

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

Employment Services Activities

Number

10-005.H

Page

1 of 5

Revision Date:

May 1, 2022

Background:

Employment Services (ES) participants must be assigned to employment, education and/or training activities, including barrier removal activities, which will lead to self-sufficiency. Participants may receive supportive services to ensure participation and satisfactory progress.

Purpose:

The purpose of this revision is to remove policy referencing the Welfare-to-Work 24-Month Time Clock (24-MTC). Per Assembly Bill AB 79, 24-MTC and the CalWORKs federal standards have been repealed. AB 79 establishes the CalWORKs minimum standards as the sole set of CalWORKs hourly participation requirements throughout their time on aid.

Policy:

When determining appropriate ES activities, consideration must be given to the participant's:

- Employment history, education level, career goals and employability
- English language and basic reading/math skills
- Destabilizing factors (i.e. homelessness, mental health, substance use, domestic violence)
- Learning disabilities
- Remaining months on the CalWORKs 60-month time limit

ES Activities

- **Adult Basic Education (ABE):**
ABE is assigned when a participant lacks basic literacy, mathematics skills or English language skills
- **Behavioral Health Services (BHS):**
BHS includes the following activities:
 - Family Violence Services (FVS):**
FVS assists participants who are past or present victims of domestic violence to obtain employment and become self-sufficient
 - Mental Health Services (MHS):**
MHS helps participants with mental health issues that impair their ability to obtain/retain employment and/or participate in ES activities.
 - Substance Use Disorder (SUD):**
SUD provides counseling and treatment that enable participants to address issues that impair their ability to obtain/retain employment and/or participate in ES activitiesSee CPG 10-005.E for FVS/MHS/SUD as initial engagement activities
- **Community Service (CS):**
CS is a supervised training activity performed in the public or private non-profit sector that provides participants with basic job skills while meeting a community need. CS has a 12 consecutive month lifetime limit

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

Employment Services Activities

Number

10-005.H

Page

2 of 5

- **Education Directly Related to Employment (ERE):**
ERE is education/training related to a specific job or job offer. Participants may also be assigned to ERE to obtain a high school diploma/certificate of high school equivalency
- **English as a Second Language (ESL):**
ESL addresses language barriers for participants with limited English skills to improve their employability
- **Expanded Subsidized Employment (ESE):**
ESE offers work-ready participants the opportunity to obtain part-time or full-time subsidized employment which may lead to future unsubsidized employment and self-sufficiency
- **Expanded Work Experience (EWE):**
EWE offers participants the opportunity to acquire or enhance job skills in the work environment through paid on-the-job training to become work-ready
- **Family Stabilization (FS):**
FS is designed to ensure a basic level of stability within a family prior to, or concurrently with, participation in ES activities
See CPG 10-005.E. for FS as initial engagement activity
- **Home Visiting Program (HVP):**
HVP is a voluntary evidence-based program model that pairs new parents with a nurse, or other trained professional, who makes regular visits to the participant's home or other agreed upon meeting place to provide guidance, coaching, access to prenatal and postnatal care, and other health and social services
- **Job Search/Job Readiness (JS):**
JS may be assigned as an initial engagement activity to prepare the participant to obtain or retain employment or in an ES plan to address sudden unemployment or improve current employment. JS activities may be completed at approved locations and/or online
- **Job Skills Training Directly Related to Employment (ERT):**
ERT is training or education that enables a participant to acquire or improve job skills and obtain vocational certification necessary to attain and retain employment. ERT may include:
 - Customized or general training to prepare an individual for employment, including literacy and language instruction and other remedial education leading to employment
 - Four-year bachelor's degree programs directly related to a specific job or occupation
- **Other Activities Necessary to Assist in Obtaining Employment (OAN/MIS):**
OAN/MIS is assigned to assist a participant in removing barriers to employment. OAN/MIS activities may include, but are not limited to, parenting/life skill classes, acculturation classes, consumer education or job fairs. These activities are captured on the WTW2 as 'Other Activity to Remove Barriers to Employment'. However, assignment and participation hours will be documented in CalWIN under 'Misc. One-Day Group' (MIS) if the activity is scheduled to last only one day, or under 'Other Activities Necessary' (OAN) if scheduled to last longer
- **Secondary School or Preparation for a Certificate of General Educational Development (GED):**

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

Employment Services Activities

Number

10-005.H

Page

3 of 5

GED is an activity for participants who do not have a high school diploma or equivalent. GED may include regular/online classes and ESL classes as needed. If the participant chooses not to pursue a high school diploma or equivalent, the choice must be documented in the "Additional Comments" section of the ES Plan or in other written documentation signed by the participant and attached to the plan

