

**County of San Diego, Health and Human Services Agency (HHSa)  
CalWORKs Program Guide Letter**

**Welfare-to-Work Activities/Components**

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**Issue date:**

08/14/2015

**Effective date:**

Upon Receipt

**Purpose:**

To provide Employment Services (ES) Contractors policy and procedural instructions regarding Welfare-to-Work (WTW) activities/components.

**Background:**

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.

**Policy Change:**

- Community Service is now available to all WTW participants' not just participants who reside in remote areas.
- Added clarification that during the WTW 24-Month Time Clock participants may choose Self-Employment (SLE) as a stand-alone activity or in conjunction with other education, training or employment related activities to meet WTW participation requirements.
- Federal minimum wage will be used instead of State minimum wage to calculate SLE participation hours. This change was effective 7/1/2015.
- Added clarification that participants who are exempt volunteers or excused volunteers will not have Vocational Education and Training (VTR) months count toward the 12-month lifetime limit.
- Added clarification that 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.

**Summary of Changes:**

**10-005.H. Welfare-to-Work Activities/Components:**

- Entire CPG section was reformatted to adhere to new format used by Eligibility Operations.
- Removed obsolete and unnecessary information.
- Added the following new activities:
  - Expanded Subsidized Employment
  - Expanded Work Experience
  - Family Stabilization
- Removed the following activities:
  - Job search through Job Club
  - Job Search Network
  - Subsidized Public or Private Sector Employment
- Changed the names of the following activities/one-time appointments:

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- Community Service Remote changed to Community Service
- Group Scheduling changed to Misc One Day Group Scheduling
- Job search acronym changed from SUS to JS
- Re-arranged the order of the WTW activities to reflect alphabetical order.
- Added clarification that Misc One Day Group Scheduling may be used as the initial phase of Work Experience, Expanded Work Experience, Expanded Subsidized Employment and Community Service activities.
- Added clarification that On-the-Job Training is currently not offered in San Diego County.
- Updated the procedures for assigning WTW activities to reflect that in some situations, an ECM can provide the participant the 002/004 scheduling notice on the same day in immediate/batch mode.
- Updated instructions regarding Arranging Child Care (ACC) to include that daily narration is required by ECM when ACC is extended beyond five business days.
- Added clarification that in order to align with CalWORKs requirements, Once SLE participants select between the monthly verified business expenses or minus 40% of monthly gross SLE income, that selection cannot be changed until renewal or every 6 months, whichever occurs first.

**Processing Guide 10-005.H.1 Welfare-to-Work Activities/Components:**

- Processing guide is located in the [CalWIN Intranet](#) for internal staff use.

**Impacts:**

**Automation:**

No impact

**Forms and Document Capture:**

No impact

**Other Programs Affected:**

Welfare-to-Work

**Quality Control:**

QC will cite the appropriate error on any case that does not comply with the requirements outlined in this material.

**Management Reporting:**

None

**References:**

[MPP 42-716](#)

[MPP 42-716.61](#)

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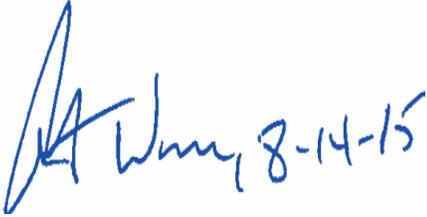
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**Sunset Date:**

This policy will be reviewed for continuance by 8/31/2018.

**Approval for Release:**

A handwritten signature in blue ink, appearing to read "Rick Wanne", followed by the date "8-14-15".

Rick Wanne, Director  
Eligibility Operations