

**County of Orange Social Services Agency  
Family Self-Sufficiency and Adult Services Division**

**Program/Area:** CalWORKs/Welfare-To-Work

**Title:** **Employment Activities**

**Number:** 212

**Status:** Signature on file

**Effective Date:** 11/12/03

**Revision Date:** 3/22/22

**Approved:**

---

**PURPOSE** Provides guidelines for the Case Manager (CM) to evaluate employment as a WTW activity.

---

**BOOKMARKS**

- [Employment Activities](#)
- [Self-Employment](#)
- [Subsidized Employment \(SE\)](#)
- [Unsubsidized Employment \(UEM\)](#)
- [Work Study](#)
- [Participation and Compliance Requirements](#)
- [WTW Plan](#)
- [Collaboration between Workers](#)
- [Documentation and Verification](#)
- [Supportive Services](#)
- [References](#)
- [Attachments](#)

---

**EMPLOYMENT ACTIVITIES** Employment activities are pre- and/or post-Assessment. Participants receive earnings at least at the federal/state minimum wage for each hour worked and worked hours are counted toward federal core participation requirements.

Employment activities include:

- [Self-Employment](#)
- [Subsidized Employment \(SE\)](#)
- [Unsubsidized Employment \(UEM\)](#)
- [Work Study](#)

Refer to [Worker Tool \(WT\) 15 – WTW Activities Matrix](#).

---

**SELF-EMPLOYMENT**

Self-Employment is work that does not involve an employer, produces income at least at the federal minimum wage, and may include independent work on commission.

Self-employment includes the gig economy, in which businesses hire independent contractors to perform individual jobs. Gigs are short-term jobs coordinated in conjunction with an online or application-based tool provided by a third-party including, but not limited to, UBER®, Lyft®, PostMates®, Cavier®, Task Rabbit®, DoorDash®, and Instacart®. Gigs are paid on a per task basis by the third-party to the independent contractor via direct deposit to their bank account.

[Refer to WT 84 – Determining Self-Employment Income and Work Participation Hours](#) for more information for more information.

**Note:** If the participant’s self-employment does not produce income, is not meeting the federal minimum wage requirement, or the income produced is considered unreasonable compared to the total actual hours worked, Self-Employment may not be approved as a WTW activity. The CM must work collaboratively with the participant to mutually agree on alternative WTW activities that meet the CalWORKs participation requirements.

For the current federal minimum wage, refer to the [Minimum Wage page on the U.S. Department of Labor website.](#)

---

**SUBSIDIZED EMPLOYMENT (SE)**

Subsidized Employment (SE) is time-limited employment in which the participant’s employer is partially or wholly reimbursed for wages and/or necessary training costs related to the job. SE provides participants who may have little or no work history with an opportunity to learn soft skills, build workplace confidence and self-esteem through paid employment in a specific employment field of choice in a public, private non-profit, or private worksite. Participants will gain basic employability skills and enhanced experience that will increase their chances of securing unsubsidized employment.

Refer to [WT 42 – Subsidized Employment Programs Comparison Chart](#) for more information.

---

**UNSUBSIDIZED EMPLOYMENT (UEM)**

Unsubsidized Employment (UEM) is work compensated by an employer that pays at least at the state minimum wage; otherwise, it is not an approvable WTW activity. The employer does not receive any governmental subsidy to offset paying wages.

In-kind income (IKI) is a non-cash reward or benefit received as compensation for work performed in exchange for basic needs. Basic

needs can include items such as shelter or transport (fuel, car parking), utilities (electricity, gas), food, clothing, and other items of need. Work performed in exchange for in-kind items may be approved as UEM, after the CM determines that it will assist the individual gaining skills in attaining self-sufficiency. A concurrent WTW activity will be required if the approved IKI hours do not meet the required participation hours. IKI is treated as regular employment as long as it is verified. To determine participation hours, the reported IKI will be divided by the federal minimum wage (participation hours = IKI / federal minimum wage).

