MARIPOSA COUNTY
DEPARTMENT OF HUMAN SERVICES

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DIVISIONS OF:
ALCOHOL AND DRUG
MENTAL HEALTH
SOCIAL SERVICES

January 29, 1998

Mr. Curtis Howard
Welfare to Work Division
California Department of Social Services
744 P Street, MS 9-701
Sacramento, CA 95814

Dear Mr. Howard:

Thank you for the opportunity to clarify the issues identified in your review of our County's CalWORKs plan. Please accept the following comments as part of our plan.

(b) Partnerships with the Private Sector (page 11)

The example given of a Business Advisory Council was incomplete. The faith community and employee organizations will also be represented on the Advisory Council which is, in effect, a Private Sector Advisory group. The Human Services Department is very well networked with the faith community with many joint and/or coordinated efforts over the past several years and, in fact, one of our leading social workers is an active ordained minister in this community and past president of the Mariposa Ministerial Association. We value our association with the faith community very highly.

(g) Child Care (pages 17 & 18)

Infant Child Enrichment Services (ICES) is currently the only Alternative Payment Provider in Mariposa County and they administer both Stage II and Stage III Child Care under contract with the California Department of Education.

ICES and Social Services are both strongly committed to ensuring that parents needing child care services are able to access them. Clients are given detailed information about ICES and a referral is faxed to the local ICES office. The Mariposa ICES office is less than a mile from the Social Services offices and clients are seen on a walk-in basis during normal working hours.

(p) Compliance with work requirements (page 31)

Mariposa County will send an addendum to the plan as soon as a decision is made regarding the feasibility of increasing hours to 32 prior to July 1, 1999.

Again, Mr. Howard, thank you very much for the opportunity to comment on and clarify our submitted CalWORKs plan. We understand the enormous amount of work that has gone into making CalWORKs a reality and appreciate the effort you and your staff have made to accomplish this. We also sincerely appreciate the cooperation and courtesies that have been extended to us. If we can answer further questions or submit additional information please let me know.

Kind Regards,

Tom Archer

TA:pl

cc: Diane Just

MARIPOSA COUNTY

GRIEVANCE PROCEDURE

GAIN clients have the right to request a State Hearing as do all applicants and recipients of AFDC. In addition, GAIN clients have access to a formal grievance procedure. The sole issue for resolution through a formal grievance procedure is whether a program requirement or assignment is in violation of the contract or inconsistent with the program. A participant may select either the grievance procedure approved by the Board of Supervisors or the Unemployment Insurance Code grievance procedure. If the issue the participant wants to grieve has already been the subject of an unsuccessful formal conciliation, the only grievance procedure available is the grievance procedure adopted by the Board of Supervisors. Our proposed procedure is:

> The Board of Supervisors authorizes the Director of the Department of Human Services to enter into a Personal Services Contract with one person to serve as the GAIN Program Grievance Hearing Officer. It is expected that this person would be paid an hourly wage for services provided.
>
> The GAIN Program Grievance Hearing Officer must be someone who is familiar with the aims, objectives, and regulations of the GAIN Program. Additionally, this person must be able to be impartial and be temperamentally suited to conduct the Grievance Hearings.
>
> All the steps in the Formal Grievance Procedure will be coordinated and monitored by the County Appeals Worker. When a request for a Formal Grievance is received by the Department of Human Services, it will be forwarded to the County Appeals Worker. The County Appeals Worker will schedule a Formal Grievance Hearing no sooner than 10 nor more than 20 working days from the date of receipt of the request.
>
> The notice scheduling the Formal Grievance Hearing will advise the grievant of the time, date, and place of the Hearing. It will also include notification that there is a right: to present evidence, to bring witnesses, to question any witnesses, to be represented by an attorney or by anyone else of the recipient's choosing, to have access to grievant's case records and relevant documents in advance of the Grievance Hearing, and to have available a statement (Position Statement) two working days prior to the Grievance Hearing.

The County Appeals Worker will represent the Department in the formal Grievance Hearing. In consultation with the appropriate GAIN Supervisors or Managers, the issue may be resolved prior to the Formal Grievance Hearing. For any unresolved issues, the County Appeals Worker will prepare a County Position Statement. Such Position Statement will set forth the facts and the regulatory basis for the Department's position. This Position paper will be made available to the grievant two working days prior to the Formal Grievance Hearing.

The County Appeals Worker is responsible for assuring that necessary County staff and witnesses are present at the Hearing. The Department will provide interpreters, if necessary.

The GAIN Program Hearing Officer is responsible for conducting the Hearing. The formal rules of evidence as used in a Court of Law are not required. The Hearing should be conducted informally. The County and the recipient shall have the opportunity to question any witnesses. The Hearing Officer may limit questioning if the information produced becomes unduly repetitious, irrelevant or is needlessly demeaning to any party. The Hearing Officer may raise questions to clarify any points.

