

March 06, 2014

CalWORKs Program Guide Letter No. 319

Subject **UPDATES TO CPG 10-100 COMMUNITY SERVICE - WORK EXPERIENCE (WEX)**

Effective Date Upon Receipt.

References [Eligibility And Assistance Standards \(EAS\) 42-700](#); [All County Letter \(ACL\) NO. 13-56](#); County Policy

Purpose To provide CalWORKs Welfare-to-Work (WTW) Employment Services staff with updated information regarding:

- The need to develop Regional Cooperative Agreements with Work Sites
- Maintenance of a Regional Work Site Database
- Updates to CalWORKs Program Guide (CPG) Section 10-100

Background State regulations require that:

- Work Experience (WEX) opportunities are provided for WTW participants to assist in providing basic job skills, enhancing existing job skills in a position related to the participants' experience or in providing a needed community service that will lead to employment.
- Community Service Remote (CSR) opportunities are provided for those residing in remote areas which precludes their participation in regular employment and/or other WTW activities. Specifically, exclusive of the time necessary to transport family members to a school or place providing care, CSR is to be made available to participants:
 - Who reside more than two hours round trip from employment or other WTW activity sites; or
 - If walking is the only available means of transportation and the round trip is more than two miles.

The Employment Service (ES) Providers in each Region are responsible for developing WEX and CSR Work Sites.

Policy Change

Employment Services Providers will be responsible for developing and maintaining their own Regional Cooperative Agreements and Work Site Database.

Summary of Updates

The following Sections have been updated in the online CPG:

Section	Title
10-100.A.	Background
10-100.B.	Mandatory and Regionally Developed Procedures
10-100.C.	Calculating Maximum Hours of WEX/CSR for Assignment: Simplified CalFresh Program (SCFP)
10-100.H.	WEX/CSR Work Site Development
10-100.J.	Cooperative Agreements
10-100.M.	Accident Procedures
10-250.D.1	Add/Change a Provider in CalWIN

Changes to the CPG are highlighted text.

Automation Impact

No Impact

Program Impact

The CalFresh (CF) and General Relief (GR) Employment & Training Programs will continue to monitor their own work sites.

No impact to other Programs.

Quality Control (QC) Impact

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

Director Approval



RICK WANNE, MA MFT
Director
Eligibility Operations

DP