



A Tradition of Stewardship
A Commitment to Service

NAPA COUNTY HEALTH AND HUMAN SERVICES AGENCY
Self Sufficiency Services Division

<p><u>POLICY AND PROCEDURE:</u></p> <p>CalWORKs Home Visiting Program</p> <p><u>REVIEW FREQUENCY:</u> Every two years</p> <p>POLICY # 2000601-2032-19</p> <p><u>DISTRIBUTION:</u></p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> Employment Services</td> <td><input checked="" type="checkbox"/> Eligibility Services</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/> Quality Mgmt</td> </tr> </table>	<input checked="" type="checkbox"/> Employment Services	<input checked="" type="checkbox"/> Eligibility Services		<input checked="" type="checkbox"/> Quality Mgmt	<p>EFFECTIVE DATE: April 1, 2019</p> <p>ORIGINAL DATE OF ISSUE: May 22, 2019</p> <p>LAST REVISION DATE: September 24, 2019</p> <p>APPROVAL: <u>Joanna Bantista 10/11/19</u> Eligibility Services Manager Date</p> <p>APPROVAL: <u>Teresa Brown 10/4/19</u> Employment Services Manager Date</p> <p>APPROVAL: <u>Lynn Berg 10/14/19</u> SSSD Deputy Director Date</p> <p>APPROVAL: <u>Justin Yonaco 10-14-19</u> HHS Director Date</p>
<input checked="" type="checkbox"/> Employment Services	<input checked="" type="checkbox"/> Eligibility Services				
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POLICY STATEMENT:

It is the policy of the Napa County Health and Human Services Agency (NCHHSA) to offer and provide services to CalWORKs (CW) families that will advance the wellbeing of the families and lead them to the path to self-sufficiency.

ADMINISTRATION:

Eligibility Specialist (EW)
Employment Services Worker (ESW)

DEFINITIONS:

None

END OF POLICY

PROCEDURE

I. Home Visiting Program (HVP) Background

- A. Home visiting is an evidence-based, voluntary program model that pairs new parents with a nurse, or other trained professional who makes regular visits in the participant's home to provide guidance, coaching, access to prenatal and postnatal care, and other health and social services.
- B. The purpose of the home visiting initiative is to support positive health, development, and well-being outcomes for pregnant and parenting women, families, and infants born into poverty, expanding their future educational, economic, and financial capability opportunities, and improving the likelihood that they will exit poverty.

II. Home Visiting Eligibility

- A. In order to be eligible for HVP an individual must:
 - 1. Be a member of a CalWORKs assistance unit or the parent or caretaker relative for a child-only case, **AND**
 - 2. Be pregnant and have no other children at the time of enrollment in the program, **OR**
 - 3. Be a first time parent or caretaker relative of a child less than twenty-four (24) months of age at the time of enrollment, **AND**
 - 4. Agree to participate in the program on a voluntary basis.
 - a. Participation in HVP will not affect a participant's application for aid nor eligibility for any other CalWORKs benefits, supports, or services.
- B. A parent or caretaker relative who is currently pregnant or has a child less than twenty-four (24) months of age and has another child(ren) in the home may qualify for home visiting services as a second priority and only if there is availability due to funding. To qualify the, EW/ESW must have determined that:
 - 1. The parent/caretaker is not eligible to receive or is receiving home visiting services through another agency.
 - 2. The home visiting services are needed to provide increased education and well-being to the family.
 - 3. There is availability in the home visiting program.
- C. Home visiting services shall continue to be offered for 24-months, or until the child's second birthday (whichever is later), or the individual terminates participation in the program.
 - 1. Example 1 – A pregnant first time parent enrolls in the HVP program during her 7th month of pregnancy. This parent is eligible to receive HVP services until the child's second birthday which will be longer than 24 months.
 - 2. Example 2 – A first time parent is referred to the HVP program when her child is 11 months old. This family is eligible to receive HVP services for a total of 24 months, which will be beyond the child's second birthday.
- D. If an HVP participant has been removed from the assistance unit or exits the CalWORKs program, HVP services may continue until completion of the home visiting program or until the participant terminates participation.
- E. The number of families eligible to receive services in the HVP program is determined by the amount of funding received. Therefore once the maximum number of families are receiving a service, additional families will be placed on a waiting list or will be unable to participate in the program.

1. These families unable to participate will be reviewed for referral to the Public Health home visiting program.
- F. A family who moves and transfers their CW to another County, will not be automatically eligible to receive home visiting services in the new County.
 1. Not all California counties have an established HVP program.
 2. EW/ESW shall contact the receiving county to inform the county of the participant's participation in HVP so HVP participation may be reviewed in the new County.
- G. A family moving into and transferring CW to Napa County will not be automatically eligible to receive home visiting services in Napa County.
 1. EW/ESW shall identify if the participant is still interested in participating in HVP.
 2. Complete an HVP referral as outlined in Section IV.

