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**Issue Date:**

08/14/2015

**Effective Date:**

Upon Receipt

**Policy:**

Upon the completion of initial job search activities, or a determination that those activities are not required, the participant is assigned to Welfare to Work (WTW) activities which may be assigned either sequentially or concurrently.

WTW activities are essential to assist participants in removing existing barriers and becoming self-sufficient. The Employment Case Manager (ECM) and the participant jointly agree on the most appropriate activity(ies) to assist the participant in achieving the goal of self-sufficiency through employment.

When determining appropriate WTW activities, consideration must be given to each participant's unique circumstances such as:

Participant's circumstances	
Employment history	Local labor market conditions.
Education level and participant's vocational interest.	English language skills and basic reading/math competencies.
Mental health, Substance abuse, and Domestic violence issues.	Learning disabilities.
Other relevant issues.	Remaining months on the participant's CalWORKs Time-on-Aid Clock, and the WTW 24-month time Clock.

**Note:** WTW participants with verified learning disabilities must have the findings of the Learning Disabilities report incorporated into their WTW Plan as specified in [CPG 10-006.E](#) on Learning Disabilities.

Participants who lack recent work history or whose recent employment cannot be used as a positive reference in seeking a job should be encouraged to consider a WTW activity that allows them to establish a recent work history, obtain new workplace skills or enhance existing skills. Examples of appropriate WTW activities are:

- Expanded Subsidized Employment
- Expanded Work Experience
- Work Study
- Work Experience
- Community Service

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### Welfare-to-Work Activities:

The following are the WTW activities and corresponding component acronyms:

Acronym	Activity/Component
ABE	<a href="#">Adult Basic Education</a>
APR*	<a href="#">Appraisal</a>
ACC	<a href="#">Arranging Child Care</a>
ASMT*	<a href="#">Assessment</a>
CS	<a href="#">Community Service</a>
ERE	<a href="#">Education Directly Related to Employment</a>
ESL	<a href="#">English as a Second Language</a>
ESE	<a href="#">Expanded Subsidized Employment</a>
EWE	<a href="#">Expanded Work Experience</a>
FS	<a href="#">Family Stabilization</a>
FVS	<a href="#">Family Violence Services</a>
JS	<a href="#">Job Search</a>
ERT	<a href="#">Job Skills Training Directly Related to Employment</a>
LDI*	<a href="#">Learning Disabilities Initial Appointment</a>
MHS	<a href="#">Mental Health Services</a>
GRP*	<a href="#">Misc One Day Group Scheduling</a> (WEX, EWE, ESE and CS Orientations)
OJT	<a href="#">On-the-Job Training</a> (Not currently offered in San Diego County)
ORE*	<a href="#">Orientation</a>
MIS	<a href="#">Other Activity to Remove Barriers to Employment</a>
ASM2*	<a href="#">Reassessment</a>
GED	<a href="#">Secondary School or Preparation for a Certificate of General Educational Development</a>
SLE	<a href="#">Self-Employment</a>
SAS	<a href="#">Substance Abuse Services</a>
FTE	<a href="#">Unsubsidized Employment – Full-Time</a>
PTE	<a href="#">Unsubsidized Employment – Part-Time</a>
VTR	<a href="#">Vocational Education and Training</a>
WEX	<a href="#">Work Experience</a>
WST	<a href="#">Work Study</a>

**Note:** Orientation, Appraisal, Assessment, Reassessment, Learning Disability Initial Appointment and Misc One Day Group Scheduling are not on-going activities, but one-time appointments a participant may attend. For specific information regarding these one-time appointments, see CPG sections [10-](#)

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[005.D Appraisal](#), [10-005.F. Assessment and Reassessment](#), [10-006.C. Learning Disabilities Evaluation](#), [10-050.A.](#) and [10-100.D.](#) regarding Misc One Day Group Scheduling.

ECMs are to refer and schedule participants to these one-time appointments in CalWIN to document completion of the appointments. Refer to [How To #231 Refer/Schedule WTW Activities](#).

**Exception:** Misc One Day Group Scheduling may be used as the initial phase of WEX, EWE, ESE and CS. Participants in self-initiated CS do not need to attend the CS Orientation. See [CPG 10-100.D](#) and [CPG 10-050.A.](#)  
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### **Core and Non-Core WTW Activities:**

During the Welfare-To-Work 24-Month Time Clock, non-exempt CalWORKs recipients may choose to participate in core and/or non-core WTW activities. See [CPG 10-003.A.5](#) regarding a summary of Core/Non-Core WTW activities, [CPG 10-003.D](#) for participation requirements after the WTW 24-Month Time Clock is exhausted and [CPG 10-003.E](#) for WTW activities that meet the CalWORKs federal standards.

