

Placer County Human Services

EFFECTIVE DATE: 12/31/13	TITLE: Work Experience (WEX) Policy	PROGRAM ES
REVISION DATE:		

OVERVIEW

Background	<p>“Work Experience” (WEX) is defined as “a welfare-to-work (employment services) training activity in the public or private sector under the close supervision of the activity provider, that helps provide basic job skills, enhance existing job skills in a position related to the participant’s experience, or provide a needed community service that shall lead to unsubsidized employment.”</p> <p>42-701.2 (w) (3)</p>
Program Goals	Work Experience provides an opportunity to gain work skills and a voluntary work history that may be used to enhance employability.
Employment Services Counselor	<p>During WEX, the ESC is responsible for the direct case management of the participant. This includes:</p> <ul style="list-style-type: none"> • Assessing and approving needed supportive services • Making referrals to outside services • Re-assigning to another ES activity if needed • Managing participation and compliance issues • Determining the Work Experience and Job Search hours
WEX Coordinator	<p>The WEX Coordinator will be responsible for the following:</p> <ul style="list-style-type: none"> • Providing an overview of the WEX Program • Assigning the participant to their WEX site and re-assignment if needed • Initiating the live scan process for a County WEX assignment • Verifying monthly attendance • Informing the site supervisor of changes in the participants schedule • Acting as a liaison between the worksite and the ES Program • Making referrals to Paid WEX or Subsidized Wage for WEX participants • Providing job leads to WEX participants
Orientation	<p>During orientation, the WEX Coordinator will give an overview of the WEX program and forms. The following WEX forms will reviewed and/or completed at the WEX Orientation:</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>To ensure immediate participation, participants will be assigned to an initial worksite at the WEX Orientation. The participant will be provided with the initial site list to assist them in site selection. The initial site will be utilized while the WEX Coordinator assesses the employment readiness of the participant. A secondary site may be developed, after 30-45 days of successful participation at the initial site, to enhance existing job skills or experience.</p> <p>The WEX Coordinator will use the WEX Hours Worksheet (WTW-15) to determine the maximum number of WEX hours to be worked. Actual hours will be determined by the</p>

	<p>ESC and provided to the WEX Coordinator after signing the WTW-2.</p> <p>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.</p>
Job Search During WEX	<p>Continued job search is an important activity during WEX. Job search hours during a WEX will be determined by the ESC after viewing the WTW-15 calculation. Total hours of WEX participation will not exceed the WTW-15 calculation. The remaining participation hours may include job search and other activities. The ESC will sign the WTW-2 with the appropriate number of WEX and job search hours of participation. The WEX-03, given to the participant by the WEX Coordinator, will also include a breakdown of hours for both WEX and Job Search. Other approvable activities may be included by the ESC such as time for counseling, school, part-time work etc.</p>

Job Search Calculation	<p><u>Guidelines for determining Job Search Hours for WEX participants</u></p> <p>Guidelines for WEX/Job Search hours are:</p> <table border="1"> <thead> <tr> <th><u>Work Participation Rate (WRP)</u></th> <th>20</th> <th>30</th> <th>35</th> </tr> </thead> <tbody> <tr> <td>WEX hours</td> <td>20</td> <td>24</td> <td>27</td> </tr> <tr> <td>Job Search</td> <td>0</td> <td>6</td> <td>8</td> </tr> </tbody> </table> <p>The ESC will determine job search hours during Work Experience. Actual hours will be at the discretion of the counselor, based on the needs of the individual. Participants who are required to participate 20 hours per week will be assigned job search on an as needed basis or as their WTW-15 calculation allows for additional time.</p>	<u>Work Participation Rate (WRP)</u>	20	30	35	WEX hours	20	24	27	Job Search	0	6	8
<u>Work Participation Rate (WRP)</u>	20	30	35										
WEX hours	20	24	27										
Job Search	0	6	8										
WEX Intake Interview and WEX Placements	<p>The proper placement of a participant to a work site is critical. All available information regarding each participant will be utilized to develop the best "Participant to Work Site" match.</p> <p>The WEX Coordinator will review the participant's resume, assessment and appraisal to check for work history, career goals, and possible barriers including any medical conditions prior to meeting with the participant. Participants currently under a doctor's care or who need accommodation on the worksite will be given a CW61 by the ESC to be completed by their doctor before they are placed at any worksite.</p> <p>Once the work site is chosen, the participant may be interviewed by the work site for a possible placement. The interview date and time will be arranged with the WEX Coordinator, the participant, and the WEX site Supervisor.</p> <p>The WEX Coordinator will follow up with the work site supervisor to ensure the participant is a suitable match and to confirm the start date and work schedule within 5 working days.</p>												
Protocol for Maintaining the WEX Placement	<p>After the participant has been referred to their WEX site, the WEX Coordinator will place a call to the site supervisor to confirm the participant has started their assignment. WEX Coordinators will check on participants' progress no less than once each month. Progress is determined by attendance and successful participation on the worksite.</p> <p>WEX Coordinators will evaluate the participant's progress within the first 30-45 days. Successful participants will be evaluated for placement at secondary worksites, a Paid WEX, or a Subsidized Wage.</p>												

**WEX Case
Closure**

If a WEX participant has not been active in a WEX activity for 30 days, the WEX Coordinator will consult with the ESC to determine if the WEX case should be closed. After a WEX case has been closed a new referral will be required to reestablish WEX participation.