

County of San Diego, Health and Human Services Agency (HHS) CalWORKs Program Guide

Community Service

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10-050.A

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Issue Date:

4/20/2015

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Upon Receipt

Policy:

Community Service (CS) is a Welfare-to-Work (WTW) training activity that is:

- Temporary and transitional.
- Performed in the public or private non-profit sector under the close supervision of the activity provider. Examples of possible CS sites are: faith based organizations, non-profit Social Services agencies, homeless shelters, schools, etc.
- Helpful in providing participants with basic job skills that may lead to employment while meeting a community need.
- Considered a core activity per Federal work requirements as it could lead participants toward employment.
- Limited to a 12 month lifetime limit. Any extensions beyond the 12 month lifetime limit are subject to approval by Eligibility Operations.
- Calculated by dividing the sum of CalWORKs and CalFresh benefits by the state or Federal minimum wage, whichever is higher to determine the maximum allowable monthly hours a participant can be required to complete in the CS activity.
- Covered by Workers' Compensation which is provided by the State.

Participants can be assigned to CS sites developed and monitored by Employment Services (ES) Contractors or can choose to participate in a self-initiated Community Service program.

[MPP 42-701.2](#)

[ACL 13-56](#)

[WVP2015](#)

Community Service Site Development:

A CS site is a public or private non-profit site that has agreed to:

- Supervise a specified number of WTW participants.
- Help provide the participant with basic job skills or enhance existing job skills in a position related to the participant's experience.
- Provide a needed Community Service that may lead to employment.

The ES Contractors in each region are responsible for:

- Developing and monitoring CS sites.
- Providing CS placement services.
- Ensuring site compliance with Federal, State, and County regulations.
- Reporting accidents/injuries.
- Maintaining and updating their own database of CS sites to ensure participants are placed in a timely manner.
- Providing case management services.

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ES Contractors are to develop their own procedures for:

- Development and maintenance of Regional Cooperative Agreements with the CS sites. A Cooperative Agreement is entered into between the ES Contractor and the CS site to ensure that all rules will be complied with.
- Activation and deactivation of worksites.

[Processing Guide 10-050.A.1](#)

Community Service Orientation:

All participants who are assigned to CS sites developed by ES Contractors are required to attend a CS Orientation to understand their rights and responsibilities in regards to the CS activity, and be evaluated for the most appropriate CS site placement.

Note: Participants who are in self-initiated CS do not need to attend the CS Orientation.

[Processing Guide 10-050.A.1](#)

Self-initiated Community Service:

Participants can choose to participate in a self-initiated Community Service program. Participation in self-initiated Community Service is permitted as long as the activity is:

- Temporary and transitional.
- Performed in the public or private non-profit sector.
- Providing basic job skills that may lead to employment while meeting a community need.
- Limited to a 12 month lifetime limit. Any extensions beyond the 12 month lifetime limit are subject to approval by Eligibility Operations.

[Processing Guide 10-050.A.1](#)

Calculating maximum hours of Community Service for assignment:

For participation in CS, the maximum allowable monthly hours a participant can be required to complete are determined by dividing the sum of CalWORKs and CalFresh benefits by the state or Federal minimum wage, whichever is higher. The average number of hours per week of participation is determined by adding the total number of hours for the month in this activity and then dividing the total monthly hours by 4.33.

[MPP 42-716\(2\)\(A\)](#)

[Processing Guide 10-050.A.1](#)

Deeming Core Hours for Community Service:

Participants in CS who complete the **maximum** hours determined based on the [WTW 15](#), will be deemed as meeting the core activity requirement. Participants who are deemed to have met core activity requirements are **still** required to participate in additional hours in order to meet the WTW average weekly participation requirements. Additional hours can be in core or non-core activities.

Participants may not volunteer to participate in additional CS hours beyond the maximum hours of participation calculation based on the [WTW 15](#). If a participant completes additional hours beyond the maximum allowable monthly hours of CS, those CS hours cannot be claimed.

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The WTW 24-Month Clock will not tick when a participant is meeting CalWORKs federal standards in the month with deemed core hours.

Note: The process of “deeming core hours” applies only to Community Service and/or unpaid Work Experience activities.

[MPP 42-709.4](#)

[Processing Guide 10-050.A.1](#)

Community Service verification requirements:

Monthly CS participation hours are verified by the following required documentation:

- [27-340](#) WTW Activity Attendance Verification and/or
- Timesheets/Attendance Reports.

[Processing Guide 10-050.A.1](#)

Accident procedures and Workers' Compensation coverage:

Participants who are injured while participating in CS activity are covered by Workers' Compensation which is provided by the State of California.

[ACL 13-56](#)

[Processing Guide 10-050.A.1](#)

Procedure:

[Processing Guide 10-050.A.1](#)

Impacts:

No impact

Program Affected

Welfare-to-Work

References:

[MPP 42-701.2](#)

[MPP 42-709.4](#)

[MPP 42-716\(2\)\(A\)](#)

[ACL 13-56](#)

[WVP2015](#)

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This policy will be reviewed for continuance by 04/30/2018.