PURPOSE

Employment Support Services are provided to CalWORKs Welfare-to-Work (WTW) participants to assist in removal of barriers that may impede successful participation in assigned WTW activities. Employment Support Services include emergency child care, transportation, food, shelter assistance, financial counseling, and referrals for domestic abuse, mental health, and/or substance abuse services. Employment Support Services provide an increased opportunity for the individual to gain, retain, or advance to employment that will provide family stability and self-sufficiency.
Eligibility to Employment Support Services is not time-limited. The services are available to WTW participants who are participating in, or about to begin, an approved WTW activity.
Employment Support Services are administered by ResCare Workforce Services (RWS) through direct service or subcontracts with established private and community-based organizations.
Refer to ResCare Employment Support Services and Limits (Attachment 1) for a list of available services and associated limitations.

ELIGIBILITY

Employment Support Services are available within established limits as indicated in Attachment 1. The Initial Services Worker (ISW), Case Manager (CM), and/or RWS staff is responsible for informing participants of any limits. RWS will monitor benefit and payment issuances to ensure the participant does not receive services which exceed established limits.
Participants may be referred for Employment Support Services if they are participating in, or have been referred to, an approved WTW activity.
Individuals who are not participating in a WTW activity can be referred for Employment Support Services on a case-by-case basis, with Regional Manager approval.

CDSSA

REFERRALS

FSS WTW staff should actively assess the participant's and his/her family's needs to ensure successful participation in assigned WTW activities. Prior to completing a referral to Employment Support Services, staff is to evaluate availability of alternate resources including, but not limit to, CalWORKs Ancillary Supportive Services, community and faith-based organizations, and 2-1-1 Orange County http://www.211oc.org/.

The ISW/CM will:

• Complete an Employment Support Services Referral (F063-41-251A) when referring for Employment Support Services only, or a Job Service/Employment Support Services Referral (F063-41-251), when the participant is also being referred to a ResCare WTW activity. Complete Section IV or Section V on the respective form, noting the identified service need(s).

• Email the completed referral as an attachment to the appropriate RWS Outlook mailbox (Rescare North, Rescare South, Rescare East, or Rescare West).

• Provide a copy of the referral to the participant.

• Image a copy of the referral in OnBase.

Participants seeking Employment Support Services without a referral will be directed back to their worker to initiate the referral. During outreach and/or ongoing interaction with the participant, if RWS staff identifies additional service needs, the ISW/CM will be consulted to determine if a subsequent referral is appropriate. RWS staff will not independently evaluate or initiate a referral for Employment Support Services.

Employment Support Services are voluntary. If the participant declines a referral none is made.

CALWIN ENTRIES

The ISW/CM will update CalWIN Case Comments to indicate that an Employment Support Services referral was initiated, and the referral outcome. Additional CalWIN entries are not needed because Employment Support Services is not considered a WTW activity or a CalWORKs Ancillary Supportive Service.

RWS staff will record receipt of the Employment Support Services referral and final outcome in CalWIN Case Comments.

FORMS

Employment Support Services Referral F063-41-251A
Job Service/Employment Support Service Referral F063-41-251

ATTACHMENTS

Attachment 1 – ResCare Employment Support Services/Service Limits

OCSSA