- **Self-Employment (SLE):**
SLE may be assigned for a minimum of six months to give the participant the opportunity to establish a profitable business leading to self-sufficiency. This six-month period is only offered once and does NOT restart with each new SLE assignment. After the initial six-month period, monthly net earnings must average at, or above, federal minimum wage for the participant to continue in an assigned SLE activity
- **Unsubsidized Full Time Employment (FTE) or Part Time Employment (PTE)**
FTE or PTE is unsubsidized employment in the public or private sector
- **Vocational Education and Training (VTR):**
VTR consists of organized educational programs which prepare participants for employment in current or emerging occupations. VTR may include approved Self-Initiated Plans (SIPs), undergraduate programs offered at local universities/colleges or online, teaching credential programs, adult education, occupational programs, and Vocational English-as Second Language (VESL) for ESL classes with a work-related component
- **Work Experience (WEX):**
WEX is an unpaid ES training activity in the public or private sector to provide basic job skills and work experience or enhance existing skills in a position that may lead to unsubsidized employment
- **Work Study (WS):**
WS is employment in the public or private sector, related to the student's course of study, for which the employer receives a subsidy from Temporary Assistance for Needy Families (TANF)/CalWORKs or other public funds to offset wages and other costs of employing CalWORKs recipients

Additional Provisions for Educational Activities

- **Self-Initiated Plan (SIP):**
 - Participants enrolled in self-initiated education/training at the time of Appraisal will be evaluated for exclusion from Job Search as an initial engagement activity if the program leads to an Undergraduate Degree/Certificate, an Associate Degree for transfer to a university or a California Teaching Credential program
 - Participants may only be evaluated for a SIP once in their CalWORKs lifetime, either at the time of Appraisal or if the Employment Case Manager (ECM) failed to evaluate the participant for a SIP during the Appraisal (Administrative Error)
 - Participants enrolled in an education/training activity not meeting SIP requirements will be allowed to continue the program as VTR, ERT or ERE only until the next educational quarter or semester break. After that, a new plan will be developed to assign other appropriate activities

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

Employment Services Activities

Number

10-005.H

Page

4 of 5

- Exempt individuals who volunteer to participate in ES may qualify for SIPs if they did not complete an Appraisal or were not enrolled in a SIP prior to becoming exempt
- Participants may resume participation in a previously approved SIP if it was interrupted with Good Cause and the education/training program still meets SIP approval criteria
- SIP participants are required to complete an average of 30 hours per week to reach their Assistance Unit (AU) hourly requirement, unless they are single parents with a child in the home who is under the age of six (CPG 10-005.G)
- **Online Courses:**
Required online courses may be approved as ABE, VTR, ERT or ERE when provided through colleges, adult education, regional occupational centers, or other qualifying educational institutions. Online classes are subject to the same verification requirements as on campus classes
- **Study Time:**
Hours spent in supervised study time and up to one hour of unsupervised study time for each hour of class and/or supervised lab time may be included in ES plans as part of ABE, GED, ESL, ERE, activities. Total study time must not exceed the hours required or recommended by the educational program, up to allowable limits. See below for exceptions to this provision
- **Enrollment in Publicly Funded Postsecondary Education:**
ES participants enrolled in **publicly** funded postsecondary education are allowed three hours of study time per week for each academic unit towards hourly participation requirements, with no distinction between supervised and unsupervised study time. Academic units, as defined by the educational provider, and the counting of study time include both credit and non-credit classes

Note: Post-secondary education, also called higher education, is an optional level of schooling beyond what is required by law in most places. University learning is one of the most common examples, but community colleges, vocational schools, and trade programs also qualify.

Satisfactory Participation/Progress

ES participants are required to maintain satisfactory progress in each assigned activity and complete the required number of hours listed in the ES Plan. Satisfactory participation and progress are defined by the educational institution, employer, or service provider. ECMs are required to evaluate satisfactory participation and progress monthly and document the evaluation outcome.

Supervision of ES Activities

ES activities are supervised and monitored by the employer, the work site, or service provider at the same level as other employees, students, or trainees of the organization.

Procedure:

Processing Guide 10-005.H1

References:

All County Letters (ACLs) No. 15-80, 17-78, 18-115, 19-42, 21-04, 20-120
Eligibility Assistance Standards (EAS) 42-716, 42-716.61

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

Employment Services Activities

Number

10-005.H

Page

5 of 5

Sunset Date:

This policy will be reviewed for continuance by May 31, 2025.

Approval for Release:



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Self-Sufficiency Services