



county of Santa Cruz

HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95060

(408) 4544130 OR 454-4045 FAX: (408) 454-4642

May 4, 1999

Agenda: May 18, 1999

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

WELFARE-TO-WORK FORMULA GRANT PROGRAM PLAN 1999 MODIFICATION

Dear Members of the Board:

As you may recall in August 1997, the President signed HR 2015, the Balanced Budget Act of 1997. The Act supplements the Temporary Assistance for Needy Families Program (TANF) with an additional \$3 billion to states to create Welfare-to-Work (WtW) programs. Eighty-five percent of California's WtW funds are formula allocated by the Governor to Service Delivery Areas (SDAs) for local programs to be administered by the Private Industry Council (PIC). The Department of Labor (DOL) has awarded California \$177,227,536 for Fiscal Year (FY) 1999; Santa Cruz County's FY 1999 allocation is \$817,001.

In accordance with DOL requirements, a plan modification incorporating the FY 1999 WtW formula grant funds into the existing FY 1998 local plan must be approved by the PIC and the Board of Supervisors (BOS). This will result in a combined FY 98/99 local plan, representing \$1,689,718 in WtW funding to provide the hardest to employ welfare recipients with work experience and job training. The WtW Formula Grant Plan was developed jointly between the CareerWorks and CalWORKs Divisions of the Human Resources Agency with input from workforce development partners. Your Board approved the 1998 WtW Formula Grant Plan, August 11, 1998. On April 22, 1999, the plan modification was presented for public input and unanimously approved by the PIC.

Your Board's approval of Santa Cruz County's 1999 WtW Formula Grant Plan modification will provide services to 170 welfare recipients, at no additional cost to the County. The allocation will be available upon the state's approval of Santa Cruz County's WtW Formula Grant Plan modification, and has been included in HRA's FY 1999-00 budget.

A copy of the plan modification is on file with the Clerk of the Board.

BOARD OF SUPERVISORS
Agenda Date: May 18, 1999
Welfare-to-Work Formula Grant Program Plan 1999 Modification

IT IS THEREFORE RECOMMENDED that your Board approve the Welfare-to-Work Formula Grant Plan Modification and authorize the Board Chairperson to sign and submit this document to the State.

Very truly yours,

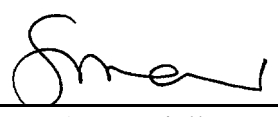


CECILIA ESPINOLA
Administrator

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RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

***THE TEMPORARY ASSISTANCE TO NEEDY FAMILIES
WELFARE-TO-WORK BLOCK GRANT PROGRAM
LOCAL PLAN***

***SANTA CRUZ COUNTY
HUMAN RESOURCES AGENCY/CAREERWORKS***

PROGRAM YEAR 1999 MODIFICATION

WELFARE-TO-WORK FORMULA GRANT PLAN

WtW Local Plan Initial 1999 Modification Other Modifications Mod. No. _____

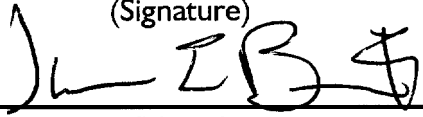
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The undersigned Private Industry Council (PIC) Chair, the Chief Elected Official (CEO) for the above named Service Delivery Area (SDA) have approved the attached local Welfare-to-Work (WtW) Plan and agree to operate or cause to be operated programs pursuant to this plan. Additionally, the County Board(s) of Supervisors has approved the attached local WtW plan as evidenced by signature below or the attached Board Resolution. It is expected that the local plan has been developed jointly between the PIC and the County Welfare Department (CWD), and that the County Board of Supervisors considered the input of the CWD when board action was taken. The undersigned certify that they concur with the contents of this plan and agree that this plan shall be funded through subgrants executed between the named subgrantee and the State of California and that no such subgrant shall be executed without their concurrence. This plan and any modification consists of the Table of Contents, and all the sections indicated by an "X" on the table of contents.

