT TO THE COUNTY PLAN

Briefly describe the means the county used to obtain broad public input in the development of the CalWORKs plan. [Reference: WIC Section 10531(k)]

(l) SOURCE AND EXPENDITURES OF FUNDS

Provide a budget specifying your county's estimated expenditures and source of funds for the CalWORKs program on the forms provided (Attachment 2). Your budget should meet the requirement of WIC Section 15204.4 which specifies that each county shall expend an amount for these programs (administration and services) that, when combined with funds expended for the administration of food stamps, equals or exceeds the amount spent by that county for corresponding activities during the 1996/97 fiscal year. [Reference: WIC Section 10531(l)]

(m) ASSISTING FAMILIES TRANSITIONING OFF AID

Please describe how the county will work with families transitioning off aid. The description should include (1) assistance for those individuals who transition off aid due to time limits, and (2) those who leave aid due to employment. [Reference: WIC Section 10531(m)]

(n) JOB CREATION

Please describe the efforts that have been undertaken, or that the county plans to pursue, relating to the job creation plan described in Chapter 1.12 (commencing with Section 15365.50) of Part 6.7 of Division 3 of Title 2 of the Government Code.

(o) OTHER ELEMENTS

Pilot projects: Please include a description of any pilot projects that the county may wish to pursue and submit a separate proposal for, as part of its CalWORKs Program. Should the county later determine an interest in a pilot proposal, this information could be submitted as an addendum to the County Plan.

(p) COMPLIANCE WITH REQUIREMENTS OF CalWORKs

Under CalWORKs counties are required to enroll single parent families in welfare-to-work activities for a minimum of 20 hours per week beginning January 1, 1998, 26 hours per week beginning July 1, 1998, and 32 hours per week beginning July 1, 1999. [Reference: WIC Section 11322.8(a)]

Prior to July 1, 1999, counties have the option to require adults in single-parent assistance units to participate up to 32 hours per week. Does your county intend to exercise that option? [Reference: WIC Section 11322.8(a)]

(q) INTERACTION WITH AMERICAN INDIAN TRIBES

Please describe the discussions that have occurred with respect to administration for the federally recognized American Indian Tribes located within your county. This should include whether the county will administer the program, whether the tribes will administer their own approved tribal TANF program, or whether there will be joint county/tribal administration. [Reference: WIC Section 10553.2]

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

Chairperson of the Board of Supervisors
Signature

(It is expected that the County Board of Supervisors will take a formal action to approve this plan.)

County Budget Plan 1997/98 State Fiscal Year

Instructions

The following are instructions related to the identification of your county's budget sources and expenditures on the provided forms. In order to assist you for planning purposes in identifying your county's required spending level for CalWORKs, an estimated county Maintenance of Effort (MOE) level will be sent with your CalWORKs allocation letter. At a later date, when final 1996/97 expenditure levels can be established, your county will be notified of its final MOE level by the Department.

Section 1

Food Stamp Administration: Enter the amount budgeted for Food Stamp Administration. This includes all program activities and premised items. Do not include costs for staff development/training. Although not a CalWORKs component, this amount is being requested due to its inclusion in each county's MOE level for CalWORKs.

Section 2

TOTAL CalWORKs Admin & Serv: Sum of Items (A), (B), (C), and (D).

Item (A): Total CalWORKs Single Allocation is the sum of Items (A)(1) through (A)(7).

Item (A)(1): Enter the amount budgeted for CalWORKs Benefit Administration. This includes all program activities, including premised items, formally claimed to AFDC FG & U administration allocation. Also, include estimated costs for data reporting changes/studies for the purpose of meeting the data reporting requirements of TANF/CalWORKs. Do not include costs for staff development/training or fraud activities (i.e. welfare investigations, early fraud, district attorney contracts, and prosecution costs).

- Item (A)(2): Enter the amount budgeted for Program Integrity (fraud activities). This includes all costs for welfare investigations, IEVS, overpayment collections, early fraud, district attorney contracts, and prosecution costs.
- Item (A)(3): Enter the amount budgeted for Staff Development/Retraining. This includes all FG/U program activities, including premised items, formally claimed to the Small Programs allocation as well as anticipated retraining (retooling) costs.
- Item (A)(4): Enter the amount budgeted for CalWORKs Welfare-to-Work activities. This includes all program activities, including premised items, formally claimed to the GAIN allocation (except child care). Do not include costs for child care.
- Item (A)(5): Enter the amount budgeted for CalWORKs Cal-Learn or alternative teen program activities. This includes all program activities formally claimed to the Cal-Learn allocation. Do not include costs for child care.
- Item (A)(6): Enter the amount budgeted for Child Care activities during the first six months of State Fiscal Year 1997/98. These costs are those child care program activities claimed to GAIN, NET, Cal-Learn, and Transitional Child Care administration. Also, include the annual amount budgeted for Health and Safety Requirements (includes Trustline & Self Certification). Use CCDBG Column for the Federal costs for this line.
- Item (A)(7): Enter amounts budgeted for other activities in support of CalWORKs which do not fit the above categories. Examples include Refugee funded activities or any additional cost associated with the operation of a demonstration project pursuant to Chapter 3.3 of W & I Code.
- Item (B): Enter the amount budgeted for Child Care activities during the second six months of 1997/98. This includes costs associated with stage one child care activities (including administration) and Cal-Learn child care. Use TANF/State General Fund Column for the non-county costs for this line.

Item (C): Enter the amount budgeted for the cost of providing mental health services for CalWORKs recipients to make the transition from Welfare-to-Work in accordance with Section 11325.7 of the W&I Code.

Item (D): Enter the amount budgeted for the cost of providing substance abuse treatment services for CalWORKs recipients to make the transition from Welfare-to-Work in accordance with Section 11325.8 of the W&I Code.

**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)					

* 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.

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)						
(A) TOTAL CalWORKs Single Allocation Items (1) thru (7)						
(1) Benefit Administration						
(2) Program Integrity (Fraud)						
(3) Staff Development/Retraining						
(4) Welfare-to-Work Activities						
(5) Cal Learn						
(6) Child Care - 1st half of 1997/98						
(7) Other Activities ***						
(B) Child Care - 2nd half of 1997/98						
(C) Mental Health Treatment						
(D) Substance Abuse Treatment						

* 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.

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.