In order to reach a fair decision within 10 working days from the conclusion of the Hearing, the Hearing Officer shall make a written decision. This decision is required to contain a finding of fact and conclusion of law. The Hearing Officer may postpone or continue the Hearing in order to obtain required testimony or evidence not available.

Upon receipt of a written decision from the GAIN Grievance Officer, the County Appeals Worker will mail a copy of the decision to the client and the client's representative (if any). As an enclosure with the Decision, the Department will also notify the client and the representative that the client has the right to further appeal the Formal Grievance Decision through the State Hearing Process.

The Decision of the Grievance Officer will be binding on the Department. The participant may appeal the result of a grievance procedure through the State Hearing Process.

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DIVISIONS OF:
ALCOHOL AND DRUG
MENTAL HEALTH
SOCIAL SERVICES

December 30, 1997

Mr. Curtris Howard
Welfare to Work Division
California Department of Social Services
744 P Street, MS 9-701
Sacramento, CA 95814

Dear Mr. Howard:

We are pleased to submit the enclosed Mariposa County CalWORKs plan pursuant to section 10531 of the Welfare and Institutions Code. The Plan was approved by the Mariposa County Board of Supervisors in public session on December 2, 1997. We are excited about the prospects for CalWORKs in our County and are committed to developing an outstanding program here. Thank you and your Department for all your assistance during these past several months and if we need to provide additional information or clarification please let me know. Please accept our best wishes for continuing success throughout the New Year.

Kind Regards,

Tom Archer

TA:pl

MARIPOSA COUNTY
DEPARTMENT OF HUMAN SERVICES

MariposaWORKs

W ork

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R esponsibility to

K ids

Tom Archer
Director

Mariposa County

CalWORKs Plan

Date Submitted

November 21, 1997

Approved by resolution #97-466 of the
Mariposa County
Board of Supervisors
adopted
December 2, 1997

Prepared by:

MARIPOSA COUNTY
DEPARTMENT OF HUMAN SERVICES

Tom Archer, Director

Nancy Bell, Program Manager
Employment and Training
Services
Debbie Smith, Program Manager
Eligibility Services
Kathy Albright, Program Manager
Fiscal Operations
Pat Lewis, Executive Secretary

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.

Introduction

This plan was prepared by Mariposa County Department of Human Services staff with broad public input and submitted November 21, 1997 to the Mariposa County Board of Supervisors for appropriate action. The Board of Supervisors adopted the plan in public session on December 2, 1997 by resolution #97-466. The plan outlines a redesigned public assistance system based on the interrelated values of employment, personal responsibility, and self-sufficiency for able-bodied adults. These values are fundamental and very important to our community. During the past decade Mariposa County officials and Human Services Department staff actively advocated reform of the old system based in large measure on these principles because the failures of the former system were so widely apparent and detrimental to family and community well being. In a statement prepared last year for a subcommittee of the California State Legislature Mariposa County's Human Services Director observed:

> In Mariposa County we believe there is dignity in work. We believe that any job is a good job especially if the alternative is no job.... We believe the dignity of work and self-sufficiency should be the underlying value and unifying theme that ties together all policy considerations in a redesigned system.... The new system should be designed as simply as possible with one clear focus: clients should come into our agencies looking for employment.... agencies should begin that program on day one.... We should have very high expectations of the families we serve so that we reinforce the high expectations they have for themselves in seeking our services and in preserving their sense of human dignity.

These values combined with a commitment to provide a wide variety of job training, development, and support services are reflected throughout this plan. Under this new beginning the Department of Human Services has high expectations of the clients we serve and high expectations for ourselves. We envision a much more intelligent, better integrated, and effective system, focused on short-term assistance and the value of work in the lives of families. This plan is not set in concrete but is meant to be dynamic and amendable as experience is gained with plan implementation. Part of the reform concept was to provide more local flexibility and the ability to modify a plan based on observable results... an already more promising approach. We appreciate the community effort and support that went into making this initial step possible. We further appreciate the community commitment to make the goals envisioned in the plan a reality. Mariposa is truly a special place.

Tom Archer, Director
Mariposa County Department
of Human Services
December 1997

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Briefly describe the CalWORKs program of Mariposa County. Include:

(1) A listing of the major program goals and objectives; and

(2) A brief description of the major program elements will contribute to those goals and objectives.

EXECUTIVE SUMMARY

The Mariposa County CalWORKs Plan incorporates all program elements required by California codes and establishes a comprehensive program for public assistance which reflects the county's expectations that:

Welfare should be temporary assistance in a time of crisis, not a way of life; Able bodied adults should be employed or engaged in a work activity leading to employment if they are on community aid; Potential applicants should be diverted from public assistance into employment whenever possible; Able bodied adults should take personal responsibility for their families and be accountable for their actions; Families receiving assistance should comply with acceptable community standards including maintaining school attendance and required immunizations for their children; and Children in an aided family should be protected by a community safety net created by collaboration of all sectors of the community which becomes available when their parents fail to meet their obligations under the program.

