

OC Earns Program (SUBSIDIZED EMPLOYMENT PROGRAM - SEP) Number: 213

Approved: *Signature on file*

9/2009 (R10/2011)

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 that have not yet been able to obtain and/or retain employment. Participants in the OC Earns program will receive the following six benefits of the work.

- 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 that 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 that are full time employed will demonstrate responsibility and work ethic to their children and family members.
 - Higher self-esteem: Participants that are full time employed will have higher hopes for the future that will increase their confidence, productivity, and therefore self-esteem.
 - Financial investment and security: Participants that earn a pay check will become invested in their financial future and learn financial management skills that will contribute to their future security.
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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 use the Referral for Job Services/Supportive Services Form F063-41-251 (Attachment 1) and send via email or fax to RWS. The Performance/Attendance/ Outcome (PAO) Report will be used to communicate attendance and progress. Regular verbal communication is encouraged.

SUBSIDIZED EMPLOYMENT PROGRAM

Participants that may be referred to OC Earns include those who have attended JSR and Assessment, are not employed, and are not assigned to any other employment related activity.

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 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. OC Earns is counted as subsidized employment, a core activity and counts toward work participation hours. Employers are encouraged to retain the participant permanently after the subsidized program 4 month period.

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 is not offered unsubsidized employment with their OC Earns employer
- Variety of Employers – Participants will be hired into subsidized positions that offer job skills training

- and that 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
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**CASE
MANAGER
RESPONS-
IBILITIES**

The WTW CM is responsible for case management, including:

- Communicate to the participant the nature of the OC Earns assignment
 - 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
 - Schedule participant to the SUBSIDIZED EMPLOYMENT 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 needs, per the Case Comments Resource Guide
 - Coordinate with RWS for the participant's first month attendance and progress
 - Develop and sign a new WTW Plan
 - Ensure compliance with the OC Earns program and any other WTW activity in the WTW Plan
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**RWS RESPONS-
IBILITIES**

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 skills and evaluate the participant for an assignment to an existing employer worksite

- Work with the CM in determining the appropriate job assignment
- 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 review employer expectations, 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 employer to conduct participant evaluations
- Meet every two weeks, or as needed, with the participant to discuss action steps
- Report attendance and progress in CalWIN and via the PAO Report or other approved means
- Complete CalWIN case comments

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.

RWS will work with the employer to monitor attendance and progress in OC Earns. RWS will ensure that participants are paid in a timely manner.

WORKERS' COMPENSATION

The employer 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.

ATTACHMENTS

Attachment 1 – Referral for Job Services/Employment Support Services Form F063-41-251

RESOURCE

Participation Tracking Resource Guide

GUIDES

Case Comments Resource Guide