

Placer County Human Services

EFFECTIVE DATE: 1/1/1997	REVISION DATE: 10/23/2014	TITLE: Volunteer Policy	PROGRAM: ES
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Background	<ul style="list-style-type: none"> • Placer County will work with and provide services to volunteers who are and continue to be fully engaged in approvable Employment Services (ES) activities for a minimum of 20, 30 or 35 hours per week depending on household composition. <ul style="list-style-type: none"> ○ In two-parent households where one parent can be exempted, counselors must let the parents designate which parent will be exempt and which will be the mandatory participant. • Any individual who is not required to participate may volunteer to participate in ES activities and may end that participation at any time without loss of eligibility for aid, provided his or her status has not changed in a way that requires participation. • Placer County is committed to meeting the Federal Work Participation Rate (WPR) and assisting CalWORKs clients in becoming self-sufficient. In order to aid in these efforts, CalWORKs Specialists and ES Counselors must make every effort to encourage exempt clients to volunteer and take advantage of the many services offered. Only fully engaged exempt volunteers will be supported.
References	ACIN 1-47-08, ACL 09-07 MPP SECTIONS: 42-711.8, 42-716.262, 47-220.22, 47-220.21-.213, 47-401.51
Definition	<ul style="list-style-type: none"> • “Volunteer” means a CalWORKs applicant or recipient who, though not required to participate in the ES Program, chooses to participate (MPP Section 42-701.2 v 1). • In a two-parent assistance unit, whose basis for aid is unemployment, the second parent is excused from participation when the first parent is meeting the required participation hours but may participate as a volunteer if funds allow. (MPP Section 42-712.512)
Employment Services Plan	<ul style="list-style-type: none"> • Exempt volunteer participants shall enter into an Employment Services Plan that designates an approvable employment goal and states the educational activities/training needed to reach the agreed upon career choice.
Activities	<ul style="list-style-type: none"> • Volunteers are subject to the same ES activities as mandated individuals. • Volunteers participating in the ES Program will be required to participate in the minimum number of days/hours determined by the worksite supervisor. They will also need to participate in additional activities to meet full engagement as necessary (MPP Section: 42-716).
Exemption Status	<ul style="list-style-type: none"> • Individuals who meet any of the exemption criteria are exempt from participating in ES activities as a condition of eligibility for cash aid under CalWORKs for as long as the condition(s) described exists. (MPP Section: 42-712-42-713) If they

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	<p>choose to participate they become an “Exempt Volunteer.”</p>
Supportive Services	<ul style="list-style-type: none"> • An exempt volunteer participating in ES activities is eligible to supportive services, including childcare, if needed to participate in assigned activities.
Verifying Participation	<ul style="list-style-type: none"> • Verification of participation is required of volunteers through the same process and procedure as non-exempt participants, if they are to remain in good standing and eligible to continue as a volunteer.
Two Parent Households	<ul style="list-style-type: none"> • In a two parent household, when one parent is exempt or excused, and the other is a mandatory participant, the exempt parent may choose to volunteer. In that case the hours between the two can be shared, or the exempt or excused volunteer’s hours may supplement the mandatory participant’s hours, but the hours must meet at least the minimum 35 hours of participation per week. • When both parents are exempt, and one parent wishes to volunteer, that parent alone will be responsible to meet the minimum required hours. If both wish to volunteer, the hours may be shared.
Exempt as Long Term Disabled or Caring for Ill or Incapacitated Household Member	<ul style="list-style-type: none"> • In the case of a person exempt for a long term disability, or as a caretaker of an ill or incapacitated family member, if the provided CW-61 form from their or the family member’s doctor or provider indicates that the exempted person is unable to work or may work or participate for limited hours, below their required participation rate, on a case-by-case basis, and after consultation with a supervisor, an ES Counselor may approve a request to volunteer by the exempt person when that person would not be a fully engaged volunteer. <ul style="list-style-type: none"> ○ If the participant is working or could start work, the voluntary plan should support the participant in available employment to the extent the employment is available and the participant is able to work. ○ Any other voluntary plan will need to include an approvable and achievable employment goal, with any approved activities and/ or training designed to reach the agreed upon employment goal. The plan should focus on the participant attaining employment, in a reasonable period of time, up to the hours allowed by their doctor or provider, or exceeding those, if the condition is expected to improve. ○ In most cases for those exempt as Long Term Disabled, a referral to the Department of Rehabilitation (DOR) would be required, to assess the volunteer, assist in determining an achievable goal, and to provide the maximum supportive services available to assure success. ○ If a person wishes to participate in excess of the limits

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	<p style="text-align: center;">indicated in the CW-61, a DOR plan is required.</p> <ul style="list-style-type: none"> • If the CW-61 indicates that the person may participate for the required amount of hours, the person will not be considered exempt, and will be a mandatory participant rather than a volunteer.
Noncompliance	<ul style="list-style-type: none"> • Noncompliance shall not apply to a volunteer who fails to appear for a scheduled appointment prior to entering into the ES plan/activity agreement (MPP Section 42-721.12). For an exempt individual who has signed an ES activity contract and engages in conduct that would bring about the sanction procedure, the participant shall receive an NA 841 informing notice and be given the opportunity to request Good Cause. • If the individual agrees to a compliance plan and fails to complete it, the case manager shall send the NA 818 informing the participant of their status. This informs the volunteer that he or she will be removed from ES without any change to cash aid. For those individuals seeking to re-volunteer, priority over other participants actively seeking to participate will not be granted, if funding or resources are limited and/or unavailable (MPP Section 42-721.42 and Regulation Interpretation dated 5/2/2007, from LA County). • The NA forms can be found at http://www.cdss.ca.gov/cdssweb/entres/forms/English. • In a two-parent assistance unit whose basis for deprivation is unemployment, the second parent loses their excused /volunteer status if the first parent fails to meet the participation requirements. The second parent becomes mandatory (MPP Section 42-721.45).