### **Adult Basic Education (ABE):**

ABE includes reading, writing, arithmetic, high school proficiency or general education development certificate instruction, and English as a second language.

ABE is assigned when a participant lacks basic literacy or mathematics skills, a high school diploma or general educational development certificate, or English language skills. Participants must maintain satisfactory progress as defined by the educational institution or service provider to remain in this activity. See [Study Time section](#) for allowable supervised and/or unsupervised study time and [CPG 10-300.A](#) for WTW Activity Documentation and Reporting Requirements.

### **Arranging Child Care (ACC):**

Upon completion of Appraisal, participants with incomplete Child Care arrangements can be assigned to ACC prior to Initial Job Search for an initial period of up to five business days. If after five business days the participant is unable to locate or make adequate Child Care arrangements, the ECM must evaluate the progress of the activity and determine possible barriers to securing adequate Child Care. ACC can be extended beyond five business days on a case by case basis and requires daily narration by ECM. See [CPG 10-300.A](#) for WTW Activity Documentation and Reporting Requirements and CPG 10-010 in regards to Child Care.

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### **Community Service (CS):**

CS is a WTW 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. CS is Limited to a 12 month lifetime limit. Any extensions beyond the 12 month lifetime limit are subject to approval by Eligibility Operations. See [CPG 10-050.A.](#) regarding CS Policies and Procedures, [CPG 10-300.A](#) for WTW Activity Documentation and Reporting Requirements, [CPG 10-003.A.5](#) regarding Core/Non-

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Core WTW activities and [CPG 10-003.E.6](#) regarding WTW activities that meet CalWORKs Federal Standards.

### **Education Directly Related to Employment (ERE):**

ERE is education related to a specific occupation, job, or job offer.

ERE is an approved WTW activity assigned to enable a participant to:

- Obtain a high school diploma; or
- Obtain a certificate of high school equivalency;
- Complete an education/training program required to maintain employment or get a better job.

See [Study Time section](#) for allowable supervised and/or unsupervised study time, [CPG 10-300.A](#) for WTW Activity Documentation and Reporting Requirements and [CPG 10-003.A.5](#) regarding Core/Non-Core WTW activities.

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### **English as a Second Language (ESL):**

ESL includes instruction necessary for a participant to communicate in an employment setting, as well as in the community.

ESL is assigned when a participant has limited English language skills, and ESL is needed for the participant to become employed. Participants must maintain satisfactory progress as defined by the educational institution or service provider to remain in this activity. See [Study Time section](#) for allowable supervised and/or unsupervised study time, [CPG 10-200.A](#) for ESL with a vocational component for RES participants, [CPG 10-300.A](#) for WTW Activity Documentation and Reporting Requirements and [CPG 10-003.A.5](#) regarding Core/Non-Core WTW activities.

### **Expanded Subsidized Employment (ESE):**

ESE program offers work-ready participants the opportunity to obtain part-time or full-time subsidized employment, which may lead to future unsubsidized employment and self-sufficiency.

### **Expanded Work Experience (EWE):**

EWE program offers participants the opportunity to acquire or enhance job skills in the work environment and receive paid on-the-job training to transition to ESE or other employment.

### **Family Violence Services:**

Family Violence Services policies for the CalWORKs Program were developed, as required by State law, to identify and assist CalWORKs participants who are past or present victims of domestic violence to obtain employment and become self-sufficient. For specific information regarding this activity see CPG section [40-100.O Family Violence Services](#), [CPG 10-300.A](#) for WTW Activity Documentation and Reporting Requirements and [CPG 10-003.A.5](#) regarding Core/Non-Core WTW activities.

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## **Family Stabilization (FS):**

FS is designed to ensure a basic level of stability within a family prior to, or concurrently with, participation in WTW activities. For specific information regarding FS, see CPG sections [10-007.A](#), [10-007.B](#), [10-007.C](#) and [10-007.D](#).

## **Job Search (JS):**

JS is a WTW activity in which the participant's principal activity is to seek employment. JS includes looking for suitable job openings, making contact with potential employers, applying for vacancies, and interviewing for jobs.

See [CPG 10-005.E](#) regarding initial JS, [CPG 11-001.A.11](#) regarding additional JS after the federal limit is exhausted, [CPG 10-300.A](#) for WTW Activity Documentation and Reporting Requirements and [CPG 10-003.A.5](#) regarding Core/Non-Core WTW activities.

## **Job Skills Training Directly Related to Employment (ERT):**

ERT is training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace.

ERT is an approved WTW activity assigned to:

- Enable a participant in moving from part-time to full-time employment;
- Improve a participant's skills and knowledge to obtain or maintain a job;
- Enable a participant to qualify for a better job in their field;
- Enable a participant to obtain current vocational certification necessary for getting a better job.

