

CALWORKS EMPLOYMENT SERVICES PROGRAM

DEFINITIONS

ADULT BASIC EDUCATION is instruction in reading, writing, arithmetic, high school proficiency, or general educational development certificate instruction, and English-as-a-second-language.

APPLICANT is the individual, family, or child (or on whose behalf is made) completing a new application for CalWORKs aid, a request for restoration of aid or a reapplication.

ASSESSMENT is an in-depth evaluation of the participant's job skills and supportive service needs in which a written welfare-to-work plan is developed, listing the activities and services needed to move the participant into employment.

CalWORKs stands for California Work Opportunity and Responsibility to Kids. CalWORKs Program services include cash assistance to families with dependent children, Medi-Cal, food stamps, employment services and other related services.

COMMUNITY SERVICE is a training activity that is temporary and transitional, performed in the public or private nonprofit sector under the close supervision of the activity provider, and provides participants with basic job skills that can lead to employment while meeting a community need.

Time limit: Community Service counts toward the core activity hours. Usually is limited to 6 months but can be extended on a case by case basis.

COUNTY WELFARE DEPARTMENT (CWD) is the agency that administers the CalWORKs Program at the county level and in Fresno County; that agency is the Department of Social Services (DSS).

CONFIDENTIALITY within the scope of this proposal is defined as: "No information or reference to a client will be disclosed to any person and/or agency except in the process of professional consultation between department, contract, or subcontract staff, or in instances where the transitional case worker/case manager is mandated to report by law, or where there is a reasonable belief that, in a life threatening situation, the disclosure of information may save a life." All employees and staff of agencies under contract, subcontract, or possessing an agreement for CalWORKs Employment Services are required to abide by the confidentiality requirements of the State Department of Social Services regulations.

DOMESTIC ABUSE SERVICES are provided when there is a concern that domestic abuse is occurring and is impairing the ability of a recipient to obtain employment. Referrals are to be made to Fresno County providers of domestic violence services.

EMPLOYMENT is work that is compensated at least at the applicable state or federal minimum wage.

EXEMPT means that a CalWORKs applicant or recipient is not required to participate in Welfare-to-Work activities as a condition of eligibility for aid.

JOB DEVELOPMENT is the active assistance to locate employment opportunities and link the available jobs with participants seeking employment.

JOB PLACEMENT is the direct placement of a participant in unsubsidized employment through the efforts of another person/agency.

JOB READINESS ASSISTANCE provides the recipient with training to learn basic job seeking and interviewing skills, to understand employer expectations, and to learn skills designed to enhance an individual's capacity to move toward self-sufficiency. Job

Time limit: Readiness falls in the same category with Job Search. Both activities are combined when calculating time used towards time limits for core hours. Maximum of 120/180 core participation hours is allowed depending on whether client is in a one or two parent household. A maximum of 4 consecutive weeks can be counted towards core participation hours. The 5th week of client's job readiness/job search activity is counted as non core participation hours.

JOB RETENTION SERVICES are services provided to employed participants to assist them to remain employed or to be rapidly re-employed. Services may include case management, childcare, transportation, ancillary and personal counseling.

JOB SEARCH is an activity in which the participant's principal activity is to seek employment.

Time Limit: Job Search falls in the same category with Job Readiness. Both activities are combined when calculating time used towards time limits for core hours. Maximum of 120/180 core participation hours is allowed depending on whether client is in a one or two parent household. A maximum of 4 consecutive weeks can be counted towards core participation hours. The 5th week of client's job readiness/job search activity is counted as non core participation hours.

JOB TRAINING is vocational skills training in specific skills in a classroom setting or on a job site, including, but not limited to, training provided community- based organization or special programs offered by community colleges.

ON-THE-JOB-TRAINING (OJT) is employment in which a participant receives job skills training directly from an employer. The employer is partially reimbursed for wages and/or supervision and/or training costs, and is expected, at end of the training, to retain the employee.

Time Limit: OJT contracts are typically written for a 90-day window to allow for sufficient training in the specified job. On a case-by-case basis, this can be extended at the discretion of the County.

PARTICIPANT is a mandatory or voluntary registrant who is *actively* involved in CalWORKs Employment Services Program requirements and activities.

PARTICIPANT CONTRACT is between the participant and DSS and contains the agreed-upon program requirements, activities and supportive services.

REGISTRANT is a CalWORKs applicant or recipient who is registered for the CalWORKs Employment Services Program.

REGISTRATION is the process whereby a CalWORKs applicant or recipient is registered by DSS for the CalWORKs Employment Services Program.

STATE HEARING is a formal appeals process available to CalWORKs participants and other recipients of aid. Procedures are defined and described in MPP Division 22 of California Department of Social Services Regulations.

SUBSIDIZED EMPLOYMENT is employment in which the participant's employer is partially or wholly reimbursed for wages and/or training costs.

Time Limit: This activity will count towards core participation hours. It is not a time limited activity.

SUBSTANCE ABUSE ASSESSMENT occurs when there is a concern that a substance abuse problem exists that will impair the ability of a recipient to obtain or retain employment, and a referral has been made to the Fresno County Substance Abuse Program. The recipient is evaluated and a determination is made of any necessary treatment. Based on the assessment, the participant's welfare-to-work plan is developed.

SUPPORTIVE SERVICES include child care, transportation, work or training-related costs for books, tools, special clothing, fees, and other necessary costs, and personal counseling or therapy. Necessary supportive services shall be available to every work registrant in order to participate in the program activity or to accept employment.

UNSUBSIDIZED EMPLOYMENT is all employment other than subsidized employment.

Time Limit: Unsubsidized employment counts towards core participation hours. It is not a time limited activity.

VOCATIONAL EDUCATION AND TRAINING is targeted, industry-related training and education, for a specific job provided either in a classroom setting and/or on a job site.

Time Limit: Vocational education and training is limited to 12 months for core participation hours. After 12 months, this activity will count as non core.

VOLUNTEER is a CalWORKs applicant or recipient who, though not required to participate in the CalWORKs Employment Services Program, chooses to participate.

WELFARE-TO-WORK (WTW) PLAN is developed by DSS and the participant. The plan specifies the program activities in which a participant shall engage and the services that will be provided.

WTW WORK ACTIVITIES are countable activities per Federal Participation standards. Adults are required to participate for a minimum of 20 hours (single parent household) or 30 hours (two-parent household) per week in core activities, with any balance of their 32- or 35-hour per week participation requirement spent in other core or non-core activities that will aid in obtaining employment. Core activities include unsubsidized or subsidized employment, Work Experience, Work Study, On-the-Job Training and/or Job Search/Job Readiness. Non-core activities may include but are not limited to Adult Basic Education, Job Skills Training directly related to employment and/or Education directly related to employment.

WORK EXPERIENCE is a training activity in the public or private sector under the close supervision of the activity provider, that helps provide basic job skills, enhance existing job skills in a position related to the participant's experience, or provide a needed community service that will lead to unsubsidized employment.