The plan further reflects a county commitment to provide effective job training and development and comprehensive community support services to assist families through a time of crisis and to help achieve and maintain self-sufficiency.

<u>GOALS:</u>

- **Improve community well being by assisting families to achieve self sufficiency through employment.**
- **Reduce the need for public assistance and eliminate the concept of long term welfare dependency as an alternative or way of life.**
- **Ensure the well being of children in the community through close collaboration and partnerships with the faith community, the private sector, and community based organizations to provide a safety net for children whose parents fail to successfully meet CalWORKs requirements.**

OBJECTIVES:

- Increase employment among Mariposa County adults receiving public assistance .
- Divert potential public assistance recipients out of welfare system by providing appropriate job related, one time resources (e.g. relocation assistance, tools, uniforms) to obtain or keep a job.
- Meet all required Federal and State participation rates.
- Reduce fraud through enhanced prevention, early detection, aggressive prosecution, and implementation of new regulations and programs (e.g. finger imaging).
- Maximize cost effective program impacts through sound fiscal practices, prudent management of program fund expenditures, development of meaningful outcome measures, and strategic planning.
- Enhance collaborative community efforts to develop unsubsidized jobs and community service opportunities for assistance recipients.
- Reduce need for public assistance through enhanced collaboration with the District Attorney's office to increase child support payments, collections, and establishing paternity.
- Implement all CalWORKs program requirements and regulations in an effective, efficient manner and within all timelines provided by the Act.
- Establish a voucher and vendor system to assist children in families whose parents fail to meet program requirements and for other circumstances in which cash assistance may be terminated.
- Increase income and job retention skills of participants while receiving aid to minimize recidivism and enhance self-sufficiency.
- Reduce the number of families on cash assistance.
- Ensure that quality child care is available while parents are training and/or working and transitioning off cash assistance.
- Provide a consistent message throughout the department and community that there is dignity in work and any job is a good job especially if the alternative is no job.
- Increase the number of children who are regularly immunized.
- Decrease the number of children who fail to maintain required school attendance.

- **Decrease the number of persons on assistance due to a disability by acknowledging and/or developing their abilities and using them to support their family.**

MAJOR PROGRAM ELEMENTS

Mariposa County CalWORKs major program elements are components of a comprehensive well integrated County plan which follows from refocusing the public assistance system from a frequently long term, income maintenance program with limited expectations, to a dynamic, work oriented outcome based system designed to assist families rapidly achieve self sufficiency through employment and personal effort. These elements include:

- **Orientation and Appraisal**
  Applicants will be oriented to work first expectations, diversion options, supportive services, and welfare-to-work requirements from the first day.

- **Job Club/Job Search**
  Assistance in developing resumes, interview skills, personal assets, labor market information, and employer expectations, telephone bank, and employment counseling.

- **Assessment**
  Participants unable to find a job will receive an in depth assessment that will include employment skills, educational competency, personal limitations, evaluation of potential employability in the local labor market, and need for marketable skills development with in the context of a welfare-to-work plan.

- **Work Activities**
  The county will provide all allowable work activities listed under section (d) of this plan.

- **Substance Abuse and Mental Health Services**
  focused primarily on providing services to overcome barriers that limit the ability to work as outlined in plan section (e).

- **Domestic Violence Services**
  Participants may be exempt from certain welfare-to-work requirements and provided supportive services as indicated through assessment.

- **Supportive Services**
  will be provided by the Department of Human Services and Community collaboratives and partnerships established in the plan and will include childcare, transportation, counseling, case management and other services as necessary.

- **Collaboration and Partnership**
  will be expanded and enhanced with the private sector, faith community, unions, employer organizations, public and private agencies to achieve the goals of the plan.

- **Community Services Activities**
  will be developed in collaboration with all segments of the community and provided to participants as part of their self-sufficiency plan.

- **Performance Outcomes**
  The county will cooperate with required data collection to measure performance outcomes and develop local measures in collaboration with county partners.

- **Continuing Public Input**
  will assist in refining program development and measuring outcomes.

- **Effective Administration**
  will maximize positive program impacts for funds expended.

- **Assistance to families transitioning off aid**
  Participants will receive job retention and other services outlined in section (m) of this plan.

- **Labor market analysis and job development**
  will be carried out as outlined in section (c) below.

Many of these elements and others are discussed further in subsection (a) - (g) below.

