



Madera County
Department of Social Services

Welfare-to-Work Procedure 01-17
Expanded Subsidized Employment (ESE)

Date: February 9, 2017

References: ACL 13-81, ACL 14-81, ACL 17-03, Assembly Bill (AB) 74, Chapter 21, Statutes of 2013, Welfare and Institutions Code (WIC) SECTIONS 11322.63 AND 11322.6

Forms: http://dss/pdfs/mad3301_170215.pdf
http://dss/pdfs/mad434_170221.pdf
http://dss/pdfs/esecover_170221.pdf
<http://dss/pdfs/eseletter.pdf>

Background Assembly Bill (AB) 74 established early engagement strategies to increase the work participation rate among Welfare-To-Work (WTW) participants; among these strategies is the Expanded Subsidized Employment (ESE) Program.

The goal of ESE is to provide WTW participants with an opportunity to learn soft skills, build workplace confidence and self-esteem through paid employment in a specific field of choice in a public, private non-profit, or private worksite. ESE participants will gain basic employability skills and enhanced experience that will increase their chances to find unsubsidized employment.

Policy ESE is a post-Assessment WTW activity. Referral to ESE is an available option based on the results and recommendations of a vocational assessment and/or a determination by the Case Manager (CM). ESE is considered subsidized employment, a core activity, and counted toward work participation hours. The program is administered through a partnership between Madera County Department of Social Services (MCDSS) and public, private and nonprofit organizations in the community. The employer is the employer of record and will assume duties and responsibilities for program participants as required. Duties include, but are not limited to, maintaining an employee file for all participants, approving time sheets, processing payroll and ensuring all participants are paid in a timely manner, and providing Workers' Compensation Insurance.

ESE will focus on providing:

- Paid, time-limited employment – Participation is limited to a maximum of one six-month placement.
- ESE participants will be placed in public, private non-profit, or private employment sectors:
 - The public/private non-profit program will have a concentration on County public service and infrastructure job sites including Social Services Agencies, Health Care Agencies, Community Resources, Waste and Recycling, and Parks and Recreation.
 - Private non-profit job sites will include, but not limited to, community based and faith based organizations.
 - The private sector program's job sites include, but are not limited to, clerical, retail, and manufacturing.
- Support and Supervision – The MCDSS ESE CM will communicate with participants at minimum monthly, or more as needed, to review progress.

Who can be referred to ESE?

1. Mandatory WTW participants (including sanctioned)
2. Exempt volunteers
3. Participants that have not exceeded the CalWORKs 48 month time limit and have a minimum of 8 months time on aid remaining on their time clock.
4. Participants that have not found unsubsidized employment sufficient to meet the minimum required hours of WTW participation
5. Participants deemed suitable for the activity by the CM based on vocational assessment result and/or other factors

Participation in ESE is limited to a maximum of one six-month placement. ESE will provide subsidies to employers during the six month period. Subsidies will decrease in increments with the goal that after six months the CalWORKs participant will remain employed.

Wage Subsidy: Months 1-2: 100%

Months 3-4: 50%

Months 5-6: 25%

Job retention services will be provided to assure employers that contracts will be fulfilled in the event families become ineligible for CalWORKs due to participant wages. These job retention services will terminate at the end of the contracted subsidized employment period, as per the employer agreement.

Process

Step	Who	Action
1.	Case Manager	<ul style="list-style-type: none"> • Discuss ESE with the participant as an option for subsidized employment. • Develop and sign a new/amended action plan and WTW2. Schedule participant to the Madera County Expanded Subsidized Employment activity in C-IV. • Refer clients to ESE by sending an email with the participants name and case number to DSS-ESE (once the vocational assessment and plan have been completed). • Collaborate with the ESE CM to ensure participants receive necessary supportive services to participate in the program. In the event that the CalWORKs case is discontinued due to the ESE income and the participant is requesting job retention services the CM will continue to carry the case and provide these services. • Inform the Eligibility Worker if client is placed into ESE. • Update the Employment Screen in C-IV if client is placed into ESE. • Enter ESE and other attendance hours in CalWORKS and monitor the participant's attendance and progress. • Make appropriate case comments in CalWORKS, including supportive services needed. • Coordinate, collaborate, and communicate with ESE CM for the participant's attendance and progress. • Update C-IV case comments to reflect information regarding ESE.

