

# The Welfare-to-Work Program



## A Road to Self-Sufficiency

September 2015

# Agenda

## Today we will cover:

- What is the Welfare-to-Work (WTW) Program?
- Participation requirements
- Your Rights and Responsibilities
- WTW activities available
- Developing your Career Plan
  - OCAT
  - Supportive Services – child care, transportation, work and training costs
- Satisfactory Progress in WTW
- Non-Compliance and Sanction
- Work Pays
- Wrap Up

# **What is the Welfare-to-Work Program?**

**The WTW program is designed to help individuals prepare for work and find a job. Finding a job will help participants become self-sufficient and build a better future.**

# **WTW Participation Requirements**

- **Who MUST Participate?**
- **What Do You Have To Do?**
- **Who Is Not Required To Participate?**

# **Who Must Participate?**

**Adults who are receiving CalWORKs cash aid, and are not exempt, are required to participate in the Welfare-to-Work Program.**

# What Do You Have To Do?

- Keep appointments made with your Case Manager
- Develop and sign your WTW Career Plan
- Meet all WTW requirements of your Career Plan
- Provide attendance and progress information monthly
- Do not quit your job
- Do not lower your earnings or work hours
- Accept employment

# Who Is Not Required to Participate?

- Age – anyone under 16 or over 60 years of age
- High school students ages 16, 17, & 18
- Individuals verified as disabled
- Pregnant women with a doctor's statement that you cannot work or participate
- Verified as caring for an ill or incapacitated member of your household
- Exemptions for individuals with a young child:
  - New Young Child Exemption 0-23 months (once-in-a-lifetime)
  - Child Under 6 months Exemption (only once up to 6 months)
  - Subsequent Children Exemption (up to 12 weeks upon birth/adoption)

# **The WTW 24-Month Time Clock**

As of January 1, 2013, there is a WTW 24-Month Time Clock within the CalWORKs 48-Month Time Limit.

During the WTW 24-Month Time Clock, individuals are allowed to participate in the full array of CalWORKs WTW Activities.

**Because time is limited, it is important to move successfully through the goals that you and your case manager develop.**

# The WTW 24-Month Time Clock

## When does my WTW 24-Month Time Clock start ticking?

- If you decide to meet the CalWORKs Minimum Standards, once the WTW Plan is signed and needed supportive services have been provided, the clock starts the first of the following month.
- However, for two parent households, if one adult is meeting the requirements, the second parent is excused and their time clock is not ticking.

# The WTW 24-Month Time Clock

## So when does my WTW 24-Month Time Clock NOT tick?

- While meeting the CalWORKs Federal Standards
- When participating in Pre-Assessment WTW Activity Assignments
  - Orientation/Appraisal
  - Assessment by Case Manager, Vocational Counselor, or a third party
  - Reappraisal/Reassessment
  - Job Readiness activity assignments
- In the development of a new WTW Plan
- When Exempt/Deferred or WTW Sanctioned
- When granted Good Cause, covering at least 50% of activity hours

# What are the hours required for the CalWORKs Minimum Standards and for the CalWORKs Federal Standards?

Family Structure	CalWORKs <u>Minimum</u> Standards	CalWORKs <u>Federal</u> Standards
Single-parent with a child under 6	<p style="text-align: center;"><b>No core activity requirement, 24 Month Time Clock ticks</b></p> <p style="text-align: center;">20 hours per week</p>	<p style="text-align: center;"><b>Core activity requirement, 24 Month Time Clock <u>DOES NOT</u> tick</b></p> <p style="text-align: center;">20 hour per week 20 hours must be in a Core activity</p>
Single-parent with no children under 6	<p style="text-align: center;">30 hours per week</p>	<p style="text-align: center;"><b>30 hours per week</b> 20 hours must be in a Core activity 10 hours can be in a Noncore activity</p>
Two-parent family	<p style="text-align: center;">35 hours per week (can share)</p>	<p style="text-align: center;"><b>35 hours per week (can share)</b> 30 hours must be in a Core activity 5 hours can be in a Noncore activity</p>

**Core and Non-Core activities are required in the CalWORKs Federal Standards, where you save time and your WTW 24-Month Time Clock does not tick.**

**Core Activity:** Minimum hours per week must be in specific activities labeled as Core.

**Non-Core Activity:** Remaining hours per week can be in activities labeled as Non-Core.

You can also do all of your required hours in just a Core Activity.

