County of Orange Social Services Agency
Family Self-Sufficiency Division

Program/Area:	CalWORKs/Welfare-To-Work		
Title:	OC Earns Program (SUBSIDIZED EMPLOYMENT PROGRAM - SEP)		
Number:	213	**Status:**	Signature on file
Effective Date:	9/2009	**Revision Date:**	4/02/2015

PURPOSE

The OC Earns program offers subsidized employment opportunities for eligible Welfare-To-Work (WTW) participants to gain valuable employment skills and experience that will lead to meaningful, unsubsidized employment. Participants will have an opportunity to determine a career path, receive support and guidance, and be placed in a position where they receive a paycheck, pay taxes, and qualify for the Earned Income Tax Credit (EITC). The OC Earns program will open a door to participants who have not yet been able to obtain and/or retain employment. Participants in the OC Earns program will receive the following six benefits:

- An improved lifestyle: Participants will have an improved lifestyle through the practice of daily work life, being responsible for maintaining work schedules, and providing for their families with stable pay.
- Being more employable: Participants who are employed through OC Earns will discover they are more employable with their current employer and within the employment market by proving their skills, abilities and reliability on a daily basis.
- Learn while you earn: Participants will earn pay while they learn valuable skills, qualities and abilities on the job.
- Being a role model for children and family members: Participants who are full-time employed will demonstrate responsibility and strong work ethic to their children and family members.
- Higher self-esteem: Participants who are full-time employed will have higher hopes for the future that will increase their confidence, productivity, and therefore self-esteem.
- Financial security: Participants who earn a pay check will become invested in their financial future and learn financial management skills that will contribute to their future security.

REFERRALS	WTW participants can participate in OC Earns through a referral to ResCare Workforce Services (RWS) for OC Earns services. To refer to OC Earns, the Case Manager (CM) will complete the F063-41-251 Job Services/Supportive Services Referral form. The Performance/Attendance/Outcome (PAO) Report (F063-41-252) will be used by RWS to communicate attendance and progress to the CM on a monthly basis and to communicate the final outcome. Regular communication is encouraged between RWS and the CM.
SUBSIDIZED EMPLOYMENT PROGRAM	Participants referred to OC Earns shall not be employed or assigned to any other employment related activity including Experience Provides the Resources for Tomorrow (EXPRT) or Paid Work Experience (WEX). The OC Earns program is a post-Assessment WTW activity. Referral to OC Earns is based on the results and recommendations of a vocational assessment and/or a determination by the CM. Employers participating in OC Earns are public, non-profit, and for-profit businesses. The job site employer or RWS is the employer of record and will assume all duties and responsibilities required with being the employer for participants within the program. Duties include maintaining an employee file, accepting time sheets, processing payroll and ensuring all participants are paid in a timely manner. OC Earns participants will have access to real job training that would otherwise not be available to them. Employers are encouraged to retain the participant permanently after the subsidized program 4-month period. OC Earns is counted as subsidized employment, which is a core activity for WTW Plans meeting CalWORKs federal standards (“Federal Work Activities” right side of plan). OC Earns will focus on: • Paid, time-limited employment – Participants are in the program for up to four months which can be extended an additional two months based on a collaborative process between the CM and RWS on a case-by-case basis if the participant needs additional training to achieve unsubsidized employment with their OC Earns employer • Variety of employers – Participants will be hired into subsidized positions that offer job skills training and lead to unsubsidized employment • Life Skills and Job Search – Participants are offered workplace skills, job search, and career advancement consultation to assist

them in transitioning to unsubsidized employment

- Support and supervision – Participants meet with RWS every two weeks, or as needed, to review progress (skills obtained) and plan action steps for successful completion of the program

Participants can be referred to OC Earns for less than 22/32/38 hours per week as determined by the CM if the participant is participating in concurrent activities and the total hours of each activity combined is meeting the minimum hourly participation requirements.

Both parents in a two-parent family can be referred to and participate in the OC Earns program. For example, one parent can be referred for 32 hours per week and the other parent for the remaining hours to meet the minimum hourly participation requirements or both parents can be referred for more hours if they volunteer to participate more than 38 hours per week.

Participants may participate in the following activities in conjunction with OC Earns:

- Domestic Abuse Services
- Behavioral Health Services (BHS)
- Job Skills
- Striving Towards Elevating Personal Success (STEPS) (If the participant has not exhausted their 6 weeks per 12-month period)
- SIP (If attended Assessment)
- Department of Rehabilitation
- Vocational Training

Depending on the employer, participants may have an opportunity to earn $9.00 or more per hour. Participants who complete his/her OC Earns assignment, obtain unsubsidized employment, and retain the employment for 30 days, may be eligible to a $200 voucher provided by RWS. The voucher may be used at select stores to obtain items that support continued employment.

