



A Tradition of Stewardship
A Commitment to Service

NAPA COUNTY HEALTH AND HUMAN SERVICES AGENCY

Self Sufficiency Services Division

POLICY AND PROCEDURE:

Exempt Volunteer

REVIEW FREQUENCY:

Every two years

POLICY # 2000601-2023-20

DISTRIBUTION:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Employment Services | <input type="checkbox"/> Eligibility Services |
| <input type="checkbox"/> CSOA | <input checked="" type="checkbox"/> Quality Mgmt |

EFFECTIVE DATE: April 1, 2015
ORIGINAL DATE OF ISSUE: March 26, 2015
LAST REVISION DATE: June 5, 2020

APPROVAL: Teresa Brown 6/19/20
 Employment Services Manager Date

APPROVAL: Lynn Perry 6/23/20
 SSSD Deputy Director Date

APPROVAL: Quinn Morris 6-23-2020
 HHSA Director Date

POLICY STATEMENT:

It is the policy of the Napa County Health and Human Services Agency (NCHHSA) to offer Welfare-to-Work (WTW) participants, who are not required to participate in WTW, services to assist these individuals with the ability to work towards his/her likelihood of reaching self sufficiency.

ADMINISTRATION:

Employment Services Worker (ESW)

DEFINITIONS:

None

END OF POLICY

PROCEDURE

I. Volunteer Criteria and Participation

- A. Participants who are exempt for Care of a Child (first, subsequent, or Young Child exemption), are eligible to volunteer
- B. Participants who are exempt for medical reasons (Disability or Care of an Ill or Incapacitated Household Member), are not eligible to volunteer unless they provide a medical release.
 - 1. ESW will review the medical release information to determine if the participant would still be considered exempt.
 - 2. If the ESW's review determines the participant is no longer exempt, a new CW 2186B – CalWORKs Exemption Determination shall be sent to the participant.
- C. A volunteer is not required to meet WTW hourly participation requirements.
- D. Time that a participant is participating as a volunteer does not count towards the participant's WTW 24-Month time clock.
- E. Approvable volunteer activities will follow the WTW flow. (Refer to WTW Flow Procedure).
- F. A volunteer is eligible to receive supportive services for any approved activities.
- G. Any month(s) in which the participant participates in Vocational Education as a volunteer will not count toward the 12-month lifetime limit (of counting as core hours).
- H. A volunteer must show proof of satisfactory progress in their activity.
- I. When a participant contacts an ESW to volunteer the ESW will:
 - 1. Explain the volunteer process and criteria to the participant
 - 2. Have the participant complete the SSSD 3053 - Exempt Volunteer Agreement
 - 3. Provide a CCP 8 – CalWORKs Stage One Child Care Authorization Form to authorize child care if applicable.
 - 4. Assign the volunteer to an approvable activity and complete a WTW 2 – Activity Agreement.
 - a. WTW 2 should not be assigned until after child care has been secured, if applicable.

II. Non-Compliance with Volunteer Activity

- A. When a volunteer fails to complete the volunteer activity as assigned, the ESW will:
 - 1. Follow the non-compliance process as outlined in the WTW Program Non-Compliance Procedure.
 - 2. If volunteer fails to complete a compliance plan, the volunteer is not sanctioned, however is returned to exempt status.
- B. If a volunteer has good cause for failing to participate in the volunteer activity, the volunteer will be allowed to continue in their volunteer status.
- C. When a volunteer is removed from volunteer status for non-compliance with the volunteer activity, they will not be eligible to be a volunteer again, until they provide proof of satisfactory progress in an approvable activity.
- D. Regardless of a volunteer's status, child care will be provided to any employed exempt participant.

III. Active Volunteers on April 1, 2015

- A. Any exempt participant, who is an active volunteer as of the effective date of this procedure, will be allowed to continue in their assigned volunteer activity.
- B. These volunteers will become subject to this policy when one of the following occurs:
 - 1. Volunteer chooses to no longer be a volunteer, **or**
 - 2. Volunteer is subject to the non-compliance process and is removed from volunteer status.

- C. The ESW shall notify volunteers of the change in policy prior to the volunteer opting to no longer be a volunteer or during the non-compliance process.
 - 1. This notification shall be documented in the C-IV Journal.

REFERENCES:

ACL [15-21](#) – Questions and Answers (Question #3)
 WTW Flow Procedure
 WTW Program Non-Compliance Procedure

FORMS

CCP 8 – CalWORKs Stage One Child Care Authorization Form
 SSSD 3053 - Exempt Volunteer Agreement
 WTW 2 – Activity Agreement

CONTACT PERSON(S):

Shanna Gardner, Staff Services Analyst

END OF PROCEDURE

REVISION HISTORY:

Revision	Date	Description of Change	Requested By
1.0	03-26-15	Procedure Created. Released into 60 day working draft	S. Gardner, SSA
1.1	06-02-15	Released in Final Draft. Updated vocational education information based on ACL 15-21.	S. Gardner, SSA
2.0	11-28-17	Biennial Review. No Changes	S. Gardner, SSA
3.0	06-05-20	Biennial Review. Added in use of CCP 8 and requirement to authorize child care prior to signing of the WTW 2.	S. Gardner, SSA