ERT may include:

- Customized or general training to prepare an individual for employment, including literacy and language instruction and other remedial education as long as it focuses on skills needed for employment.
- Four-year bachelor degree programs at any state-certified college or university as long as it is directly related to a specific job or occupation.
- Vocational Educational Training that has exceeded the 12-month lifetime limit.

See [Study Time section](#) for allowable supervised and/or unsupervised study time, [CPG 10-300.A](#) for WTW Activity Documentation and Reporting Requirements and [CPG 10-003.A.5](#) regarding Core/Non-Core WTW activities.

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## **Mental Health Services (MHS):**

WTW participants can be referred to MHS any time there is a concern that a mental disability exists that impairs the participant's ability to obtain employment. For specific information regarding MHS see [CPG 10-011.D. Mental Health Services](#), [CPG 10-300.A](#) for WTW Activity Documentation and Reporting Requirements and [CPG 10-003.A.5](#) regarding Core/Non-Core WTW activities.

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## **On-the-Job Training (OJT):**

OJT is training in the public or private sector that is given to a paid participant while the participant is engaged in productive work. OJT provides knowledge and skills essential to the full and adequate performance of the job. The employer is subsidized to offset training costs.

**Note:** OJT is currently not offered in San Diego County.

## **Other Activity to Remove Barriers to Employment:**

The ECM will use the Other Activities to Remove Barriers to Employment (MIS) to assign miscellaneous activities necessary to assist a participant in removing barriers to obtaining unsubsidized employment when there is no other appropriate activity code. See [CPG 10-300.A](#) for WTW Activity Documentation and Reporting Requirements and [CPG 10-003.A.5](#) regarding Core/Non-Core WTW activities.

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## **Secondary School or Preparation for a Certificate of General Educational Development (GED):**

This is an activity for participants who have not completed high school or received a GED Certificate. It is assigned if education is needed to become employed, and participant must maintain satisfactory progress as defined by the educational institution.

See [Study Time section](#) for allowable supervised and/or unsupervised study time, [CPG 10-300.A](#) for WTW Activity Documentation and Reporting Requirements and [CPG 10-003.A.5](#) regarding Core/Non-Core WTW activities.

## **Self-Employment (SLE):**

SLE is employment by means of earning a living by working as a sole proprietor or other business entity and not as an employee of another. SLE may lead to self-sufficiency if the participant's net earnings are sufficient to meet the family's needs. For this reason, self-employment is assigned in the WTW plan for a minimum of six months to give the participant the opportunity to establish a profitable business. See [CPG 10-300.A](#) for WTW Activity Documentation and Reporting Requirements, [CPG 10-003.A.5](#) regarding Core/Non-Core WTW activities, and [CPG 10-003.E.1](#) regarding WTW activities that meet CalWORKs Federal Standards.

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## **Substance Abuse Services:**

State regulations require counties to make substance abuse treatment services available, when necessary to enable participants to make the transition from welfare to work. For specific information regarding this activity see CPG section [10-011.E Substance Abuse Services](#), [CPG 10-300.A](#) for WTW Activity Documentation and Reporting Requirements and [CPG 10-003.A.5](#) regarding Core/Non-Core WTW activities.

## **Unsubsidized Employment:**

Unsubsidized Employment is full-time (FTE) or part-time employment (PTE) in the public or private sector that is not subsidized by TANF or any other public program. Unsubsidized Employment is employment in which the employer pays the full wage. See [CPG 10-300.A](#) for WTW Activity

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Documentation and Reporting Requirements, [CPG 10-003.A.5](#) regarding Core/Non-Core WTW activities and [CPG 10-003.E.1](#) for more details regarding WTW activities that meet CalWORKs federal standards.

## **Vocational Education and Training (VTR):**

VTR is organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations, and includes, but is not limited to, college and community college education, adult education, regional occupational centers, and other occupational programs. In some instances, the Vocational Educational Training will be completed as part of distance learning. Participation will count toward Vocational Educational Training hours only when the time spent can be monitored by the service provider and reported to the county welfare department. Participant must maintain satisfactory progress as defined by the educational institution to remain in VTR.

VTR has a federal **lifetime limit of 12 months**.

Participation hours in excess of the 12-month lifetime limit are to be considered either as ERT or ERE if the participant does not have a high school diploma or a certificate of high school equivalency (GED).

VTR can consist of Vocational English-as Second Language (VESL), when ESL classes have a work-related component. See [CPG 10-200.A.6](#) regarding VESL.

Participants who are exempt volunteers or excused volunteers will not have VTR months count toward the 12-month lifetime limit.

VTR months in which participant was assigned to VTR, but did not have ANY participation hours will not count toward the 12-month lifetime limit.