JOB SEARCH READINESS (JSR	RWS will identify participants in their fourth week of JSR who may make good candidates for OC Earns and contact the assigned CM to discuss options. This additional outreach by RWS is intended to close the gap between activities. Participants who have attended Assessment would begin the OC Earns activity the week following completion of JSR. Participants who have not attended Assessment would begin the new activity the week following their Assessment.
RWS CAREER CONSULTANT	A RWS Career Consultant is located at each Region. They are available to answer questions related to OC Earns and to assist the

CM in determining whether or not a participant is an appropriate candidate for the OC Earns program. If appropriate, the Career Consultants will also work with the CM to transition individuals who have been successfully participating in EXPRT, into the OC Earns program.

CASE MANAGER RESPONSIBILITIES

As part of the CM's case management responsibilities, the CM will :

- Communicate to the participant the purpose of the OC Earns assignment; utilize the OC Earns Program flyer as a guide.
- Make appropriate referrals to OC Earns by working with RWS to match the appropriateness of the assignment to the individual
- Provide a copy of the vocational assessment report to RWS via email or fax if the results are not available to view in OnBase
- Schedule the participant to the Subsidized Employment (SEP) activity in CalWIN
- Enter OC Earns and other attendance hours in CalWIN and monitor the participant's attendance and progress per the Participation Tracking Resource Guide
- Make appropriate Case Comments in CalWIN, including Supportive Services needs, per the Case Comments Resource Guide
- Coordinate with RWS to monitor the participant's attendance and progress
- Develop a new WTW Plan with the participant. Example 1 shows a completed WTW Plan for an OC Earns participant required to participate 32 weekly hours in order to meet an average of 30 hours per week. The participant volunteers to participate 40 hours per week.

  Note: If the participant works more than the minimum required hours, the WTW Plan will reflect the total actual hours the participant agreed to participate. Refer to Policy 211 WTW Plan for more information.
- Ensure compliance with the OC Earns program and any other WTW activity in the WTW Plan
- Collaborate with RWS to address barriers and ensure participation
- Communicate and make supportive services referrals to the

Intake/Continuing worker as needed.

RWS RESPONSIBILITIES	RWS will: • Receive the referral for the OC Earns program via email or fax • Obtain the vocational assessment report • Meet one-on-one with participants to evaluate their skills and placement to an existing employer worksite • Work with the CM in determining the appropriate activity as necessary • Offer workplace and job search readiness skills development workshops to ensure that participants are ready to begin a successful subsidized employment program • Address barriers to participation and communicate with the CM as needed • Review employer expectations and hiring practices which include job interviews • Introduce the participant to the employer and schedule a job interview • Monitor the participant's attendance and progress directly with the worksite supervisor • Work with the participant and employer to conduct evaluations, image the evaluations into OnBase in the Job Services/OC Earns ACCO, and communicate with the CM as appropriate • Meet every two weeks, or as needed, with the participant to discuss action steps • Ensure participants are paid in a timely manner • Report attendance and outcome to the CM via the PAO Report or other approved means such as by email, telephone call, and/or CalWIN Case Comments. • Complete CalWIN Case Comments that include, but are not limited to: attendance, absences, and outcome. RWS will utilize the current employer database to develop OC Earns opportunities and continue to develop new subsidized employment opportunities in employment sectors that offer participants a clear career ladder, an opportunity for continued unsubsidized employment

	and an opportunity for advancement.
WORKERS' COMPENSATION	The employer of record is responsible to provide Worker's Compensation coverage for OC Earns participants. Worksite supervisors will handle any claims for Workers' Compensation and notify RWS when a claim is filed. RWS will submit a Special Incident Report (SIR) and notify FSS Program.
ATTACHMENTS	F063-41-251 Job Services/Employment Support Services Referral F063-41-252 Performance/Attendance/Outcome Report OC Earns Program Flyer – English OC Earns Program Flyer – Spanish OC Earns Program Flyer – Vietnamese RWS Career Consultant WTW Plan Example 1
REFERENCES	ACL 11-32, 11-58, 12-29 ACIN I-22-13 EAS Manual 42-701, 42-716.8 Policy 211 WTW Plan
RESOURCE GUIDES	Case Comments Resource Guide Participation Tracking Resource Guide