Approved for the PIC:	Approved for the PIC:
(Signature)	(Signature)
Jim Booth 	
(Name)	(Name)
Chairoerson. PIC	
(Title)	(Title)
(Date)	(Date)

For state use only:

Approved for the County Board of Supervisors in <u>Santa Cruz</u> County <input type="checkbox"/> Board Resolution attached (not required if signed)	Approved for the State of California:
(Signature)	(Signature)
Jeff Almquist	
(Name)	(Name)
Chairperson, Board of Supervisors	
(Title)	(Title)
(Date)	(Date)

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PART I SECTION (A) ADMINISTRATIVE AND FISCALLY RESPONSIBLE ENTITIES

If the Private Industry Council will accept the responsibility for administering the program, please provide the following information.

- I. Complete the following information for the local entity that will administer the Welfare-to-Work Grant Program within your Service Delivery Area (SDA).

Santa Cruz County Human Resources Agency/ CareerWorks
Administrative Entity

1040 Emeline Street
Number and Street

Santa Cruz, CA 95060
City and ZIP Code

(83 1) 454-4080 (83 1) 454-465 1
Phone Number and FAX Number

Thomas S. Pevehouse, CareerWORKs Director
Contact Person

- 2. Complete the following information for the local governmental entity which will accept fiscal liability for Welfare-to-Work Grant Program funds within your SDA.

Jeff Almquist, Chairperson Board of Supervisors
CEO

70 1 Ocean Street
Number and Street

Santa Cruz, CA 95060
City and ZIP Code

(83 1) 454-4130 (83 1) 454-4642
Phone Number and FAX Number

Cecilia Espinola, Human Resources Agency Administrator
Contact Person

NARRATIVE FORMS

PART II — ELIGIBILITY

Part II — Section A (I) Eligible Populations

Describe your target populations that will receive services. Include information about how you will ensure that at least 70 percent of the funds will be used to serve CalWORKs recipients who demonstrate the required characteristics of long-term welfare dependency. Describe what percentage of funds (up to 30 percent) will be used for other individuals who are eligible under the 30 percent provision. Provide information on targeting services to non-custodial parents.

CareerWorks, a division of HRA funded by the Job Training Partnership Act (JTPA), will give first priority to the "hard-to-employ" group of long-term CalWORKs recipients, as defined in the Welfare-to-Work (WtW) statute and Interim Rule, during Federal Fiscal Year 1998 (FFY 98). At least 70% of FFY 98 enrollees will be "hard-to-employ" as defined below:

Characteristics of long-term welfare dependency:

1. a. 30 months or more - consecutive-or cumulative; **or**
 - b. who are within 12 months of the durational time limits on aid;

and will meet two of next three requirements:

 - c. high school dropout, with low reading or math skills;
 - d. require substance abuse treatment to become employed;
 - e. have poor work histories.
2. A noncustodial parent of a minor child whose custodial parent meets the criteria listed above.
3. Individuals who have reached the federal five year lifetime limit on aid or a state imposed durational limit.

A maximum of 30% of the funds in FFY 98 will provide services to other CalWORKs recipients or eligible noncustodial parents as defined below:

1. noncustodial parents *when the custodial parent is a current CalWORKs recipient and the noncustodial parent has characteristics predictive of long-term welfare dependence; or*
2. former CalWORKs recipients who have reached the state imposed durational limit

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on aid; or

3. other recipients: dropouts, pregnant teens, who demonstrate characteristics long-term welfare dependency.

Part II — Section A (2) Targeting Strategy Coordination with CWD

Describe the process used to determine your local targeting strategy and how that strategy complements local CaWORKsplans.

~~Additional referral points may be developed, contingent on approval of a pending grant application to replicate a "profiling" model in Santa Cruz County.~~

Part II — Section B (I) Additional Characteristics

List any additional characteristics of long-term welfare dependency you intend to use in your local areas within the 30 percent eligibility provisions.