2.	ESE CM	<ul style="list-style-type: none"> • Receive the referral for ESE via email. • Meet one-on-one with participants to evaluate their skills, review vocational assessment scores. • Match participants' skillsets with potential worksite assignments. • Collaborate with the CM to determine appropriate job assignment for the participant. If the participant has not already attended Career Club recommend that they attend. • Address barriers to participation and review employer expectations and hiring practices, which include job interviews. • Introduce the participant to the employer and schedule a job interview • Monitor the participant's attendance and progress directly with the worksite supervisor. • Work with the employer to obtain feedback on client progress at minimum in month 2 and 4. • Communicate with the participant to discuss progress and action steps at the minimum once a month, or more as needed. • Report problems, achievements, attendance, or other inquiries about participant's assignments with participant and employer to the CM within five (5) business days of each occurrence. • Contact the CM within 48 hours via email/phone if a participant misses an appointment, a day at the job assignment (including the first day), or has attendance/cooperation issues. • ESE CM will utilize a spreadsheet to record subsidized employment opportunities and continue to develop new subsidized employment opportunities in employment sectors that offer participants a clear career ladder, an opportunity for continued unsubsidized employment and an opportunity for advancement. • Use the ESE Community Letter recruit new subsidized employment opportunities within the community. • Assist any employer interested in partnering with ESE complete the MAD 3301 WTW- ESE Employer Application- Wage Subsidy Program. Once completed submit to the Administrative Analyst with a copy of the Workers Comp Insurance and W9. Once the contract is signed by the Director you will receive a copy. Save a copy to the shared drive (S:\ESE-WTW) and give one copy to the employer. <p style="color: red; margin: 0;">Note: The application must be signed by the Director prior to placing a client into ESE approved placement.</p> <ul style="list-style-type: none"> • Update C-IV case comments to reflect information regarding ESE.
3.	Eligibility Worker	<ul style="list-style-type: none"> • Income received from participation in ESE is counted as regular earned income. If a CalWORKs family is discontinued from aid due to income and reapplies within three calendar months of the ESE placement ending, the family shall be considered current recipients for the purposes of CalWORKs eligibility income and work requirements. However, if

		the family applies for CalWORKs after this three-month period has passed, they shall be considered applicants for the purposes of CalWORKs eligibility requirements.
4.	Case Manager	<ul style="list-style-type: none"> • For cases that are discontinued due to the expanded subsidized employment income and the participants still have time remaining on their contract and are not receiving job retention services, the CM will notify the ESE CM to send the Attendance Report to the assigned Administrative Analyst. The Analyst will keep track of these cases for statistical reports.
5.	Administrative Analyst	<ul style="list-style-type: none"> • Will obtain Directors signature on the MAD 3301 WTW- ESE Employer Application- Wage Subsidy Program. Will email a copy of the MAD 3301 WTW, W9 and Workers Comp Insurance to DSS Accounts Payable and to the ESE CM. • When an invoice MAD 434 WTW is received the analyst will verify that the supporting documents are attached (copy of paycheck & timecard). If there are missing supporting documents analyst will obtain from employer. Once complete analyst will initial and date the invoice and interoffice to accounts payable for processing. • Analyst will update the excel spreadsheet on the shared drive to track invoices received.
5.	Accounts Payable	<ul style="list-style-type: none"> • Will forward the W9 to the Auditor's Office for processing the employer as a vendor. • When an invoice MAD 434 WTW is received Accounts Payable will enter the claim into IFAS for payment to be made to the vendor. • Accounts Payable will update the excel spreadsheet on the shared drive to track invoice payment.