Providing child care is considered valid UEM when the participant is earning at least the state minimum wage. Note: The minimum wage requirement only applies to license-exempt participants who provide child care in their own home or the child's home.

For the current state minimum wage, refer to the [Minimum Wage page on the California Department of Industrial Relations](#) website.

---

**WORK  
STUDY**

Work-Study provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study and is administered by schools participating in the Federal Work-Study Program.

---

**PARTICIPATION  
AND  
COMPLIANCE  
REQUIREMENTS**

Mandatory participants are required to meet the minimum participation requirements in approved WTW activities to receive cash aid. The weekly average participation requirements are as follows:

- Single parents with one child under 6 years of age must participate in approved activities an average of at least 20 hours per week.
- Single parents without children under 6 years of age must participate in approved activities an average of at least 30 hours per week.
- In a two-parent family, one or both adults must participate for an average combined total of at least 35 hours per week.

There is no minimum participation requirement for voluntary participants.

Refer to [WT 40 – Hourly Participation Requirements for CalWORKs and TANF Families](#) and [Policy 200 – WTW Program, Activities and Participation](#) for additional information.

Failure to accept employment, or failure to continue employment at the same level of earnings without Good Cause, will result in initiation of the noncompliance process.

Refer to [Policy 240 – Noncompliance Process for](#) additional information.

---

## WTW PLAN

All employed participants are required to sign a WTW plan, following the Appraisal/OCAT and Assessment if needed.

- Employed participants whose employment hours meet the participation requirements prior to Assessment may choose to:
  - Opt-out of an Assessment and sign a WTW plan, or
  - Complete an Assessment if wishing to participate in additional WTW activities and sign a WTW plan

**Note:** If the participant works more than the participation requirement, the WTW plan should reflect the actual hours. The Additional Comments field of the WTW plan should clearly indicate that participating in additional hours is strictly voluntary. Case Comments should also reflect the reason(s) the participant chose to participate in additional hours.

- Employed participants whose hours in UEM are less than the required minimum hours of participation will need to participate in an additional activity to at least meet the minimum hours of participation required. The participant must:
  - Be referred to Assessment, if they have not already completed an Assessment, or it has been more than three (3) years since the last assessment.
  - Be evaluated for concurrent WTW activities that are consistent with the Assessment.
  - Sign a WTW plan that includes the UEM and the concurrent activity(ies) that is consistent with the Assessment to meet the minimum hours of participation required.

Refer to [Policy 211 – WTW Plan](#), and/or [WT 81 – CalWORKs and TANF Work Participation Activities Correlation](#) for additional information.

Participants who fail or refuse to sign a WTW plan without Good Cause will be subject to the noncompliance process and possible financial sanctions. Refer to [Policy 240 – Noncompliance Process](#) for additional information.

**Note:** CMs may use the Amend button in CalWIN to extend a WTW Plan and/or activities that may last longer than a year (VTC/VTR, UEM) and/or extend Subsidized Employment (SE) activities without the need of developing a new WTW Plan. When utilizing the Amend button, only change the Plan End Date for a maximum of 12 additional months from the original Plan End Date. If there are other changes on the plan, a new WTW Plan must be developed.

---

**COLLABORATION BETWEEN WORKERS** The CM will:

1. Communicate new employment and/or changes in employment to the Eligibility Worker.
2. Complete CalWIN Employment Services entries for the WTW plan and employment activity. Refer to [CalWIN On-Line User Manual \(OLUM\) – Maintain Employment Plan](#) for additional information.
3. Update Attendance and Activity Status by the 10<sup>th</sup> calendar day of the following month to reflect the actual hours of employment.  
**Note:** The Activity Status only needs to be updated when there is a change in the status (i.e., Satisfactory to Unsatisfactory). If the activity ends, update the activity status and end date the activity.
4. Update Case Comments.
5. Complete the [Employment Services Communication Document \(F063-41-211\)](#) with employment information and forward it to the Eligibility Worker.