The 30% funds will be used to target noncustodial parents of minor children whose custodial parent is a recipient of aid. The participant must be a resident of Santa Cruz County, have children on aid in the county, and have failed to meet their court ordered child support due to unemployment or underemployment. ~~Contingent on available funding, unemployed non-custodial parents meeting the criteria above, with the exclusion of the recipient of aid requirement, will also be served.~~

Additional characteristics of applicants, *predictive of long-term welfare dependency*, to be served with formula grant funds include:

- Limited English proficiency, which may allow the client to find a job but often precludes the recipient from job advancement and self-sufficiency. In Santa Cruz County we have found that non-English speakers can find an entry level job, but the lack of English skills prevents them from career advancement. Approximately 32% of TANF adults speak Spanish as the primary language.
- Physical and mental disabilities which can make it difficult to get and keep a job. Approximately 8% of the TANF recipients have a long-term disability that will exempt them from WtW requirements. However, an unknown number have undiagnosed learning disabilities.
- A criminal history can pose a serious barrier to finding work. Some jobs have background check requirements that cannot be met by an individual with a history of incarceration. In addition, incarceration does not provide appropriate socialization and human relations skills necessary in an increasing number of jobs.
- *Applicant is from a multi-generational welfare family.*

- *Applicant has two or more preschool age children.*
- *Applicant work history indicates five or more jobs in last two years.*
- *Applicant has no transportation.*
- *Applicant's child or children have chronic health problems..*
- *The applicant is a high school dropout.*
- *Applicant has a poor work history.*
- *Applicant became pregnant before the age **of 19**.*

Part II — Section B (2) Additional Characteristics Coordination with CWD

Describe how the identification of additional characteristics was coordinated with the local CWD.

The plan to serve noncustodial parents was developed through several joint planning sessions involving the HRA Administrator, the Private Industry Council (PIC), CalWORKs staff, JTPA administrators and representatives from the Superior and Municipal Court's Family Law Offices. The finalization of the referral process and eligibility documentation training will also be a joint process.

*Additional characteristics **of** long-term welfare dependency were developed in cooperation with Cal WORKs and are based on current research and program experience.*

Part II — Section C (I) Participant Eligibility Determination

Describe how you will coordinate with CWD(s) to determine eligibility for the populations served, including the determination of eligibility for non-custodial parents.

NO CHANGES

Part II — Section C (2) Coordination for Assessment and Case Management

Describe how you will coordinate with the CWD(s) for the assessment, individual responsibility plan development, referral, and case management of WtW Grant Program participants. This must include a description of the respective roles of both agencies as they relate to CalWORKs participants and non-custodial parents.

NO CHANGES

PART III — ALLOWABLE ACTIVITIES

Part III — Section A (I) Planned Employment Activities

Check the planned employment activities that you will provide under the WtW Grant Program. Also describe any limitations you will place on the use of these services.

- Community Service
 - Work Experience
 - On-the-Job Training
 - Job Creation through public or private wage subsidies (if you will provide this activity, describe below.)
- ◆ *Paidpart-time* work experience (WEX) consisting of public or private sector work that will help provide basic job skills, enhance existing job skills in a position related to the participant’s experience/interest, or provide a needed community service that will lead to employment. *Work experience will comply with the Fair Labor Standards Act (FLSA). Unless otherwise required WEX participants will be paid minimum wage. Work experience hours per week are based on the individuals need but will not exceed 32 hours. Six months is the maximum length participants will be assigned to WEX.*
- ◆ Paid On-the-Job Training(OJT), may be provided in the public or private sector and will comply with the Fair Labor Standards Act (FLSA). The activity will not include grant-based OJT. Provision of OJT services may be through a third party agreement. *OJT may be an employment activity or a post-employment activity for those participants that can utilize OJT to upgrade a current employment situation. If additional training is provided participants may use OJT to transition from WEX to permanent employment with the WEX employer.*

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Part III — Section A (2) Additional Planned Services

Check the services that you will offer and provide a description of each service including any limitation you will place on the use of these services. Also identify whether job readiness, job placement or post-employment services will be provided through vouchers or contracts or offered by the operating entity under a comprehensive program.