III. Home Visiting Services Informing

- A. All CalWORKs customers who meet the eligibility criteria for the HVP program shall:
 1. Be informed about the HVP program and the benefits of participating in the program at Intake and Annual Renewal.
 2. Be informed about the HVP program anytime it is determined that the HVP program would benefit the family and HVP was previously declined.
 3. Receive the CW 2224 – CalWORKs Home Visiting Program Informing Notice and Opt-In Form to be completed and returned.
- B. A C-IV Case Flag shall be created for all cases that HVP was offered.
 1. An offer occurs after an individual is informed of the CW HVP, and makes the choice to accept or decline a referral to participate in the CW HVP.
 2. "HVP Offer" is the C-IV Case Flag that shall be entered as follows:
 - a. HVP Offer should be entered for each individual in which home visiting was offered to. This includes any/all adults in the home as well as all children under 2 years of age in the home.
 - b. Begin Date is the date the offer was made (Receipt of CW 2224 or verbally if done over the phone).
 - c. End Date is the date the offer was made (should be same date as the begin date).
 - d. Notes should include whether or not the customer accepted or declined HVP.
- C. A C-IV Journal Entry shall be entered
 - a. Short Description = HVP
 - b. Long Description shall include at minimum
 - 1) HVP Offered
 - 2) What eligibility criteria participant meets
 - i. If not in target population that participant meets criteria as outlined in Section II.B. 1-3.
 - 3) CW 2224 provided, completed, and/or received
 - 4) Case flag created
 - 5) Outcome of offer of HVP services
 - 6) Reason participant declined HVP services
 - 7) Whether a referral will be completed

IV. Referral to Home Visiting Services

- A. The EW/ESW shall inform all potentially eligible CalWORKs families about the home visiting program and identify if the participant is willing to participate
- B. Once the EW/ESW has determined that the participant is eligible and willing to receive home visiting services, the EW/ESW will refer the participant to Cope Family Center to receive home visiting services. To complete the referral the EW/ESW shall:
 - 1. Obtain an ABCDM 228 – Release of Information to communicate with Cope Family Center.
 - a. Create a C-IV Release of Information Case Flag
 - 2. Obtain a Cope Family Center – Consent to Release Information form
 - a. This form shall not be imaged into C-IV.
 - 3. Obtain a new CW 2224 – CW Home Visiting Initiative Informing Notice and Opt-In form if referral is happening at a time other than initial contact and completion of this form.
 - a. If participant previously declined home visiting services, they need to complete a new CW 2224 to Opt-In to Home Visiting.
 - 4. Prioritize the granting of a pending CalWORKs case.
 - 5. Complete the Cope Family Center General Referral form and send to the CalWORKs Supervisor, with the completed Cope Family Center – Consent to Release Information.
 - a. Choose CalWORKs Home Visiting Program under the Parent Engagement and Education section.
 - 6. Complete a C-IV Journal Entry
- C. Once the referral is received, the CalWORKs supervisor will review the referral to ensure eligibility criteria is met and determine if there are available openings in the home visiting program.
 - 1. If no available openings with HVP funding, contact Cope Family Center to determine if there is availability through another funding source and if they can accept the referral outside of HVP.
 - a. If no availability with Cope Family Center, add participant to the waiting list.
- D. CW Supervisor will send the referral to Cope Family Center via email to referrals@copefamilycenter.org or via fax at (707) 256-3175.
- E. CW Supervisor to complete journal entry to include information about whether referral is valid and accepted.
 - 1. Email referring worker to inform of outcome of referral.
- F. EW/ESW shall enter a C-IV case flag once informed of the first date a home visit was completed.
 - 1. “HVP Received” case flag should be entered once a referred individual starts receiving home visits. This includes any/all adults in the home as well as all children under 2 years of age in the home.
 - 2. Begin date is the date of the initial home visit.
 - 3. End date is the date in which HVP ends (Maximum two years later). This date to be determined by worker and contractor.

V. Referral from Cope Family Center for Home Visiting Services

- A. Cope Family Center will refer to CW any individuals who self-refer for home visiting services and are either currently in receipt of CW or are potentially eligible for CW.
- B. Cope Family Center will obtain the ABCDM 228 – Release of Information as well as attempt to obtain the CW 2224 – CW Home Visiting Program form and forward to the CW Supervisor.
- C. CW Supervisor will review the referral to determine if the participant is already in receipt of CW.