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 (g) 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)]

Although Mariposa County is small in population it is rich in quality resources able and willing to assist individuals and families in their effort to achieve self-sufficiency. The Department of Human Services (DHS) has developed many partners over the past several years in providing employment, education, training, and supportive services for participants in our various programs. The Department will continue to work with long term partners, expand and intensify collaborative efforts to maximize this community's effectiveness in assisting families making the transition from welfare to work and, where possible, avoid entering the public assistance system through diversion.

TRAINING COLLABORATIONS

Training services are provided through collaboration with the following community partners:

Adult Education and General Education Development (GED)

Classes are available at the adult day classroom which is a collaborative effort between Mariposa Unified School District, Mariposa County Department of Human Services and Mother Lode Job Training. Additional classes are available through Mariposa Unified School District Adult Education evening classes.

Vocational Training

Mariposa Unified School District Regional Occupational Program (ROP) offers certified Nurse Assistant (CNA) training.

Mother Lode Job Training

The Human Services Department has a long history of productive collaboration with this job training agency. Contracted training services may include the following areas: ♦ Animal Health ♦ Automotive Repair ♦ Construction ♦ Cosmetology ♦ Fire Fighter ♦ GED preparation ♦ Hazardous Materials ♦ Heavy Equipment ♦ Law Enforcement ♦ Office ♦ Refrigeration/Heating & Appliances ♦ and many others.

Merced College

The Human Services Department has worked closely with Merced college over the years on several projects. The college provides certificate programs in: ♦ Addiction Studies ♦ Agriculture ♦ Allied Health ♦ Environmental Hazardous Material Technology ♦ Family and Consumer Science ♦ Fire Technology ♦Human Services ♦ and others.

Employment Development Department (EDD)
The Department enjoys a close collaboration with EDD including an on site computer link available to Department staff and clients. EDD serves participants by referral who would benefit from the Intensive Services Program provided in Merced.

SUPPORT COLLABORATION

Support services are provided through collaboration with the following community partners:

Counseling Services

are available to CalWORKs participants through the following community entities:

- **Mariposa Counseling Center**
  is a County contracted service provider providing drug, alcohol and mental health counseling, identification of substance abuse problems, substance abuse treatment and rehabilitation, identification of individuals with severe disabilities and treatment.

- **All Tribes Counseling Center**
  is an award winning multi-faceted program with primary focus on serving the Native American Community.

- **Mt. Crisis Services**
  provides crisis intervention counseling, ongoing counseling regarding domestic violence and a domestic violence shelter to the community. Mt. Crisis Services staff have enthusiastically agreed to assist the Department with the development of standards, procedures and protocols for victims of domestic violence and training to Human Services staff on assessing the need for domestic violence services.

Child Care Services

- **Infant Child Enrichment Services (ICES)**
  provides resource and referral services, trains child care providers, processes trust line applications, and makes subsidized child care payments for eligible families (Stage III). DHS and ICES have agreed that ICES will administer Stage II CalWORKs child care.

Support and other Collaborations

- **Family Preservation and Support Program**
  The Department of Human Services contracts to provide this vital program.

- **Local Child Care Development Planning Council**
  Department program management staff sits on this Board of Supervisors appointed planning council.

- **Social Services Transportation Advisory Council**
  Department staff are members of this Board of Supervisors appointed Advisory Council

- **Mother Lode Private Industry Council**
  Department staff and elected county officials serve on this council.

- **Calaveras Mariposa Community Action Agency**
  The Department of Human Services Director is the Director of this Agency and administration is located within the MCDHS. Members of the Board of Supervisors sit on the governing board.

- **Mariposa County Perinatal Coalition**
  The Department of Human Services helped develop this coalition and department staff are members of this organization.

- **Child Abuse Prevention Coordinating Council**
  Department of Human Services staff are very active on this council.

- **Salvation Army Extension Committee Mariposa County**
  The Department of Human Services Director serves on this committee.

- **FEMA Board**
  The Department of Human Services Director has served on the board since its inception.

- **Children's System of Care**
  The Department of Human Services Director serves on the policy team of this potential new family services program along with the Superintendent of County Schools and the Superior Court Judge.

- **Mariposa County Housing Authority**
  The Department of Human Services Director is the appointed Executive Director of this low income housing program.

- **Mariposa County Mental Health Board**
  This Board meets monthly with the Human Services Director to review and monitor programs and provide broad based community input into service delivery consideration.

- **Mariposa County Alcohol and Drug Advisory Board**
  This Board meets monthly with the Human Services Director to review and monitor programs and provide broad based community input into service delivery consideration.