	Planned Services	Vouchers	Contracts	Operating Entity
1. Job Readiness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Job Placement Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Post-Employment Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Job Retention and Support Services	<input type="checkbox"/>			
5. Individual Development Accounts	<input type="checkbox"/>			

1. Job Readiness:

Job Readiness services *may be provided* in conjunction with the CalWORKs program. The job readiness services consist of training in interview skills, resume preparation, using labor market information, punctuality attendance, on-the-job attitudes and behaviors, employer standards for appearance, *preparing participants for entry into WEX positions* and other “soft skills” *required to maintain employment. Job readiness will be delivered individually or through a group process and can be a preemployment, or post-employment activity. Job readiness can also include the insurance bonding of participants when other resources are not available for this activity.*

2. Job Placement Services:

Job placement services for CalWORKs participants will be provided by CareerWORKs.

3. Post-Employment Services:

Post-employment services (mentoring/job coaching, English as a Second Language (ESL), vocational skills training, basic skills remediation) may be executed utilizing CareerWorks procurement procedures which shall at a minimum, comply with WtW rules and the Office of Management and Budget (OMB) Circulars A-87 and A-1 10. **When other funding is unavailable. post-employment services may include entrepreneurial assistance for self-employed participants. Services may include, but are not limited to training related to managing a small business, license fees, insurance cost, tax services and other related services.**

4. Job Retention and Support Services

Job retention and support services will be available to non-custodial parents. Assistance may include transportation assistance, temporary short term housing assistance, clothing, tools, and other support services as necessary. Other Formula Grant participants will access support and retention services through the CalWORKs program.

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5. Individual Development Accounts

Funding for Individual Development Accounts (IDAs) or a program completion bonus award may be offered subject to joint CareerWorks/CalWORKs assent and design. The bonus award will be earned based on accomplished program goals and utilized to acquire for the participant, employment related or necessary accessories.

Part III — Section B (1) Overall Service Strategy

Describe the overall service strategy which will be used for the targeted populations and how it will support the local CalWORKs plan.

NO CHANGES

Part III — Section B (2) Service Determination

Describe how the PIC and the CWD will determine appropriate services for the individual participants.

NO CHANGES

Part III — Section B (3) Service Strategy Results

Describe how this strategy will result in placement/retention and will lead to long-term self-sufficiency. Include a description of your labor market, how your service strategy helps meet local labor market needs, and how you will involve employers in meeting your objectives.

NO CHANGES

Part III — Section B (4) Job Retention and Support Services

Describe the process you will use to ensure that job retention and support services are not otherwise available to WtW Grant Program participants, and that these services are coordinated with the CalWORKs program and other local entities.

NO CHANGES

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PART IV — COORDINATION

Part IV — Section A (I) Coordination with Local Partners

Check the local partners and describe your efforts to coordinate planning and service delivery including the role each partner will play and the specific agreements reached.

- | | |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 1. <input type="checkbox"/> CWDs | 8. <input type="checkbox"/> Housing agencies |
| 2. <input type="checkbox"/> JTPA programs | 9. <input type="checkbox"/> Transportation agencies |
| 3. <input type="checkbox"/> Education institutions, including those which administer the Child Care Development Block Grant. | 10. <input type="checkbox"/> County Alcohol and Drug Treatment Agencies |
| 4. <input type="checkbox"/> Community Colleges | 11. <input type="checkbox"/> The business community |
| 5. <input type="checkbox"/> One-Stop Career Centers | 12. <input type="checkbox"/> Faith-based organizations |
| 6. <input type="checkbox"/> The Job Service | 13. <input type="checkbox"/> Economic development entities |
| 7. <input type="checkbox"/> The local Labor Market Information representative | 14. <input type="checkbox"/> Foundations |
| | 15. <input type="checkbox"/> Community-based organizations |
| | 16. <input type="checkbox"/> Other (Please list) |

NO CHANGES

Part IV — Section B (I) Leveraging WtW Resources

Describe your efforts to use the WtW Grant Program funding to leverage other local resources.

NO CHANGES

Part IV — Section B (2) leveraged Resources Qualified as State Match

Identify any of the leveraged resources you have generated or for which commitments have been made, including the source, amount and type (either cash or in-kind), and whether such resources could be counted in meeting future federal match requirements. Describe how these resources will be used to support the local WtW Program.

