

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

**Community Service-Work Experience**

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**10-050.A**

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**Revision Date:**

January 1, 2021

**Background:**

Employment Services (ES) participants must be assigned to employment, education and/or training activities leading to self-sufficiency which can include Community Service (CS), Work Experience (WEX) and barrier removal activities. Participants may receive necessary supportive services to ensure participation and satisfactory progress.

**Purpose:**

The purpose of this revision is to consolidate CS and WEX in this section, remove all procedures from CalWIN Program Guide (CPG) and include them in the corresponding processing guide.

**Policy:**

**Community Service**

CS is an ES training activity that is temporary and transitional, performed in the public or private non-profit sector, under the close supervision of the activity provider. Examples of potential CS sites are faith-based organizations, non-profit Social Services agencies, homeless shelters, schools, etc. The CS activity is assigned to provide basic job skills leading to employment while meeting a community need.

**Self-Initiated Community Service**

Participants can choose to participate in a self-initiated CS program. Participation in self-initiated CS is only permitted if the activity meets the CS criteria. These participants are not required to attend a CS Orientation.

**Work Experience**

WEX is an unpaid ES training activity performed in a public or private setting to assist ES participants who need work experience prior to being placed in employment. The purpose of WEX is to provide basic job skills or enhance current job skills in a position related to the participant's experience.

**Note:** CS/WEX activities are limited to a maximum of 12-months in a lifetime and are covered by State Workers' Compensation.

**Orientation**

All participants assigned to CS/WEX are required to attend an Orientation to understand their rights and responsibilities. All CS/WEX participants will be evaluated for the most appropriate site placement. Participants who are in a self-initiated CS do not need to attend the CS Orientation.

The Employment Case Manager (ECM) will monitor the participant's progress and job readiness each month to determine if a referral to Expanded Work Experience (EWE) or Expanded Subsidized Employment (ESE) is appropriate.

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**Site Development:**

A CS/WEX site is a public or private non-profit site that agrees to supervise a specified number of ES participants and provide them with basic job skills or enhance existing job skills leading to employment

ES Contractors in each region are responsible for:

- Developing and monitoring CS/WEX sites
- Providing CS/WEX placement services
- Ensuring site compliance with Federal, State, and County regulations
- Reporting accidents/injuries
- Ensuring participants are placed in a timely manner

ES Contractors are required to develop their own procedures for:

- Development and maintenance of Regional Cooperative Agreements with the sites. A Cooperative Agreement is entered into between the ES Contractor and the site to ensure compliance with all rules.

Activation and deactivation of worksites.

**Participation Hours**

CS and WEX participants can only complete the maximum number of hours per month allowed by the Fair Labor Standards Act (FLSA). See Processing Guide 10-050.A for calculation instructions. If a participant completes additional CS/WEX hours, those hours cannot be claimed.

Participants who complete the maximum amount of CS/WEX hours, will be deemed as meeting core hourly requirements. However, participants must still complete additional hours in other approved activities to meet WTW average weekly participation requirements. The process of “deeming core hours” applies only to CS and/or unpaid WEX activities.

**Accident procedures and Workers’ Compensation Coverage:**

Participants who are injured while participating in CS activities are covered by Workers’ Compensation which is provided by the State of California.

**Procedure:**

[Processing Guide 10-050.A.1](#)

**References:**

MPP 42-701.2, 42-709.4, 42-716(2)(A)

ACLs 13-56, 18-70

CPG 10-150.B

**Sunset Date:**

This policy will be reviewed for continuance by Dec 30, 2024

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**Approval for Release:**

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