

Placer County Human Services

EFFECTIVE DATE: 1/2/14	TITLE: Community Service Policy	PROGRAM ES
REVISION DATE:		

OVERVIEW

Background	"Community Service" means an Employment Services training activity that is temporary and transitional, is performed in the public or private non-profit sector under the close supervision of the activity provider, and provides participants with basic job skills that can lead to employment while meeting a community need. 42-701.2 (c) (3)
Program Goals	The purpose of Community Service is to provide CalWORKs participants with basic job skills, enhance existing job skills, or provide a needed community service that will lead to unsubsidized employment. Community Service activities are limited to the public or private non-profit sector. Community Service activities provide participants with job skills that can lead to unsubsidized employment and also develop and enhance personal characteristics which are valuable in a work setting. The terms of the community service assignment are temporary and transitional, not permanent.
Referrals	<p>Community Service may be used in the following situations:</p> <ul style="list-style-type: none"> • After 12 months of WEX participation • When remoteness prevents participation in other ES activities • Short-term participation during breaks in activities such as school
Orientation	<p>The following forms will be reviewed and/or completed when the individual is referred to Community Service (CS):</p> <ul style="list-style-type: none"> • WEX-03 (Participant Assignment Form) • WEX-6 (Training Specs Form) • WTW-15 (WEX Hours Worksheet) • WEX-18 (Workers' Comp Form) • WEX-30 (Help To Hire Sub Wage Program Form) • WEX-20 (WEX Site List) • WEX-21 (Participant Information Sheet) • P-224 (Monthly Activity Report given by the ESC) • WEX-7 (WEX Time Card for sites that do not maintain an attendance record) <p>Participants continuing in CS following a 12-month WEX placement will not be required to complete the above forms since they will already be on file with the county.</p> <p>The CS Coordinator will use the WEX Hours Worksheet (WTW-15) to determine the maximum number of CS hours to be worked. Actual hours will be determined by the ESC and provided to the CS Coordinator after signing the WTW-2.</p> <ul style="list-style-type: none"> • The CLETS/Live Scan Referral may be given to the participant when they are assigned to a county site or non-profit where Live Scan is required. Participants may be assigned to the WEX Production Center or other initial assignments while they are waiting for their Live Scan clearance.
Case Closure	If a CS participant has not been active in a CS activity for 30 days, the CS Coordinator will consult with the ESC to determine if the case should be closed. After a CS case has been closed, a new referral will be required to reestablish CS participation.