



A Tradition of Stewardship
A Commitment to Service

NAPA COUNTY HEALTH AND HUMAN SERVICES AGENCY Self Sufficiency Services Division

<u>POLICY AND PROCEDURE:</u>		EFFECTIVE DATE: July 1, 2014
Expanded Subsidized Employment		ORIGINAL DATE OF ISSUE: June 25, 2014
<u>REVIEW FREQUENCY:</u> Every two years		LAST REVISION DATE: March 27, 2020
POLICY # 2000601-2022-20		APPROVAL: <u>Anana Bautista</u> 4/13/20 Eligibility Services Manager Date
<u>DISTRIBUTION:</u>		APPROVAL: <u>Teresa Brown</u> 4/20/20 Employment Services Manager Date
<input checked="" type="checkbox"/> Employment Services	<input checked="" type="checkbox"/> Eligibility Services	APPROVAL: <u>Lynn Pere</u> 4/20/20 SSSD Deputy Director Date
<input checked="" type="checkbox"/> Quality Mgmt		APPROVAL: <u>Shirley Yank</u> 5-8-2020 HHSA Director Date

POLICY STATEMENT:

It is the policy of the Napa County Health and Human Services Agency (NCHHSA) to provide an Expanded Subsidized Employment (ESE) placement to those participants for who subsidized employment is an appropriate Welfare-to-Work (WTW) activity. The purpose of ESE is to support the participant in gaining self-sufficiency.

ADMINISTRATION:

Eligibility Specialist (EW)
Employment Services Worker (ESW)
Expanded Subsidized Employment (ESE) Coordinator

DEFINITIONS:

Subsidized Employment - Employment in which the welfare-to-work participant's employer is partially or wholly reimbursed for wages and/or training costs. (§42-701.2s.(2))

END OF POLICY

PROCEDURE

I. Program Guidelines

- A. Expanded Subsidized Employment (ESE) funds may be used for wage and non-wage costs for the job placements, and to cover all operational costs of the ESE Program, including the cost of overseeing the program, developing work sites, and providing training to participants.
 - 1. Training costs may be claimed to ESE funds if the training is a requirement of the ESE placement or is a requirement for the participant to participate in the ESE program.
 - a. Something in writing must be obtained from the employer stating the training is required for the placement.
 - 2. All training requests must be reviewed and approved by the Supervising ESW.
- B. All CalWORKs (CW) clients required to participate in Welfare-to-Work (WTW) are eligible to ESE, except for those individuals listed in Section I.K. below.
 - 1. Exempt participants may participate in ESE as long as the participant meets the criteria as outlined in the Exempt Volunteer Procedure.
 - 2. Cal-Learn teens may be eligible, if the ESE does not interfere with the teen's school attendance and progress toward earning a high school diploma or GED.
- C. Non head-of-household youth in a CalWORKs household may participate in an ESE placement as a volunteer.
- D. CalWORKs non-minor dependents (NMD) are not allowed to participate in any WTW activity and are therefore not eligible for ESE.
- E. Recipients who have reached their CalWORKs 48-Month time limit are eligible for ESE, however must be enrolled in the Workforce Innovations and Opportunity Act (WIOA) program or the CalFresh Employment and Training (CFET) Program and the WIOA or CFET program determines it would be a good fit.
 - 1. In the instance, that ESE funding gets low, priority for ESE placement will go to WTW participants first.
- F. Participants in the ESE program are limited to a maximum of one six-month placement.
 - 1. ESW and ESE Coordinator may extend the ESE program beyond six-months for no more than two three-month increments for up to a total of twelve (12) months (including the original six (6) months).
 - 2. The ESW and ESE Coordinator may only grant an extension if the additional time will increase the likelihood of either of the following:
 - a. The participant obtaining unsubsidized employment with the participating employer,
OR
 - b. The participant obtaining specific skills and experiences relevant for unsubsidized employment for a particular field.
 - 3. ESW must document in the C-IV Journal that the program was extended, which criterion to extend was met, and the basis for that finding.
- G. Participants may continue in the ESE Program until the end of their placement if the family becomes ineligible for CW due to the ESE income.
 - 1. Participants should be entered in C-IV in job retention status.
- H. Participants, who discontinue from CW for reasons other than being over income due to the ESE placement, are not eligible for ESE once CW is discontinued.
- I. Participants shall not be placed with home-based employers.
- J. Participants who would qualify for the ESE program include, but are not limited to:

1. Participants who recently completed a community service placement during which they learned basic employability skills and are still not employed.
 2. Participants who completed a vocational education/training program and need some on the job skills to become employable.
 3. Participants who are not fully employed or employed at such a wage that he/she still qualifies for CW.
- K. Participants who would not qualify for the ESE program include:
1. Participants currently in the Family Stabilization Program.
 2. Participants who have more than six (6) months remaining in a Vocational Education/Training Program.
 - a. This includes Cal-Learn teens in High School Diploma or GED programs.
 3. Participants currently in Sanction status, unless ESE participation was the reason for the sanction.
 - a. The participant may complete the necessary activities to cure their sanction and once the sanction is cured, the participant may qualify for the ESE program.
- L. Participant must complete a community service or work experience placement satisfactorily, as determined by the ESE Coordinator, prior to being eligible to an ESE placement.
1. Those participants who are currently employed or have been employed in the last ninety (90) calendar days and are placed into ESE for employment upgrade are excluded from the requirement to participate in a community service or work experience placement.
- M. Participant is responsible for completing and turning in the SSSD 3000 – Monthly Participant Timecard monthly if paystubs are not available to be turned in.
- N. ESE wages will be paid at the rate of the current position that the participant is placed in, however no more than \$18.00 per hour.
1. Salary is the only cost that will be reimbursed. This does not include any overtime.
- O. ESE subsidy will be paid to the employer as follows:
1. Month 1 and 2 – 100% of the wage will be reimbursed to the ESE employer
 2. Month 3 and 4 – 50% of the wage will be reimbursed to the ESE employer
 3. Month 5 through 12 – 25% of the wage will be reimbursed to the ESE employer.
- P. In month five (5) of the placement, the participant will be referred to the current ESW to start completing a Job Search activity beginning of month six (6).
1. A participant's hours in subsidized employment will be decreased by 5-8 hours per week in order to complete this activity in month six (6).
 2. This is only required if the ESE placement will not be retaining the participant for continued unsubsidized employment when the ESE placement ends.

II. Referral to Subsidized Employment

- A. ESW will identify an appropriate ESE participant and prior to referral will:
1. Ensure that the ESE placement is consistent with the participant's WTW plan and is effective in preparing the participant to obtain employment.
 2. Ensure participant has completed a community service or work experience placement satisfactorily.
 - a. If participant has not completed community service or work experience placement, ESW will follow the Work Experience Procedure for how to refer a participant to Work Experience.
 - 1) Work Experience Referral should include a note that states "potential ESE."

3. Have participant enter or update their résumé in CalJOBS and make the résumé active.
 - a. Have participant also update their individual contact information in CalJOBS, such as address, phone number, and email address.
- B. ESW will complete the PLAN 109 CIV – Referral to Activity Form and give to the ESE Coordinator. In the comments section of the Plan 109 CIV the ESW will:
 1. Identify the job skills to be developed or enhanced by the ESE placement and/or specific job title(s) participant is interested in.
 2. Send an electronic copy of the participant’s Résumé to the ESE Coordinator.
- C. ESW will ensure that all supportive service needs have been authorized.
- D. If the participant is on Section 8 Housing, the participant shall be referred to the Housing Family Self Sufficiency Program.
- E. ESW will schedule a three-way meeting between the ESW, ESE Coordinator and participant to review the objectives and expectations of the ESE placement.
- F. ESW will monitor the participant’s job search requirement towards the end of the subsidized employment placement.
- G. Case will remain assigned to the referring ESW.
- H. ESW will ensure that the participant has been referred to or has been connected with certain programs throughout their placement period. These required referrals include, but are not limited to:
 1. In Month 1 through Month 3, refer the participant to participate in any available financial literacy courses.
 2. During tax season, the participant should be referred to a free tax site.
 3. Review if additional training is needed for the ESE position and any promotions throughout the ESE placement.
 4. In Month 5, the ESW shall require the participant to update their résumé with the new job information including new skills acquired during the subsidized employment placement.
 5. In Month 5, the ESW will work with the participant to have them obtain a reference letter from the employer, if needed.
- I. ESW will notify the ESE Coordinator of any of the following:
 1. CalWORKs Discontinuance
 - a. ESW will determine if the participant will continue in job retention services and inform the ESE Coordinator of this determination.
 2. Participant moves out of Napa County.
 3. Participant finds unsubsidized employment.
 4. Participant is no longer eligible to CalWORKs due to timing out, becoming sanctioned or penalized, etc.

III. ESE Coordinator Responsibilities

- A. ESE Coordinator will:
 1. Locate potential ESE placements
 2. Complete ESE contract for employer by completing the contract process
 - a. Employer must provide proof of worker’s compensation coverage
 3. Identify the participant or participants that would benefit from the potential ESE placement and send a résumé for each participant to the potential ESE placement.
 4. Arrange interviews for each participant with the potential ESE placement so the placement can choose which participant they would like to work with.

- a. Interviews shall still be arranged even if only one participant has been identified.
5. Obtain a copy of the SSSD 3036 - Subsidized Employment Job Performance Review at each of the following times:
 - a. Completion of one (1) month
 - b. Completion of ninety (90) days
 - c. Completion of six (6) months.
 - d. Upon completion of each three (3) month extension.
6. Refer the participant to the current ESW at the beginning of month five (5) for participant to start looking for unsubsidized employment.
 - a. This is not required if the subsidized employment placement has agreed to hire participant at the end of the placement.
7. Obtain invoice from Employer, review, and forward to fiscal and the WTW Analyst for payment.
 - a. Invoice should be obtained monthly.
8. Provide each participant ending the subsidized employment placement with a copy of the SSSD 3041 - Subsidized Employment Exit Questionnaire
9. Set a CIV task for 90 days post ESE exit to review for employer incentive.

