

## 10-005 C. Summary of Employment Staff Responsibility

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The Summary of Employment Staff Responsibility section includes the following information:

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### 10-005.C.1 Overview

The primary responsibility of Employment Staff is to assist Welfare-to-Work (WTW) participants in achieving self-sufficiency through participation in employment and employment related activities.

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### 10-005.C.2 Processing Referrals to WTW

Employment Case Managers (ECMs), or other staff designated by the Employment Site Manager, is responsible for ensuring that WTW referrals are processed daily which benefits the recipient family.

The following activities are completed by employment staff to process WTW referrals:

- Check Alerts daily for WTW referrals on the Display Alert Summary window in CalWIN (include 30 days at a time for search criteria) through the Scheduling Bank Caseload.
- Alert "Orientation Needed for WTW" will be displayed on the Display Alert Summary window. Reference: How To #221 - WTW Referral Process for Employment Staff on the CalWIN Intranet.
- Check the zip code to ensure the case is in the appropriate region. Refer to the FRC Zip Code list and Employment Services Caseload Banks desk aid in Eligibility Essentials SharePoint site.
- If a WTW referral is made to an incorrect region, complete case assignment to the correct region and contact receiving region of referral.
- Transfer a WTW case when a participant moves to another region by completing case assignment to appropriate region based on zip code. Upon receipt, the receiving site assigns the case to an ECM and completes case assignment to the ECM.  
Refer and schedule the participant to a WTW Intake/Appraisal appointment. Reference: How To #214 - Schedule WTW Orientation on the CalWIN Intranet.
- At the time of the initial WTW referral, clear the WTW case for an active Child Welfare Services Case. Follow the steps below:

Step	Action
1	Call the Child Welfare Services, Public Information Line at (858) 694-5191, the name and phone number of the Child Welfare Services Social Worker (CWS SW) will be provided.
2	Narrate CWS information in Case Comments.
3	ECM to contact the CWS SW for client's information on active CWS case.

**10-005.C.3  
Employment  
Staff  
Activities**

It is the responsibility of the Employment Case Manager (ECM) to do the following:

Step	Action										
1	<p>Conduct the WTW Intake/Appraisal with the participant, including completion of the <i>Welfare to Work Participant Profile (27-01)</i>.</p> <p>Refer to CalWORKs Program Guide (CPG) Section 10-005-D. Welfare to Work Appraisal for Intake/Appraisal completion requirements.</p>										
2	<p>Evaluate the participant's plan for supervision of child(ren):</p> <table border="1"> <thead> <tr> <th>If the...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>WTW Case File does not have a <i>CalWORKs Stage One Child Care Request Form and Payment Rules (CCP7)</i>,</td> <td>have the client complete a new CCP7 to document whether or not childcare assistance is needed.</td> </tr> <tr> <td>client needs childcare services to participate in WTW, but <i>does not</i> have a plan,</td> <td>refer and schedule the client to the Arranging Child Care (ACC) activity in CalWIN and provide the client with Child Care resources.  Reference: How To #231 - Refer and Schedule WTW Activities on the CalWIN Intranet.</td> </tr> <tr> <td>client needs childcare and <i>does</i> have a plan in place,</td> <td>follow the procedure for referring a client to Child Care Case Manager.</td> </tr> <tr> <td>client's plan puts the children in an unsafe situation, and they are unwilling to develop a more appropriate plan,</td> <td>refer the situation to Child Welfare Services.</td> </tr> </tbody> </table> <p>Refer to CPG Section 10-010-K. Employment Case Managers Actions for details on completing a child care referral.</p>	If the...	Then...	WTW Case File does not have a <i>CalWORKs Stage One Child Care Request Form and Payment Rules (CCP7)</i> ,	have the client complete a new CCP7 to document whether or not childcare assistance is needed.	client needs childcare services to participate in WTW, but <i>does not</i> have a plan,	refer and schedule the client to the Arranging Child Care (ACC) activity in CalWIN and provide the client with Child Care resources.  Reference: How To #231 - Refer and Schedule WTW Activities on the CalWIN Intranet.	client needs childcare and <i>does</i> have a plan in place,	follow the procedure for referring a client to Child Care Case Manager.	client's plan puts the children in an unsafe situation, and they are unwilling to develop a more appropriate plan,	refer the situation to Child Welfare Services.
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3	Refer and schedule to Initial Job Search (JCL or JSN) activity in CalWIN.  Reference: How To #213 - Schedule Job Club/Job Search on the CalWIN Intranet.
4	Complete Assessment on clients who are not employed after completion of the Initial Job Search
5	Develop a WTW Plan, assigning activities to meet participation requirement and assist clients with overcoming barriers to employment.

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