PURPOSE

Experience Provides the Resources for Tomorrow (EXPRT) services are provided by Arbor E&T and are for participants:

• Who are assigned to another activity and need additional hours to meet work participation (filler)
• Who need a short-term activity between other activities (bridging), or
• Who are not assigned to any other activity (full time)

EXPRT assignments are unpaid and help provide basic job skills or enhance existing job skills in a position related to the participant's experience and interests.

The Case Manager (CM) and Arbor work directly with the WTW participant to determine the most appropriate EXPRT assignment. The purpose is to closely work with the participant to develop a strength-based plan to build marketable skills and enhance the participant's self-esteem in order to prepare him/her to enter the workforce. Special needs and barriers to employment are identified up-front, and appropriate service referrals are made.

REFERRALS

WTW participants can participate in EXPRT through a referral to Arbor for EXPRT services. To refer to EXPRT, the CM will use the Request for Service/Service Plan Referral Form F063-41-251 (Attachment 1) and send via email to Arbor. The EXPRT Performance/Attendance/Outcome (PAO) Report will be used to communicate attendance and progress. Regular verbal communication is encouraged.

Unpaid EXPRT is subject to Fair Labor Standards Act (FLSA) regulations. The CM must perform a minimum-wage-based calculation to determine the maximum number of hours an individual may be assigned to this activity. (Refer to Policy 227.2 – Fair Labor Standards Act (FLSA) Minimum Wage Requirements in Unpaid Activities.)

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EXPRT SERVICES - EXPRT COMPONENT

EXPRT is designed for participants who need additional hours to meet work participation (EXPRT-FILLER), for participants needing a short-term activity between other activities (EXPRT-BRIDGING), and participants that are not assigned to another activity and have been through JSR and Assessment and remain unemployed (EXPRT-FULL TIME).
There is no provision for EXPRT placements to become permanent jobs. EXPRT worksites could be at a public or private sector or with a profit or non-profit employer. Worksite placements will be based on site availability, participant skill level, and participant interest.
EXPRT-FILLER is for participants who are participating in an activity but need additional hours to meet the required work participation. For example a participant working part time 30 hours per week would need 2 more hours per week to meet the work participation requirement of 32 hours. An EXPRT-FILLER placement may be in the public or private sector 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 may lead to unsubsidized employment. Use EXPRT-FILLER as the activity in CalWIN.
EXPRT-BRIDGING is for participants who are participating in an activity and experience a break in the activity; or the activity is pending and need a short-term activity until the pending activity begins. Example 1: A participant whose activity does not begin for 2 weeks would need a short-term activity for those 2 weeks to meet the work participation requirements until their scheduled activity begins. Example 2: A participant who is attending a training program and there is a break between training sessions would need a short-term activity to meet the work participation requirements until the training program resumes. An EXPRT-BRIDGING placement is temporary and transitional, is performed in the public or private nonprofit sector, and provides basic job skills that may lead to employment while meeting a community need. Use EXPRT-BRIDGING as the activity in CalWIN.
EXPRT-FULL TIME is for participants who are not assigned to an activity and need to meet the required hours of work participation. For example a participant has completed JSR and Assessment, where the Assessment recommended Vocational Training (VTR). The participant has also completed the recommended VTR but remains unemployed; therefore, needs an activity to meet the work participation requirements. An EXPRT-FULL TIME placement may be in the public or private sector 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 may lead to unsubsidized employment. Use EXPRT-FULL TIME as the activity in CalWIN.
EXPRT is a post-Assessment WTW activity. Referral to this activity is based on the results and recommendations of a vocational assessment and/or a determination by the CM.
EXPRT is an unpaid activity and the assigned number of participation hours in the activity is based on the FLSA minimum wage calculation. If the maximum hours allowed in EXPRT are less than 32/35, the participant must participate in a concurrent activity to meet the requirement. Refer to WTW Policy 227.2 for details.
Participation in EXPRT shall be limited to 12 months, unless the CM and the participant agree to extend this period by completing a new WTW Plan. Refer to the Welfare-To-Work Plan/Adding Activities With/ Without Plan Resource Guide.
The WTW CM is responsible for case management, including:

- Communicate to the participant the nature of the EXPRT assignment
- Make appropriate referrals to EXPRT by working with Arbor to match the appropriateness of the assignment to the individual
- Provide a copy of the vocational assessment report to Arbor via fax or pony mail
- Schedule participant to the appropriate EXPRT component in CalWIN
- Enter EXPRT 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 Arbor for the participant's first month attendance and progress
- Develop and sign a new WTW Plan
- Ensure compliance with EXPRT and any other WTW activity in the WTW Plan
- Ensure Arbor knows the maximum allowable EXPRT hours so that the hours in EXPRT do not exceed the maximum allowed by the FLSA minimum wage computation

Arbor will:

- Receive the referral for an EXPRT assignment via email or fax
- Evaluate the participant for an assignment to an existing worksite
- Obtain vocational assessment report and work with the CM in determining the appropriate EXPRT assignment
- Work with the CM and site supervisor to assign the participant to a worksite
- Work with the CM and the participant to determine the appropriate placement and the allowable hours in EXPRT
- Meet with the participant the first day of the assignment and introduce the participant to the site supervisor to whom (s)/he will report
- Monitor the participant's attendance and progress directly with worksite supervisor
- Report attendance and progress in CalWIN and via the EXPRT PAO Report or other approved means
- Complete CalWIN case comments

WORKERS' COMPENSATION

CDSS contracts with the State Compensation Insurance Fund (SCIF) to provide Worker's Compensation coverage for EXPRT participants.
Worksite supervisors will handle any claims for Worker's Compensation.

REFERENCES

Procedure 227.2 – Fair Labor Standards Act (FLSA) Minimum Wage Requirements in Unpaid WTW Activities

ATTACHMENTS

Attachment 1 – Request for Service/Service Plan Referral Form F063-41-251

RESOURCE GUIDES

Participation Tracking Resource Guide

Case Comments Resource Guide

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