NO CHANGES

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PART V — PERFORMANCE AND OVERSIGHT

Part V — Section A (I) Performance Goals

FY 1998

Performance Goal	Planned Statewide Goal	Overall Planned SDA Goal	Description of how the SDA goal is derived
Placement in Unsubsidized Employment	45%	45%	The goals were derived from the SDA's experience in serving JTPA/GAIN participants with similar hard-to-employ characteristics.
Job Retention at 6 months	70%	70%	Same as above.
Average Weekly Wage at 6 months	10% increase over the average wage at placement	10%	Same as above.

FY 1999

Performance Goal	Planned Statewide Goal	Overall Planned SDA Goal	Description of how the SDA goal is derived
Placement in Unsubsidized Employment	45%	45%	Same as above.
Job Retention at 6 months	70%	70%	Same as above.
Average Weekly Wage at 6 months	10% increase over the average wage at placement	10%	Same as above.

Part V — Section B (I) Oversight Plan

Describe your oversight plan for the WtW Grant Program, including a description of the oversight activities of the PIC and the CEOs. The plan should include monitoring strategies, policy development and program evaluation.

NO CHANGE

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PART VI — FINANCIAL MANAGEMENT SYSTEM

Part VI — Section A Financial Management System

Describe your financial management system for accounting for and reporting WtW Grant Program funds in accordance with the appropriate federal requirements. Include a description of how that system meets allowable cost principles and how it will report WtW expenditures and program income on the accrual basis of accounting. In addition, describe your procurement policies and procedures for awarding WtW Grant Program funds to subrecipients and include elements such as competitive bid procedures, conflict of interest, code of conduct, and debarment and suspension.

NO CHANGE

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FISCAL YEAR 1998 EXPENDITURE PLAN

Part VII — Section A (1) Expenditure Plan

		Total
A. Total FY 98 Allocation		\$ 872,717
B. Planned Total Expenditure for 70% Eligibles	\$ 610,902	
C. Planned Total Expenditure for 30% Eligibles	\$ 261,815	
D. Planned Total Administration	\$ 113,453	
E. Planned Total Information Technology	\$ 0	
F. Planned Total Program	\$ 759,264	
G. Planned Cumulative Expenditures		
1. First year-June 1998 through June 1999 expenditures		\$ 225,031
2. Second yr.-quarter 1 (July 1999 — Sept 1999)		\$ 237,968
3. Second, w.-quarter 2 (Oct. 1999 — Dec. 1999)		\$ 367,505
4. Second yr.—quarter 3 (Jan. 2000 — Mar. 2000)		\$ 497,042
5. Second yr.-quarter 4 (April 2000 -June 2000)		\$ 626,580
6. Third yr.-quarter 1 (July 2000 — Sept. 2000)		\$ 691,348
7. Third yr.-quarter 2 (Oct. 2000 — Dec. 2000)		\$ 872,717
8. Third yr.-quarter 3 (Jan. 2001 — Mar. 2001)		\$ 0
9. Third yr.-quarter 4 (April 2001 -June 2001)		\$ 0

Part VII — Section A (2) Planned Expenditure by Activity

Activity	Total Planned Expenditures
A. Job Readiness	\$ 42,722
B. Job Placement	\$ 68,000
C. Post Employment	\$ 167,049
D. Community Service	\$ 0
E. Work Experience	\$ 35,190
F. Job Creation Wage Subsidies	\$ 0
G. On-the-job Training	\$ 109,241
H. Job Retention and Support Services	\$ 20,350
I. Individual Development Accounts	\$ 0
J. Total	\$ 759,264

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FISCAL YEAR 1999 EXPENDITURE PLAN