# What are the available activities under the WTW 24 Month Time Clock?

<b>CalWORKs Minimum Standards Activities</b> <b>No Core/Non-Core Activities</b>	<b>CalWORKs Federal Standards Activities</b>
<ul style="list-style-type: none"> <li>● Unsubsidized employment</li> <li>● Self-employment</li> <li>● Subsidized private or public sector employment</li> <li>● Work experience</li> <li>● Community service               <ul style="list-style-type: none"> <li>○ CWEX</li> <li>○ Self-Initiated</li> <li>○ Community Service Court Ordered</li> </ul> </li> <li>● Vocational education               <ul style="list-style-type: none"> <li>○ VESL</li> </ul> </li> <li>● On-the-job training (OJT)</li> <li>● Job search and Job readiness</li> <li>● Work study</li> <li>● Mental health services</li> <li>● Substance abuse services</li> <li>● Domestic abuse</li> <li>● Job skills training directly related to employment</li> <li>● Education directly related to employment</li> <li>● Satisfactory attendance in a secondary school</li> <li>● Adult basic education</li> <li>● Participation required by school to ensure child's attendance</li> <li>● Other activities necessary to assist in obtaining employment</li> </ul>	<div style="text-align: center; border-bottom: 1px solid black; padding-bottom: 5px;"> <b>Core Activities</b> </div> <ul style="list-style-type: none"> <li>● Unsubsidized employment               <ul style="list-style-type: none"> <li>○ Self-employment</li> </ul> </li> <li>● Subsidized private or public sector employment               <ul style="list-style-type: none"> <li>○ Work Study</li> </ul> </li> <li>● Work experience</li> <li>● Community service</li> <li>● Vocational education (12-month lifetime limit)               <ul style="list-style-type: none"> <li>○ VESL</li> <li>○ Study hours - Core</li> </ul> </li> <li>● On-the-job training (OJT)</li> <li>● Job search and job readiness               <ul style="list-style-type: none"> <li>○ AOD, MH and DV</li> <li>○ Life Skills</li> <li>○ Orientation, Appraisal and Assessment</li> </ul> </li> <li>● Satisfactory Attendance at Secondary School               <ul style="list-style-type: none"> <li>○ For teen parent H-of-H</li> </ul> </li> </ul> <div style="text-align: center; border-top: 1px solid black; padding-top: 5px;"> <b>Non-Core Activities</b> </div> <ul style="list-style-type: none"> <li>● Job skills training directly related to employment               <ul style="list-style-type: none"> <li>○ Study hours - Non-Core</li> </ul> </li> <li>● Education directly related to employment               <ul style="list-style-type: none"> <li>○ Study hours - Non-Core</li> </ul> </li> <li>● Satisfactory Attendance at Secondary School               <ul style="list-style-type: none"> <li>○ For teen participants who are not the H-of-H</li> </ul> </li> </ul>

# Self-Initiated Program Participation Requirements

Individuals enrolled in and accepted into an educational and training program before or by the date of their Welfare-to-Work appraisal may be approved by county for a Self-Initiated Program.

- Must meet a minimum participation requirements in the Self-Initiated Program (SIP) and other approved Welfare-to-Work activities.
  - 20 hours for a single-parent household with a child under 6, or
  - 30 hours per week for a single-parent household when there are no children under 6.
- If both parents in a two-parent household are *required* to participate in Welfare-to-Work and both qualify to be in a SIP, then **each** must participate for a minimum of 30 hours per week .

# You Can Volunteer!

**Even if you are not required to participate, you can volunteer for WTW.**

- In a two-parent family, one parent can meet the family's total participation requirement. In this case, the other parent would not have to participate. However, he/she may volunteer to participate.
- The CalWORKs 48-Month Time Clock & the WTW 24-Month Time Clock **do not tick** while volunteering to participate.

# Job Club/Job Search

**For many of you, your first activity in your Career Plan will be to attend Job Club/Job Search.**

This is an activity in which you will participate up to 7 weeks learning valuable skills to help you get and keep a job.

- We will help you put together your resume.
- During the last few weeks of this activity, you will also be going out, looking and applying for jobs.

