

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

Welfare-to-Work Subsidized Employment Programs

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Issue Date:

6/22/2016

Effective Date:

Upon Receipt

Purpose:

To issue CalWORKs policies and procedures regarding the Expanded Subsidized Employment (ESE) and Expanded Work Experience (EWE) programs

Background:

Assembly Bill 74 established the ESE program in California to increase the availability of subsidized employment for CalWORKs recipients.

Work experience and subsidized employment are core WTW activities and participation hours count towards the Work Participation Rate (WPR). Increased participation in EWE and ESE activities will positively impact the WPR.

Assembly Bill 1522 requires employers to provide paid sick days to employees who work in California for 30 or more days within a year from the beginning of employment. Paid sick days are to be accrued at a rate of no less than one hour for every 30 hours worked beginning 7/1/2015 and may be used by the employee beginning on the 90th day of employment. Paid sick days may be accrued by EWE and ESE participants.

Policy Change:

San Diego County implemented two subsidized employment programs for eligible WTW participants:

- **Expanded Work Experience** provides part-time on-the-job training for participants to enhance their existing skills in order to become job ready and transition to the ESE program.
- **Expanded Subsidized Employment** helps job ready participants obtain employment that will lead to self-sufficiency.

Unlike other WTW activities that require CalWORKs eligibility, participants who become ineligible to CalWORKs due to ESE income and stop receiving WTW employment services may continue in the ESE program until their subsidized employment placement ends.

EWE and ESE employers are required to comply with AB 1522 requirements by providing paid sick days to employees and for ensuring the appropriate amount of sick leave hours are credited to each employee retroactively beginning on 7/1/2015.

Summary of Changes:

New sections added to the CalWORKs Program Guide:

- CPG 10-150.A Expanded Subsidized Employment (ESE) Program
- CPG 10-150.B Expanded Work Experience (Expanded Work Experience) Program

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New CalWORKs Processing Guides issued for internal staff use:

- Processing Guide 10-150.A1 Expanded Subsidized Employment (ESE) Procedures
- Processing Guide 10-150.B1 Expanded Work Experience (EWE) Procedures

Impacts:

Automation

EWE and ESE activities and Targeted Group identifiers will be used to identify participants in CalWIN.

Forms and Document Capture

Refer to Processing Guide 10-260.A.1 WTW Document Capture Activities.

Programs Affected

EWE and ESE income are countable as earned income for eligibility purposes.

Quality Control

Quality Control will cite the appropriate error when regulations cited in this program material have not been followed.

References:

AB 74 and 1522
WIC 11322.63 and 11322.64
MPP 42-701.2 and 42-709.312
ACLs 12-15, 12-29, 12-51, 13-81, 14-17, 14-81, and 16-17

Sunset Date:

This policy will be reviewed for continuance by 6/30/2019.

Approval for Release:



Rick Wanne, Director
Eligibility Operations