IV. ESE Incentives

- A. ESE Incentives will be provided to WTW participants at the following times:
 1. A participant will receive a \$50 gift card to Marshalls when the participant presents an ESE placement to an employer on their own and they secure this placement.
 - a. Gift card will be provided to the participant at the first job coaching visit.
 2. A participant will receive a \$25 gift card to Marshalls when the 30 day evaluation is returned as meets or exceeds expectations.
 - a. Gift card will be provided to the participant during the evaluation review with the ESE Job Coach
 3. A participant will receive a \$50 gift card to Marshalls when the 90 day evaluation is returned as meets or exceeds expectations.
 - a. Gift card will be provided to the participant during the evaluation review with the ESE Job Coach
 4. A participant will receive a \$100 gift card to Marshalls upon successful completion of an ESE placement.
 - a. Successful completion is defined as being retained in employment with the ESE placement employer or has located another full time employment position within thirty (30) days of ESE completion.
 - b. Incentive payment will be issued to the participant once confirmation of employment at thirty (30) days post ESE completion.
- B. A cash incentive will be provided to an Employer in the amount of \$1500 if the employer continues to employ an ESE participants 90 days post completion of the ESE placement period.
 1. Verification may include a pay stub from the employer showing wages for the 90th day or beyond.

V. CalWORKs Eligibility

- A. A family that applies for CW after leaving aid due to ESE income shall be considered current **recipients** for the purposes of CW eligibility income and work requirements if the family is eligible within three (3) calendar months of the ESE placement ending.
 - 1. Being considered current recipients means that the EW shall apply the recipient earned income disregard rather than the applicant \$90 income disregard, and that the 100-hour work rule shall not apply.
- B. A family that applies for CW after leaving aid due to ESE income shall be considered an **applicant** for the purposes of CW eligibility income and work requirements if the family applies after the three (3) month period.

VI. Data Reporting

- A. The ESE Coordinator shall track the below listed data for every ESE placement, each month, and report the data to the WTW Analyst by the tenth (10th) day of the month following the report month.
 - 1. CIN of each participant in a subsidized employment placement
 - 2. Begin date (month and year) participant entered in an ESE placement.
 - 3. Hourly wage rate of ESE placement.
 - 4. CW grant amount of the program participant in the month prior to the start month of the ESE placement
 - 5. CW grant amount of the program participant in the current month
 - 6. End date (month and year) participant exited an ESE placement.
 - 7. Reason the participant exited the ESE placement. Identify whether participant was retained by same employer as ESE placement, obtained a different unsubsidized employment placement, or has no employment.
 - 8. If the participant is still employed at the following intervals:
 - a. 3 months post ESE discontinuance
 - b. 6 months post ESE discontinuance
 - c. 12 months post ESE discontinuance.

REFERENCES:

ACIN [I-33-13](#) – Posting Displacement Grievance Guidelines for Non-Union Employees at Worksites w/WTW Participants.

ACIN [I-24-18](#) – Outcomes-Oriented Toolkit for CW ESE Program

ACL [13-81](#) – ESE program Implementation Guidelines

ACL [14-17](#) – CW ESE Program Data Reporting

ACL [14-81](#) – Clarifying Guidance for the Implementation of the ESE Program

ACL [16-95](#) – CW AB 98 and ESE Program Changes

ACL [17-03](#) – Additional Clarifying Guidance for the ESE Program

Exempt Volunteer Procedure

WTW 39 – Assembly Bill 74 County Welfare Department’s Expanded Subsidized Employment Plan

FORMS

SSSD 3000 – Monthly Participant Timecard
SSSD 3036 - Subsidized Employment Job Performance Review
SSSD 3041 - Subsidized Employment Exit Questionnaire

CONTACT PERSON(S):

Shanna Gardner, Staff Services Analyst

END OF PROCEDURE

REVISION HISTORY:

Revision	Date	Description of Change	Requested By
0.0	06-25-14	Procedure Created, placed in working draft	S. Gardner, SSA
0.1	10-21-14	Released in final draft.	S. Gardner, SSA
0.2	02-27-15	Updated with ACL 14-81	S. Gardner, SSA
		Biennial Review. Updated procedure to reflect: 1. Change in participation requirements if participant is currently employed. 2. Removal of minimum participation time in community service. 3. Added in ACL 16-95 and ACL 17-03. 4. Added in additional individuals who can participate in ESE.	
1.0	09-26-17	5. Updated data reporting information.	S. Gardner, SSA
		Biennial Review. Updated procedure to reflect: 1. Added ACIN # I-24-18 2. Requirement for document showing training need 3. Inclusion of ESE incentives	
2.0	03-27-20		S. Gardner, SSA