Part VII — Section A (1) Expenditure Plan

		Total
A. Total FY 99 Allocation		\$ 817,001
B. Planned Total Expenditure for 70% Eligibles		\$ 571,901
C. Planned Total Expenditure for 30% Eligibles		\$ 245,100
D. Planned Total Administration	\$ 106,210	
E. Planned Total Information Technology	\$ 0	
F. Planned Total Program	\$ 710,791	
G. Planned Cumulative Expenditures		
1. First year — quarter 1 (July 1999 — Sept. 1999)		\$ 0
2. First year — quarter 2 (Oct. 1999 — Dec. 1999)		\$ 0
3. First year — quarter 3 (Jan. 2000 — Mar. 2000)		\$ 0
4. First year — quarter 4 (April 2000 — June 2000)		\$ 90,778
5. Second yr. — quarter 1 (July 2000 — Sept. 2000)		\$ 181,556
6. Second yr. — quarter 2 (Oct. 2000 — Dec. 2000)		\$ 272,334
7. Second yr. — quarter 3 (Jan. 2001 — Mar. 2001)		\$ 363,112
8. Second yr. — quarter 4 (April 2001 - June 2001)		\$ 453,890
9. Third yr. — quarter 1 (July 2001 — Sept. 2001)		\$ 544,668
10. Third yr. — quarter 2 (Oct. 2001 — Dec. 2001)		\$ 635,446
11. Third yr. — quarter 3 (Jan. 2002 — Mar. 2002)		\$ 726,224
12. Third yr. — quarter 4 (April 2002 - June 2002)		\$ 817,001

Part VII — Section A (2) Planned Expenditure by Activity

Activity	Total Planned Expenditures
A. Job Readiness	\$ 47,632
B. Job Placement	\$ 63,240
C. Post Employment	\$ 103,393
D. Community Service	\$ 0
E. Work Experience	\$ 318,068
F. Job Creation Wage Subsidies	\$ 0
G. On-the-Job Training	\$ 110,000
H. Job Retention and Support Services	\$ 68,458
I. Individual Development Accounts	\$ 0
J. Total	\$ 710,791

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FISCAL YEAR **1998** PARTICIPANT PLAN

Part VII Section B (1) Quarterly Participant Plan

	Fiscal Quarter Ending Date								
	June 1999	Sept 1999	Dec 1999	Mar 2000	June 2000	Sept 2000	Dec 2000	Mar 2001	June 2001
A. Total participants served	21	30	42	60	75	75	75	75	75
1. Required beneficiaries (70% eligibles)	15	20	30	40	40	40	40	40	40
2. Other eligibles (30% eligibles)	6	10	12	20	35	35	35	35	35
B. Total participants placed in unsubsidized employment	0	0	0	0	5	9	14	23	34
C. Total participants retained 6 months in unsubsidized employment	0	0	0	0	4	6	10	16	24
D. Total participants terminated	0	0	0	0	10	20	30	50	75

Part VII Section B (2) Planned enrollments by Activity

Activity	Total planned participants *
A. Job Readiness	45
B. Job Placement	45
C. Post Employment Services	50
D. Community Service	0
E. Work Experience	45
F. Job Creation Wage Subsidies	0
G. On-the-Job Training	25
H. Job Retention and Support Services	20
I. Individual Development Accounts	0

*Notes: Participants may be enrolled in multiple activities. Therefore, this column will not sum to total participants served.

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FISCAL YEAR 1999 PARTICIPANT PLAN

Part VII Section B (1) Quarterly Participant Plan

	Fiscal Quarter Ending Date													
	Sept 1999	Dec 1999	Mar 2000	June 2000	Sept 2000	Dec 2000	Mar 2001	June 2001	Sept 2001	Dec 2001	Mar 2002	June 2002		
A. Total participants served	0	0	0	5	15	25	35	40	50	55	60	70		
1. Required beneficiaries (70% eligibles)	0	0	0	5	10	15	20	22	30	30	30	30		
2. Other eligibles (30% eligibles)	0	0	0	0	5	10	15	18	20	25	30	40		
B. Total participants placed in unsubsidized employment	0	0	0	0	0	0	5	10	16	22	32	32		
C. Total participants retained 6 months in unsubsidized employment	0	0	0	0	0	0	0	4	7	1	1	15	22	22
D. Total participants terminated	0	0	0	0	0	0	10	20	32	44	60	70		

Part VII Section B (2) Planned enrollments by Activity

Activity	Total planned participants *
A. Job Readiness	45
B. Job Placement	30
C. Post Employment Services	40
D. Community Service	0
E. Work Experience	40
F. Job Creation Wage Subsidies	0
G. On-the-Job Training	18
H. Job Retention and Support Services	35
I. Individual Development Accounts	0

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*Notes: Participants may be enrolled in multiple activities. Therefore, this column will not sum to total participants served.