Mariposa County does not receive funding for Refugee Services and does not have a Refugee Employment 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)]

Mariposa County benefits from a dynamic private sector which includes involved business leaders, active faith community leaders and organizations, employee and employer groups, labor unions, service clubs, private non-profit agencies and others who take an active interest in community well being. The Department of Human Services has benefited greatly over the past several years from close collaboration and association with private sector individuals and organizations willing to share their expertise, identify jobs, provide unsubsidized employment and other opportunities for individuals needing assistance. In seeking to expand partnerships and enhance collaborative efforts during the past year Department staff have received a very enthusiastic response from throughout the private sector from individuals and organizations willing to help the Department identify jobs and assist clients develop work related values and skills. With the assistance of local business leaders, for example, the Department is in the process of establishing a Business Advisory Council to help Department staff better understand private sector employment needs, identify employment potentials and in training Department clients in understanding private sector expectations. The Department is also working to establish the CalWORKs program as a major job referral source for employers in the region.

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

The Department of Human Services has an on site computer, accessible to clients and staff, linked with the California Employment Development Department to immediately identify job availability in Mariposa County and the region. The Department also will utilize the EDD Labor Market Information for Mariposa and contiguous counties as well as the annual Mother Lode Consortium Occupational Outlook and Training Directory. The nearby EDD in Merced and Sonora and local and regional newspapers will be used as resources to identify local labor market needs. In addition the Department will more clearly refine its understanding of specific local needs by developing a multi format local labor market needs assessment utilizing questionnaires, key informant interviews, and assistance from the local Chamber of Commerce, major employers and others. This will be an ongoing process.

(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]

The primary goal of Mariposa County CalWORKs is to facilitate family self sufficiency by moving recipients off cash aid into unsubsidized employment. In order to ensure that each participant has the broadest possible access to appropriate activities and support services to assist them in this process Mariposa County opts to provide all of the activities allowable by state law. These activities include:

- **Unsubsidized employment**
- **Subsidized private sector employment**
- **Subsidized public sector employment**
- **Work experience**
- **On-the-job training**
- **Grant-based on-the-job training**
- **Vocational Education and training**
- **Education directly related to employment**
- **Adult basic education (includes basic education, GED, and ESL)**
- **Work study**
- **Self-employment**
- **Community service**
- **Job search and job readiness assistance**
- **Job skills training directly related to employment**
- **Supported work**
- **Transitional employment**

(e) SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT 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]

Plan for Substance Abuse Services

The Mariposa County Department of Human Services Director also serves as the County appointed Alcohol and Drug Program Administrator. Substance Abuse services are a Division of the Department's integrated service delivery system. The county will utilize available new funding to provide enhanced and expanded substance abuse treatment services through well coordinated programs within the Human Services Department as part of a recipient's self-sufficiency plan. These services will include evaluation, case management, substance abuse treatment, employment counseling and provision of community services jobs when appropriate. New funds available to the County will be used to ensure the effective delivery of substance abuse services and will be used in a manner that will maximize federal financial participation through Title XIX of the federal Social Security Act.

Mariposa County hereby 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.

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

Mariposa County has not identified additional services that will be provided for substance abuse. If additional services are identified this will be included in an addendum to the Mariposa County CalWORKs plan.

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 11325.8]

The Director of the Mariposa County Department of Human Services is also the appointed County Mental Health Director. Mental health services are provided as a division of the Department's integrated service delivery system. The Department will utilize newly available funds to provide enhanced and expanded mental health services to County CalWORKs participants as part of their self sufficiency plan focused on eliminating mental health and emotional barriers to employment. 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. The County will maximize federal financial participation in the provision of mental health services.

Mariposa County hereby 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.

Please describe any additional services the county will provide.

Mariposa County has not identified at this time additional services that will be provided for mental health treatment. If additional services are identified they will be provided in an addendum to the plan.

(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]

Mariposa County CalWORKs participants who exceed the 18 to 24 month time limit may continue to receive mental health services through the CalWORKs plan on a case-by-case basis. CalWORKs participants reaching the welfare-to-work time limits of 18-24 months may have their time limit extended for a maximum of six additional months if the CalWORKs participant has cooperated with all self-sufficiency plan requirements and continuation of services is likely to result in employment. A CalWORKs recipient exceeding the 18-24 month time limits and approved extensions will be referred to the Mariposa County Mental Health program which provides services to all county residents on a sliding fee scale and will receive services determined through that program's assessment, diagnosis, and service provision criteria.

(g) CHILD CARE AND TRANSPORTATION SERVICES

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.

