Overview

Employment Services (ES) participants are required to engage in ES activities for 20, 30 or 35 hours per week, of which 20 to 30 must be in a core activity. ES participants who are exempt from the core requirements due to their SIP status must still participate at least 20, 30 or 35 hours per week of non-core hours.

Many ES participants are working, in school, or in other activities for most of those hours and need only a few hours to meet the remainder of their participation requirements.

The activity “Community Volunteer” has been established to allow the ES Counselor to allow the ES participant to engage in and count the hours spent volunteering in the community.

The Community Volunteer is distinguished from Community Service and Work Experience in that:
1. The participant has found their own volunteer site.
2. The participant does not need core hours, and the hours in this activity cannot count toward core.
3. The hours of participation are verified by the participant only with their P224-41.
4. The WEX/BAN staff are not involved in the development, placement, or monitoring of the volunteer site.
5. The requirements of site supervision by the CWD present for WEX and Community Service do not apply.
6. Workers’ compensation and Liability Insurance are covered by the Non-Profit Community Volunteer site alone, whereas WEX and Community Service sites have workers’ comp provided by York and arranged through the CWD.

References

Placer County Volunteer Policy
EAS 42-711.4 participation hours required
EAS 42-711.544 SIP hour requirements

Process

1. Review the Processing Chart attached to determine if the community volunteer activity applies to the participant.
2. Determine whether or not the volunteer activity is appropriate to ES.
3. If yes, add the activity to the WTW2 and collect the verification on the P224.
4. In CalWIN, refer the participant to the activity Community Volunteer (not Community Service). Schedule the activity with the location: SUNSET, AUBURN, or TAHOE – Community Volunteer.

NOAs

The following Notices of Action or Forms should be used
<table>
<thead>
<tr>
<th>Action</th>
<th>CalWIN Reason Code</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>WTW2</td>
<td>ES Plan Tab or Correspondence - Forms</td>
<td>Establish the participation agreement</td>
</tr>
<tr>
<td>P224-41</td>
<td>N/A</td>
<td>Verification of participation hours</td>
</tr>
</tbody>
</table>
ES Counselor Determines Participation hours

Non-Core hours or additional SIP hours are needed and client has already found a volunteer situation

Community Volunteer WTW2 & P224-41

Core Hours are needed or client has not found a volunteer situation

Community Service or WEX

Refer to BAN

Core Hours are needed or client has not found a volunteer situation

Orientation / 3-way appointment

Community Service Site Selected

Note: Wkrs’ Comp covered by York Compensation Fund. Liability Insurance covered by Non-Profit

Discover core hours are not needed and site development is not needed

WEX Site Selected

BAN Paperwork WTW2 & P224

BAN Paperwork WTW2 & P224

Note: Wkrs’ Comp and Liability Insurance covered by Non-Profit