We do have success in people finding jobs out of Job Club/Job Search. Many even make enough from these positions to no longer need our help.



# Your Career Plan

## You will start to develop a Career Plan by:

- Completing an appraisal using the Online CalWORKs Appraisal Tool (OCAT)
- Evaluating your employment strengths
- Discussing available solutions for barriers to employment
- Discussing available educational and employment opportunities

# Your Career Plan

**Once we have identified your strengths and barriers, you will work with your Case Manager to develop your Career Plan.**

This plan will be the roadmap that you will use to become self-sufficient. Based on your discussions with your Case Manager, it will identify what activities you will be required to do in order to be actively participating in the WTW program.

**As a reminder, because time is limited, it is important to move successfully through the goals that you and your Case Manager develop.**

# Your Career Plan

**Remember, when developing your Career Plan, it is very important to be open and honest with your Case Manager and discuss other commitments you may have.**

For example, if you have a Family Maintenance Plan through Child Protective Services (CPS), any Community Service commitments, probation, or other legal requirements, it is a good idea to let us know so that we can be sure to evaluate those activity requirements when writing your Career Plan.

# Your Career Plan - Supportive Services

Be sure to ask about needed Supportive Services. They will be listed on your Career Plan, and can include:

## Child Care



- It is very important that you begin thinking about who you would like to watch your children during the hours you are participating in your approved activities. If you have someone in mind, or even if you don't, make sure that you discuss with your Case Manager the requirements for paying your child care provider.

# Your Career Plan - Supportive Services



## Transportation

- We can help you with paying for transportation to get to your approved activity. Be sure to discuss this with your Case Manager.

## Work related clothing, books, and supplies

- Be sure to let your Case Manager know anytime you need help with expenses related to any approved WTW activity. We will review to see if we are able to help pay for some or all of the expense.

# **Your Career Plan - Satisfactory Progress**

**Sacramento County's policy defines Satisfactory Participation as meeting the terms of the WTW Plan, including the following:**

- Attending the activities listed on the WTW Plan
- Meeting the weekly hourly requirements
- Providing the activity documentation and monthly verification as requested
- Obtaining at least a passing grade in each class as set by the institution. If grades are not issued, the provider determines the requirements of satisfactory progress separate from the monthly reporting of hours of participation

# **Non-Compliance and Sanction**

## **What if you do not follow your Career Plan?**

If you are not exempt from the WTW rules, and fail or refuse, without a good cause, to complete the activity you agreed to in your plan, you will be in non-compliance.

# **Non-Compliance and Sanction**

**You will also be non-compliant if you, without good cause, do any of the following:**

- Fail/refuse to sign a WTW plan
- Fail/refuse to participate in any assigned program activity, including a SIP (Self-Initiated Plan)
- Fail/refuse to provide proof of satisfactory participation in all assigned activities
- Fail/refuse to accept employment
- Voluntarily terminate employment or reduce earnings, without good cause

**Non-compliance without good cause may result in you being sanctioned and your CalWORKs cash aid being reduced.**

# Non-Compliance and Sanction

## What is good cause for not attending your WTW activity?

Examples of Good Cause are:

- You were ill
- You experienced discrimination
- You were a victim of domestic abuse
- The conditions at your job or assignment violate health and/or safety codes
- Legal issues

# Hearing Rights

If you disagree with any county decision, you can ask for a state hearing.

Directions about how to request a state hearing are on the back of any Notice of Action that you receive.



# Work Pays



Imagine you are a family of three, and you get  
**\$670**  
in cash assistance.



# Work Pays

Now imagine, you are working 30 hours per week earning minimum wage.

\$ 1299.00 taxable earnings

- \$ 225.00 disregard

\$ 1074.00

- \$ 537.00 (50 % disregard)

= \$ 537.00 counted income



\* This is for recipients only.



# Work Pays



\$ 670.00 maximum grant  
- \$ 537.00 counted income  
**\$ 133.00 cash assistance**

\$ 133.00 cash aid  
+ \$ 1299.00 taxable earnings  
**= \$ 1432.00 per month**

■ ***Compare that to \$670!***



\* This is for recipients only.

# One final thought

We are here to help you, and we want to work with you to build that bridge to a better future for you and your family. Together, we can make self-sufficiency a reality for you.



**Enriching People's Lives by Building Bridges to Better Futures**