CHILD CARE

The Department of Human Services has worked very closely for many years with Infant Child Enrichment Services (ICES), the county's excellent local child care resource and referral agency and recognizes the critical importance of adequate child care to the successful implementation of the County CalWORKs plan. ICES processes all child care Trustline applications for the County, is the county Alternative Payment Provider and will administer Stage II child care to assist CalWORKs participants in choosing and paying for a provider. The Department will initially administer Stage I child care while exploring the desirability and feasibility of contracting with ICES for this service in order to create seamless child care services for the CalWORKs program. Until a decision is made on contracting Stage I child care CalWORKs specialist staff will continue to work closely with participants and non-county funded providers to ensure a smooth transition of child care services when the situation in Stage I is stable and a transition is indicated. Parents with 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 (12) weeks and may be increased at county discretion to one year for the first child. Mariposa County CalWORKs case management staff will evaluate each case on a case by case basis for possible exemption and exemption duration through considering a combination of criteria including:

- **Availability of infant child care**
- **Availability of transportation**
- **Availability of jobs**
- **Personal characteristics such as recipient job readiness, educational status, and job history.**

Exemptions will be no less than 12 weeks and will not exceed regulatory maximums. Individual length of exemptions will be determined on a case by case basis through an assessment of individual barriers, availability of support services, and other criteria developed by the county through experience with the program. It is the County's expectation that exemptions will be for no more than 12 weeks unless exceptional circumstances (e.g. no child care) create good cause for extending the exemption.

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

Transportation

Department of Human Services staff are active participants on the Mariposa County Transportation Advisory Committee and have worked with other community members and leadership over the years to help develop the County's transportation resources and will continue the effort. Current transportation services in the County include an inter-city fixed route service through Mariposa between Merced an Yosemite National Park, a general dial-a-ride service and a medical dial-a-ride service. The Department provides, and will continue to provide, bus passes or the cost equivalent to participants for the intercity system which is especially effective for those seeking training and other opportunities in the more resource intensive Merced area. The Department will continue to reimburse CalWORKs participants for use of a vehicle or to pay for a ride to participate in required welfare-to-work and other necessary activities. The Department will also work to develop innovative transportation strategies and solutions on a case by case basis including encouraging CalWORKs participants to be creative, pursue ride shares, car pooling, and realistically appraising their ability to live too far removed from employment opportunities while pursuing self sufficiency expectations.

(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]

Mariposa County's Community Services plan will offer CalWORKs participants an opportunity to gain experience, improve skills, and develop important work habits while making a connection to the local work environment. Community Service activities will be carried out in the public and private nonprofit sector to provide participants with job skills that can lead to unsubsidized employment. The County plan will comply with all anti-displacement provisions in the code. Community Service Activities will be developed in collaboration with local private sector employers, local education agencies, organized labor, recipients of aid, and government and community based organizations monitoring job training and economic development to identify unmet Community needs that could be met through community service activities. Community Services will be coordinated by the Department of Human Services in conjunction with local public and nonprofit agencies. Fiscal administration and case management will be the responsibility of the Human Services Department with the supervising entity assisting in monitoring participant attendance, participation, and progress. The target population to be served are CalWORKs participants who are mandatory within time limits, and safety net individuals, after time limits have expired. The Department of Human Services has recognized the benefit of Community Services Activities for a number of years and has a history of making successful placements in a number of settings in the Community. Department staff have held both public and private information meetings with community partners in a process to establish a Community Services Planning and Steering committee and will identify work sites and projects and evaluate program effectiveness. This has been part of an ongoing effort to expand and enhance our already successful program to develop capacity for increased demand and improve job training opportunities.

(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.

Mariposa County recognizes the need to protect victims of domestic violence while assisting those victims move toward self-sufficiency. The Department of Human Services has an excellent collaborative relationship with the local domestic violence program and will work closely with that organization and other interested parties to establish local protocols and procedures for serving and assisting victims. These local protocols and procedures will remain in place pending the development of regulations by the Department of Social Services in consultation with the State Task Force on Domestic Violence established by the Welfare-to-Work Act of 1997. The Department will continue to utilize GAIN program protocols on an interim short term basis until local protocols are established. GAIN program protocols specify that during appraisal clients are routinely interviewed by trained staff for barriers to employment or participation in welfare-to-work activities and are given the opportunity to be excused from participation. Victims of domestic violence are considered to have good cause for not participating if participation would be detrimental to or unfairly penalize the individual or family. A sworn statement by the victim is sufficient documentation. Good cause determinations are reviewed not less than every three months. The Department will provide training to all public contact staff on domestic violence issues to recognize the signs of victimization, making appropriate referrals, and use of agency protocols. Training will be provided by staff from the local domestic violence program, mental health contract provider staff, and other domestic violence training opportunities as identified. Through their efforts the Department will ensure that victims of domestic violence are not placed at further risk or unfairly penalized by CalWORKs requirements and procedure.

