



## Welfare to Work (WTW) Services

### WTW 02

### WTW 2 Plan Completion Process

Date:

References: [MPP§42-711.6](#)

[ACL 04-41](#)

[ACL 04-41E](#)

Forms: [WTW 2](#)

### Background

Welfare-to-Work (WTW) mandatory and voluntary participants shall take part in one or more WTW activities and sign a WTW plan ([WTW 2](#)) within 90 days from the date they are required to participate. A WTW 2 is developed to remove barriers to employment to meet the career goals of the participant and ultimately lead to self-sufficiency.

### Policy

Madera County Department of Social Services staff shall assist WTW participants achieve self-sufficiency while using a broad range of employment and educational activities, behavioral health services and other necessary activities to develop a WTW plan.

### I. Entering into a WTW Plan

- A. In developing a WTW plan, the ETW shall discuss all of the following with the participant:
  1. Assessment results.
    - a. The assessment should be used as a guide to create the WTW plan.
    - b. Includes learning disability screening.
  2. Personal goals and preferences.
  3. The participant's strengths and weaknesses.
  4. Education needs of basic literacy, math, English as a second language, lack of high school diploma or GED as these may be a barrier to employment.
  5. Mental health, substance abuse and domestic violence services.
  6. Child's school attendance for children whom school attendance is required:
    - a. If parent is required to participate at child's school to ensure the child's attendance.

- b. These hours shall count toward required hours of participation.
- 7. Supportive services necessary to assist participants in attending assigned activities.
- 8. The participation flexibility during the WTW 24-Month Time Clock (24 MTC) period and the activities that he/she may participate in while encouraging him/her to meet CalWORKs federal standards.
- 9. The conditions that allow a month not to count toward the 24 MTC, including but not limited to, meeting CalWORKs federal standards.
- 10. The WTW participation requirements for individuals who have exhausted their 24 MTC.
- 11. WTW exemption criteria.
- 12. 16 and 17 year old teens WTW plans are written for the purpose of completing high school or its equivalent only.

**II. Non-Core WTW Activities**

- A. The following WTW activities are non-core and time counts toward the 24 MTC when not combined with concurrent activities:
  - 1. Adult Basic Education.
  - 2. Job skills training directly related to employment.
  - 3. Education directly related to employment.
  - 4. Satisfactory progress in a secondary school such as GED; ESL; or education and training programs beyond the 12-month lifetime limit.
  - 5. Job search and job readiness for 2 additional months when 12 week time limit is exhausted (see section III).

**III. Federal Core WTW Activities**

- A. Any of the following WTW activities are core activities and time does not count toward the 24 MTC:
  - 1. Unsubsidized employment.
  - 2. Subsidized private or public sector employment.
  - 3. Work experience
  - 4. Work study
  - 5. Self-employment
  - 6. Community service
  - 7. Vocational education and training programs used within the 12-month time limit.
  - 8. Job search and job readiness for 12 weeks within the preceding 12 months and for 4 consecutive weeks and which may include:
    - a. Career Club
    - b. Supervised and unsupervised Job Search.

#### IV. Completing a WTW 2 Plan

- A. A [WTW 2](#) must be completed:
  1. Within 60 days of application date, after assessment for a new applicant.
  2. When there has been a change, such as an increase or decrease in participation hours or assignment.
    - a. An exception to the need for a new WTW 2 would be if employment hours vary as long as the reported hours are with the same employer and the hours meet participation requirements.
- B. In the first section of the WTW 2, the ETW shall verify that the participant is either:
  1. A mandatory participant.
  2. A volunteer.
  3. Or in a Self-Initiated Program (SIP).
- C. The ETW shall fill out only one side of the activities section of the WTW 2.
  1. Complete the right side of the WTW 2 for:
    - a. Plans that include core activities that meet CalWORKs federal standards.
    - b. Check the appropriate box under the "Total Hourly Requirements" section.
      - 1) Check the box at the top portion for those participants who have months remaining on their WTW 24 MTC.
        - i. Explain that the 24 MTC will not tick if they meet CalWORKs federal standards.
      - 2) Check the box at the bottom portion for those participants who have exhausted their WTW 24 MTC.
  2. Complete the left side of the WTW 2 for:
    - a. Plans that do not include core activities.
    - b. Plans that meet the CalWORKs WTW 24-MTC activities.
    - c. Check the appropriate box under the "Total Hourly Requirements" section based on the participant's hours.
      - 1) Explain that signing on the left side will cause the participant's WTW 24 MTC to tick.
- D. WTW 2 page 2 "Assignment And Services":
  1. "Activity location, schedule and hours" is prepopulated based on the activities the participant is enrolled in per C-IV entries.
    - a. Ensure the entries are correct.
    - b. Check any applicable boxes.
    - c. Complete any applicable blank lines.
- E. WTW 2 page 3 "Supportive Services":
  1. The ETW shall explain Child Care, Transportation, Ancillaries and any other accommodations needed to ensure participant's

success in meeting conditions of the WTW plan.

- F. WTW 2 page 4 “Participant’s Certification”:
  - 1. Contains all items the ETW must discuss with each participant.
  - 2. Per state regulations, the participant is entitled to know and understand what is expected.
  - 3. The ETW shall check each box acknowledging the customer has been informed of his/her rights and responsibilities.
    - a. The Participant has three (3) working days after signing the plan to change his/her activity assignment.
    - b. The ETW shall enter the date the three day period ends.
- G. WTW plans shall be written for the length of time appropriate to the activity and to the needs of the participant but not to exceed 12 months.
  - 1. Six (6) month plans for new activities or for participation in barrier removal activities including Family Stabilization Plans and/or Linkage coordinated case plans.