



county of Santa Cruz

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HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95060
(408) 454-4130 OR 454-4045 FAX: (408) 454-4342

BOARD OF SUPERVISORS

County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

October 15, 1999

AGENDA: November 2, 1999

EMPLOYMENT READINESS DEMONSTRATION PROJECT MOU WITH CDSS

Dear Members of the Board:

As you know, as part of the CalWORKs plan, your Board approved participation in the Employment Readiness Demonstration Project (ERDP). This project provides enhanced services to CalWORKs participants who have multiple barriers to employment. The purpose of this letter is to request approval for the Human Resources Agency (HRA) Administrator to sign the ERDP Memorandum of Understanding (MOU) with the California Department of Social Services (CDSS).

The MOU is consistent with the ERDP program design. The State has requested that the date of the MOU match the date of their ERDP vendor contract with Goodwill Industries.

IT IS THEREFORE RECOMMENDED that your Board authorize the Human Resources Agency Administrator to sign the MOU between CDSS and the Human Resources Agency for the Employment Readiness Demonstration Project.

Very truly yours,

CECILIA ESPINOLA
Administrator

cc: CE:CW/cw

Attachments: ERDP MOU

RECOMMENDED:

Susan A. Mauriello
County Administrative Officer

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MEMORANDUM OF UNDERSTANDING
BETWEEN
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
AND
SANTA CRUZ COUNTY

This Memorandum of Understanding (MOU) reflects a mutual understanding between the California Department of Social Services, hereinafter referred to as State, and the Santa Cruz County, hereinafter referred to as County, for the purpose of County assisting with the Employment Readiness Demonstration Project (ERDP) whereby the County assists California Work Opportunity and Responsibility to Kids (CalWORKs) recipients with multiple barriers to obtaining and maintaining entry-level jobs to achieve self-sufficiency through obtaining unsubsidized employment.

A. COUNTY RESPONSIBILITIES

1. County shall be responsible for drawing ERDP participants from CalWORKs Family Group Assistance Units defined as
 - a. Level I - Identification of Long Term/No Work Recipient Population;
 - b. Level II - Preliminary Screening for At-Risk Status; and
 - c. Level IV - Random Assignment.
2. County shall assign each participant a case manager who shall provide county information and consultation to the State-approved, private sector case manager.
3. County shall provide consultation to the ERDP participant's state-approved, private sector case manager and the ERDP participant who shall jointly develop a Welfare-to-Work plan.
4. County shall include a post-employment case management and supportive services to the extent that the services are not available from other sources for a minimum of 90 days, but no longer than 12 months starting with the first day of employment. These services shall include, but not be limited to:
 - a. Child care, including transitional child care;
 - b. Transportation costs;
 - c. Ancillary expenses, which shall include the costs of books, tools, clothing, fee, and other necessary costs; and
 - d. Personal counseling.

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5. County shall authorize in writing the approval of the participant's **Welfare-to-Work** plan.
6. County shall ensure that participant's Welfare-to-Work plan to be no more than 24 months in duration with the option of receiving post-employment services for at least 90 days, but no longer than the first 12 months of employment.
7. County shall be responsible for performing sanctions and for reimbursing the following costs:
 - a. Child care;
 - b. Transportation; and
 - c. Ancillary expenses.
8. County shall fully cooperate with an outside ERDP evaluator, and shall provide to the extent permitted by law:
 - a. All ERDP data specified by the outside ERDP evaluator; and
 - b. Monthly ERDP data no later than 30 days after the end of the month for which the **service** is provided.
9. County shall provide all data requested by the outside ERDP evaluator from the County administered assessments, from case files, and from other records in a timely and complete manner.
10. County shall provide historical data at the case level on earned income and grants for the **12-month** period prior to implementation and data for the life of the ERDP. This information shall be provided to State and to the State-approved ERDP Evaluator. Included in this historical data, County shall evaluate:
 - a. The number of clients able to find work as a result of participation in ERDP;
 - b. The extent of such employment, e.g., number of hours;
 - c. Whether any clients are no longer dependent on public assistance;
 - d. Whether any clients are now on reduced level of public assistance; and
 - e. Identification of overall impacts on families relative to participation.