(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]

Mariposa County will cooperate fully with the California Department of Social Services in collecting data prescribed by the DSS to monitor and measure performance outcomes to determine if they meet the goals of federal legislation; how program implementation affects families and communities; if there are unanticipated negative outcomes; and to determine whether adjustments to the program should be made. Performance data to be collected will include:

- **Number of CalWORKs participants entering unsubsidized work**
- **Earnings for recipients**
- **Job retention rates**
- **Changes in demand for general assistance**
- **Utilization of support services such as child care, transportation, mental health and substance abuse services.**

Local program outcome objectives identified during the CalWORKs plan development include:

- **Rate of child support collections and establishment of paternity**
- **School attendance**
- **Child immunizations**
- **Increase in reported earnings**

The Department of Human Services will develop plans with community partners and collaboratives to access, collect, and measure the data for performance objectives delineated above and other local performance data that may appear useful in measuring local outcome as these become known during plan implementation. Mariposa County will submit detailed information on these and future measures as an addendum to this CalWORKs plan as they become known.

(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)]

Mariposa County has received broad public input in development of the CalWORKs plan that includes dialogue with the private sector, faith community, non-profit organizations, employer and employee organizations, public officials and CalWORKs consumers. The plan also includes provisions intended to ensure continuing public participation in order to establish and maintain an effective CalWORKs program in this County. Public comment and input was encouraged and received in many ways. In August 1996 the Department of Human Services formed a Welfare Reform Steering Committee composed of key department staff to study options under consideration at that time. This Committee evolved into the CalWORKs Development and Implementation Team which has met weekly for the past year to analyze issues, develop potential implementation strategies, agency reorganization, service delivery system redesign, enhanced collaboration strategies, support service development, and evaluate other issues as they become known. The Implementation Team established five working focus groups to take the lead in such areas as childcare, substance abuse and mental health services, and agency reorganization. During the past several months work group members met extensively with individuals and organizations from throughout the community to develop collaboration and partnerships and gain broad community input. These efforts have included dialogues with private business owners, faith community organizations and individual church leaders, public schools, the local Chamber of Commerce president, representatives of employee and employer organizations, community based organizations, employment and training programs, child care providers, various service providers within the existing social service delivery system and other collaboratives. Mariposa County has a long history of excellent cooperative community efforts and the expressions of support and commitments to collaborate in creating an exemplary CalWORKs program in this county has been outstanding. In addition to individual meetings Department staff have made presentations and participated in numerous discussion groups regarding welfare reform issues and the Department Director has made public presentations in a variety of forums encouraging broad public understanding of welfare reform issues and generating public input into the process. The Director's activities include regular reports and issue discussions in monthly meetings with the Mariposa County Mental Health Board and the Mariposa County Alcohol and Drug Program Advisory Board; discussions with Community program development and coordination groups with whom the Director meets on a regular basis; media commentary, and a presentation to a state legislative committee delineating the Department's CalWORKs position which received community wide distribution when published in total on the front page of a local newspaper in October 1996. This article detailing concepts and values which would become central to the State and County CalWORKs plan a few months later, e.g. work first, self sufficiency, personal responsibility, generated wide spread community comment, discussion and strong expressions of approval.

Department staff also have participated in two special community forums on local welfare reform which included representatives from private non-profit organizations, the faith community, public agencies and others. The first forum, held earlier this year as aspects of the State plan were becoming known, was sponsored by the Mariposa County Community Action Agency and featured a presentation on welfare reform by Department staff and a group discussion on the issues. The most recent event sponsored by the Department of Human Services was held in October following adoption of the State plan in August and transmittal of plan requirements to the County in mid September. This meeting included distribution of printed material outlining major features of CalWORKs and a presentation by the Department Director on CalWORKs plan development, proposed service delivery considerations, estimated projections of need, and the importance of community collaboration and partnership in plan development and implementation. The attendees pursued a very interactive, thoughtful, and informative round table discussion on many topics including barriers to employment, diversion ideas, job development, community services projects, child care, collaboration and ideas for partnerships to make the local plan a success. Participants agreed to future meetings to continue this dialogue. Specific roles for potential collaborations are being developed and will include more formalized relationships where appropriate, e.g. through written agreements, M.O.U.'s, contracts, protocols and communication expectations. In follow up contacts subsequent to the October forum Department staff are experiencing genuine commitments to work together to make CalWORKs an exemplary broad based community service in Mariposa.

In addition to pursuing input from the private and public sector Human Services Department staff have proactively encouraged input over the past 18 months from Agency Consumers regarding their concerns and perspectives on welfare reform and CalWORKs implementation. Staff have provided clients updated reports, news articles and potential services change information in individual and group discussions to gain client perspective and suggestions for plan development. The most consistently cited areas of concern from Department clients are adequate childcare, transportation, job availability, wage levels and training opportunities. This input from consumers has assisted all Department staff better understand the need, magnitude, and dimensions of the challenges facing plan implementation and helped focus efforts in high priority areas.

In many ways and at all levels from welfare consumers, collaboratives, the private sector, community organizations, and public officials Mariposa County has encouraged and received broad public input into the development of this CalWORKs plan and will continue this input as the plan is implemented.