1. If participant is not in receipt of CW, the CW supervisor will contact the participant to obtain an application and schedule a CW intake appointment.
2. If participant is currently in receipt of CW, the CW supervisor will:
 - a. Ensure the ABCDM 228 and CW 2224 are completed and on file.
 - 1) If not on file, work with the EW to obtain these documents.
 - b. Determine if there are available openings in the home visiting program
 - 1) If no available openings with HVP funding, contact Cope Family Center to determine if there is availability through another funding source and if they can accept the referral outside of HVP.
 - i. If no availability with Cope Family Center, add participant to the waiting list and inform participant about the Public Health home visiting program.
 - c. Complete the Cope Family Center General Referral form
 - 1) Choose CalWORKs Home Visiting Initiative under the Parent Engagement and Education section.
 - d. Send the referral to Colleen Masi at Cope Family Center, via email at cmasi@copefamilycenter.org or fax to (707) 256-3175

VI. Welfare-to-Work Participation

- A. All Welfare-to-Work (WTW) participants in the HVP program are required to participate in WTW as a condition of eligibility, unless exempt from WTW.
 1. All parents/caretaker relatives shall be reviewed for appropriate WTW exemptions
 2. WTW participants who are exempt from participation in the WTW program shall be offered the chance to volunteer to participate in WTW activities.
- B. If the HVP participant is required to participate in WTW or is an exempt volunteer, hours spent directly with the home visitor (home visiting sessions) and hours spent volunteering in an early learning setting, must be assigned in the participant's WTW plan, as needed to meet the participation requirements.
 1. Participation in HVP can be counted as CW minimum standards or CW Federal Standards
 - a. CW Minimum Standards
 - 1) Job Search/Job Readiness activities for assignment of home visiting sessions.
 - 2) For HVP activities that do not meet the definition of activities assigned to CW Federal Standards activity would equal "Other Activities necessary to assist in obtaining employment."
 - b. CW Federal Standards
 - 1) Assignment of home visiting sessions may be included as part of the time limited Job Search / Job Readiness activities.
 - 2) Community services, work experience (WEX), or job search/job readiness for assignment of volunteer hours at an early learning center.
- C. Supportive Services are available for participants required to participate in WTW or exempt volunteers in order to participate in home visiting sessions.
 1. Supportive services for HVP must be included in a WTW2 – Activity Agreement.
- D. If a parent volunteers in the child's early learning setting, the hours volunteered shall count towards the participant's allowable WTW activities under their WTW plan.
 1. Activity would be under "Other activities necessary to assist in obtaining employment"
 2. Any HVP participation in early learning settings should be reflected in the participant's WTW plan.

- E. Home visits conducted under HVP will count as activities in the WTW program.
 - 1. If the home visit is domestic violence related, it shall count as a domestic violence activity
 - 2. If the home visit is mental health related, it shall count as a mental health activity.
 - 3. If the home visit is substance abuse related, it shall count as a substance abuse activity
 - 4. If the home visit is for all other reasons, it shall count as Other Activities necessary to assist in obtaining employment.
- F. ESW will work with the home visitor from Cope Family Center to develop the WTW plan.
- G. Federal work participation rate (WPR) reporting
 - 1. HVP participation in home visiting sessions and/or volunteering in an early learning setting may be counted for WPR.
 - a. Home visiting sessions may be counted as job search/job readiness activities for 120 hours up to 180 hours total in a 12-month period.
 - 1) Beyond this time limit, ESW shall report home visiting sessions as “Other activities that directly lead to unsubsidized employment.”
 - b. Volunteer hours in an early learning setting may be counted as community service, work experience (WEX), or job readiness.
 - 2. For purposes of federal reporting, “Work Activities Other Than those Specified Above” when a participant is not meeting the core hourly requirement.
 - 3. Verification of HVI activities for federal reporting must conform to requirements as outlined in the Work Verification Procedure.

REFERENCES:

ACL [19-42](#) – WTW Guidance for Implementing HVP
ACWDL Dated [July 31, 2018](#) – CW Home Visiting Initiative
ACWDL Dated [April 25, 2019](#) – Additional Guidance for Implementing HVP
Work Verification Procedure

FORMS

ABCDM 228 – Release of Information
Cope Family Center General Referral
Cope Family Center – Consent to Release Information
CW 2224 – CalWORKs HVP Informing Notice and Request

CONTACT PERSON(S):

Shanna Gardner, Staff Services Analyst

END OF PROCEDURE

REVISION HISTORY:

Revision	Date	Description of Change	Requested By
0.0	05-22-19	Procedure Created. Released in 60 day working draft.	S. Gardner, SSA
0.1	09-24-19	Changes include: <ul style="list-style-type: none">• Updated to new program name of Home Visiting Program (HVP) from Home Visiting Initiative (HVI).• Included ACL 19-42	S. Gardner, SSA