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11. County shall develop time lines, evaluation methods and report systems to assure effective and efficient accountability of the terms and conditions in this MOU and to submit data and reports in the format and within the time frames specified by State. These reports include, but shall not be limited to, quarterly progress reports and evaluation reports.
12. County agrees to make appropriate files available to State and actively participate in monitoring and program evaluation. This will include, but is not limited to, a review of performance in relation to MOU's goals and objectives.
13. County and State agree that all services provided through this MOU shall be in accordance with all applicable state and federal laws, regulations, guidelines and policies.
14. County agrees to comply with the provisions of Welfare and Institutions Code Section 10850 to assure that:
 - a. Records pertaining to any individual welfare recipient will be confidential and will not be open to examination for any purpose not directly connected with the administration of the Agreement.
 - b. No person will publish, disclose, use, or permit the use of, or cause to be published, disclosed, or used, any confidential information pertaining to any individual public assistance recipient or person receiving public social services (e.g., child welfare services).
 - c. All applicable employees, agents, and subcontractors shall be notified of the above provisions, and also notified that any person knowingly or intentionally violating the provisions of said State law is guilty of a misdemeanor.

B. STATE RESPONSIBILITIES

State shall be responsible for designating and paying for an outside evaluator.

C. JOINT RESPONSIBILITIES

Each party shall designate a staff member to have primary responsibility for the liaison of activities to carry out this Agreement.

1. The County shall be responsible for the salary and travel expenses of their single point of contact who shall:
 - a. Work with State to develop and implement ERDP; and
 - b. Participate in ERDP meetings held in Sacramento.

2. The contact person for the County shall be:

Paul Bellerjeau
Santa Cruz County
119 West Beach Street
Watsonville, CA 95076
(831) 763-8517

3. The contact person for the State shall be:

Merle Berg
Demonstration Projects and Technical Support Branch
California Department of Social Services
744 P Street, MS 6-43
Sacramento, CA 95814
(916) 657-1671

D. TERM OF MOU

The term of this MOU shall be February 1, 1999 through January 31, 2002 to coincide with the requirements of the statewide three-year ERDP demonstration project.

E. GENERAL PROVISIONS

1. This MOU may be amended by written mutual consent of both parties.
2. This MOU contains all the terms and conditions agreed upon by the parties. **No** other understanding, oral or otherwise, regarding the subject matter of this. MOU shall be deemed to exist or to bind either of the parties hereto.
3. County agrees that the State or its delegatee will have the right to review, obtain, and copy all records pertaining to performance of the MOU. County agrees to provide the State or its delegatee with any relevant information requested and shall permit the State or its delegatee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with PCC § 8546.7 et seq. County further agrees to maintain such records for a period of three years after the term of the MOU.
4. County shall provide all necessary data to State for purposes of creating public use data sets and agrees to grant to the State a royalty-free nonexclusive and irrevocable license to publish, translate, reproduce, deliver, perform, dispose of

and to authorize others to do so, all data now or hereafter covered by copyright; provided that, with respect to data not originated in the performance of this MOU, such license shall be in effect only to the extent that the County has the right to grant such license without becoming liable to pay compensations for others because of such grant.

5. This MOU is of no force and effect unless and until signed by all parties. County may not commence performance until such approval has been obtained.

This Memorandum of Understanding is hereby executed by the following individuals:

By: _____
California Department of Social Services

Marge Dillard

Print Name

Chief, Contracts & Financial Analysis Bureau

Print Title

Date

By: _____
Santa Cruz County

Print Name

Print Title

Date

APPROVED AS TO FORM:

By: Jane M. Scott
Santa Cruz County - County Counsel

Jane M. Scott
Print Name

Assistant County Counsel
Print Title

10-13-99
Date