Organizations invited to the October forum:

Mariposa County Family Support
Mariposa County Victim Witness Program
Mariposa County Mental Health Services
Mariposa County Alcohol and Drug Services
Mariposa County District Attorney
Mother Lode Job Training
Mariposa Ministerial Association
Mariposa Women, Infants and Children Program
Mt. Crisis Services
California Department of Rehabilitation
Mariposa County Head Start
Mariposa County Health Department
Mariposa County Sheriffs Department
Manna House
California Employment Development Department
Mariposa County Housing Authority
Mariposa County Community Action Agency
Mariposa County School District
Mariposa County Probation Department
Infant Child Enrichment Services
Salvation Army Extension Committee
Mariposa County Child Health and Disability Program
John C. Fremont Hospital
Mariposa Indian Council
Mariposa County Planning Department

(I) 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)]

The Mariposa County budget specifying the county's estimated expenditure and source of funds for the CalWORKs program is provided on the appropriate form and included as pages 26 & 27 of this plan. This budget meets the requirement of WIC Section 15024.4. Mariposa County proposes to expend an amount on CalWORKs Administration and Services that combined with funds expended for food stamps administration equals the amount expended by the County for corresponding activities during the 1996/97 fiscal year.

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)	332544	147176	141216	44152	

* 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)	1030776	867657	27593	8628	122584	4314
(A) TOTAL CalWORKs Single Allocation Items (1) thru (7)	855865	721576	27593	0 0	106696	0
(1) Benefit Administration	244169	208158	0	0	36011	0
(2) Program Integrity (Fraud)	91259	85850	0	0	5409	0
(3) Staff Development/Retraining	33915	30308	0	0	3607	0
(4) Welfare-to-Work Activities	418145	363604	0	0	54541	0
(5) Cal Learn	6292	6062	0	0	230	0
(6) Child Care - 1st half of 1997/98	62085	27594	27593	0	6898	0
(7) Other Activities ***	0	0	0	0	0	0
(B) Child Care - 2nd half of 1997/98	142988	127100	0	0	15888	0
(C) Mental Health Treatment	17256	8628	0	8628	0	0
(D) Substance Abuse Treatment	14667	10353	0	0	0	4314

* 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.

(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)]

Mariposa County recognizes the importance of a successful transition from public assistance to employment and the potential challenges inherent in transitioning off aid due to time limits.

- **Transitions Due to Employment**
  Participants transitioning from cash aid to employment will receive transitional services from trained case managers who will be available for up to one year to assist with job retention and or rapid reemployment, budgeting, general problem solving, crisis management and skills counseling. In addition, participants leaving aid due to employment will have access to transitional and work-related benefits such as child care, medical assistance and Earned Income Credit.

- **Transitions Due to Time Limits**
  Department of Human Services staff will complete an assessment on a case-by-case basis of the circumstances leading to participants transitioning off cash aid due to reaching welfare-to-work limits, or 60 months of cash aid assistance. Transitions under this condition may require providing voucher or vendor services to assist children in the participants family unit, referral to collaborative community resources, or an assessment by the Department's Children Services Unit to determine level of risk to potentially vulnerable children. The Department has appointed a task group to study and refine the most effective approach for responding to transitions in this category and will establish detailed service guidelines which will include, at a minimum, assistance with job leads and use of telephones for job search efforts and any services necessary to ensure the well being of children in the family unit.

(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.

Mariposa County recognizes the Trade and Commerce Agency as the lead agency for the Job Creation Investment Fund. The Mariposa County Board of Supervisors will consider the guidelines for local job creation plans issued by this Agency and will determine an appropriate County response. If the Board elects to apply for available funds the County will submit the required resolution and grant application within the specified time line. Additional job creation plans and community development strategies are an ongoing concern for the Board and will be pursued and implemented at Board direction consistent with an overall plan to be determined by the Board.

(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.

The Mariposa County CalWORKs development and implementation task group has been meeting on a regular basis for the past year and is currently considering several alternatives for maximizing success of the county's welfare reform efforts but no pilot projects are proposed at this time. The County will submit an addendum to this plan should a pilot project become identified.

(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)]

Mariposa County will require the adult recipient in a one parent assistance unit to participate 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.

Mariposa County is studying the feasibility of increasing the hours required for adults in single family assistance units to 32 hours prior to July 1, 1999.

An adult recipient who is an unemployed parent shall participate in at least 35 hours of welfare-to-work activities each week.

(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]

There are no federally recognized American Indian Tribes located within Mariposa County at this time. Should a tribe or tribes become recognized in the future, Mariposa County will hold appropriate discussions regarding options of program administration that may be available to a recognized tribe.

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

Tom Archer

Chairperson of the Board of Supervisors Signature

Robert Stewart