**Important:** If participation in other federally allowable core activities meets or exceeds the 20/30/35 weekly hour participation requirements, then the hours of participation in VTR would **not** count toward the 12-month lifetime limit.

Actual hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time will be counted. A statement from the educational program indicating the amount of homework time required must be included in the case file. Total homework time counted for participation will not exceed the hours required or advised by the educational program. See [Study Time section](#) for allowable supervised and/or unsupervised study time.

See [CPG 10-300.A](#) for WTW Activity Documentation and Reporting Requirements, [CPG 10-003.A.5](#) regarding Core/Non-Core WTW activities, [CPG 10-003.E.7](#) regarding WTW activities that meet CalWORKs federal standards and [CPG 10-015.A](#) regarding Self-Initiated Plans.

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## **Work Experience (WEX):**

Unpaid WEX is a WTW training activity in the public or private sector under the close supervision of the activity provider that helps provide basic job skills or enhance existing job skills in a position related to the participant's experience that may lead to unsubsidized employment. See [CPG 10-100.A.](#) through [CPG 10-100.S.](#) for WEX Policies and Procedures, [CPG 10-300.A](#) for WTW Activity Documentation and Reporting Requirements, [CPG 10-003.A.5](#) regarding Core/Non-Core WTW activities and [CPG 10-003.E.3](#) regarding WTW activities that meet CalWORKs federal standards.

## **Work Study (WS):**

WS is paid work developed by education providers in conjunction with approved education and training programs as part of the program. See [CPG 10-300.A](#) for WTW Activity Documentation and Reporting Requirements and [CPG 10-003.A.5](#) regarding Core/Non-Core WTW activities.

## **Satisfactory Participation:**

The criteria for determining a participant's satisfactory participation in an assigned education or training activity includes regular attendance and satisfactory progress as defined by the educational institution or service provider.

A participant who fails without good cause or refuses to comply with participation requirements in the activities assigned is subject to compliance and sanction requirements. See [CPG 10-025.A](#) regarding Noncompliance Initiation for WTW participation.

ECMs are required to ensure the status of WTW activities are maintained and updated in CalWIN with current participation status for all WTW participants. Refer to [How To #234 Update/Maintain Employment Services Activity Status](#) for details.

## **Definition of Supervision:**

WTW activities are supervised and monitored by the employer, the work site or service provider.

Supervision of a participant in WTW activities is the activity provider's daily responsibility for oversight of the individual's participation without making in-person daily contact.

Daily supervision can be achieved by telephone or electronic methods and at the same level as other employees, students, or trainees of the organization.

## **On-Line Courses:**

ECM may approve on-line courses that meet **all** of the following criteria:

- It is a required course provided through colleges, adult education, regional occupational centers and Regional Occupation Programs (ROP), training funded by the Job Training Partnership Act (JTPA), Workforce Investment Act and other sources; and
- It is training and/or education directly linked to a specific job skill or occupation; and
- It is a component of an approved WTW activity and is consistent with the participant's assessment; and

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- Participation hours can be verified by the institution offering the online course. See [CPG 10-300.A](#) for WTW Activity Documentation and Reporting Requirements.
- It is listed in the student's Individual Training Plan (ITP) or equivalent documentation and approved by the school adviser.

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## **Study Time:**

Study time means actual hours of participation outside of the classroom in activities related to study or completion of class work associated with classes in which the individual is enrolled. Study time is an approved activity and may include supervised and/or unsupervised study time.

Hours spent in supervised study time and up to one hour of unsupervised study time for each hour of class time may be assigned as participation in the assigned activity in the individual's WTW plan. Total study time counted as participation must not exceed the hours required or advised by the education program.

Supervised/unsupervised study time is incorporated in a participant's ABE, ESL, ERT, ERE, VTR or GED educational program when developing the WTW Plan.

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## **Cal-Learn Exclusion from WTW Activities:**

CalWORKs eligible teens that are under the age of 19, are pregnant or live with their child, and have not earned a high school diploma or its equivalent, must be referred to the Cal-Learn Program.

A CalWORKs teen is exempt from assignment to WTW activities:

- Until they earn their high school diploma or its equivalent, or
- Up to at least age 19
- The Cal-Learn exemption may be extended until the teen reaches their 20<sup>th</sup> birthday under certain circumstances.

See [CPG 15-000.C](#) for Cal-Learn Program Eligibility Requirements and [CPG 10-020.A.2](#) regarding WTW Exemptions.

## **Procedure:**

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## **Impacts:**

No impact

## **Program Affected**

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**References:**

[MPP 42-716](#)

[MPP 42-716.61](#)

**Approval for Release:**

08/14/2015

**Sunset Date:**

This policy will be reviewed for continuance by 08/31/2018.