The Eligibility Worker will:

1. Receive the [Employment Services Communication Document \(F063-41-211\)](#) from the CM
2. Add employment details into case record.
3. Update Case Comments.

---

**DOCUMENTATION AND VERIFICATION**

- [Self-Employment](#)  
Actual participation hours are monitored and verified at least monthly by CM, and documentation is imaged into OnBase. Case Comments must indicate whether the client chose the actual expense or standard 40% expense deduction and must be consistent with the Self-Employment expense deduction method used in CalWORKs grant calculation.

Acceptable Verification/Documents

- [Self-Employment Sworn Statement \(CSF 35\)](#)

➤ [Subsidized Employment \(SE\)](#)

Actual attendance and participation hours are monitored and verified monthly by the contracted provider and CM, and documentation is imaged into OnBase. CM keeps track of activity time limit using the [Subsidized Employment Activities Tracking Worksheet \(F063-41-433\)](#).

Acceptable Verification/Documents

- [EPP/VTR/WEX Attendance Report \(F063-41-380\)](#)
- [Attendance and Outcome Report \(AOR\) \(F063-41-420\)](#)
- Additional email, phone contact, etc. between the contracted provider and CM may be used to support documentation
- CalWIN Case Comments entered by the contracted provider

➤ [Unsubsidized Employment \(UEM\)](#)

Actual participation hours are monitored and verified at least monthly by CM, and documentation is imaged into OnBase.

Acceptable Verification/Documents

- Paystubs
- [Work Number®](#)
- [Employers Statement Request \(F063-30-308\)](#)
- Employer produced documents (i.e., timesheet, statement signed by the employer)

Verification/Documentation must include the following:

- Participant's name
- Name of the employer
- Work site supervisor or other service provider
- Name and contact phone number of the person verifying the hours
- Number of hours worked

Note: Missing information may be obtained via collateral contacts made by the CM and documented in CalWIN Case Comments that include **all** the following:

- Participant's name
- Name of the employer
- Name and contact phone number of the supervisor or authorized personnel verifying the employment/hours

- Number of worked hours

➤ [Work Study](#)

Actual attendance and participation hours (as determined by the education provider) are monitored and verified monthly by the education provider and CM, and documentation is imaged into OnBase.

Acceptable Verification/Documents

- [Attendance/Progress Report \(F063-41-06\)](#)

For paid activities, hours may be projected. Refer to the [Period of Projected Hours Processing Guide](#) for more information.

---

**SUPPORTIVE SERVICES**

The CM will evaluate the participant's need for any supportive services necessary to participate in their assigned WTW activity.

Refer to [Policy 301 – CalWORKs Child Care Program](#), [Policy 310 – Transportation Supportive Services](#), and [Policy 315 – Ancillary Supportive Services](#) for additional information.

---

**REFERENCES**

- All County Letter 18-70
  - Eligibility and Assistance Standards Manual: 42-701, 42-711.552, 42-711.646, 42-721.2, and 42-750
  - [Policy 100-B1 – Income Definitions](#)
  - [Policy 200 – WTW Program, Activities and Participation](#)
  - [Policy 211 – Welfare-to-Work Plan](#)
  - [Policy 213 – OC Earns Program \(Subsidized Employment Program – SEP\)](#)
  - [Policy 215 – Employment Preparation Program \(EPP\)](#)
  - [Policy 240 – Noncompliance Process](#)
  - [Policy 274 – Workforce Development Board \(WDB\) Paid Work Experience \(WEX\)](#)
  - [Policy 275 – Workforce Development Board \(WDB\) Vocational Training \(VTC/VTR\)](#)
  - [Policy 301 – CalWORKs Child Care Program](#)
  - [Policy 310 – Transportation Supportive Services](#)
  - [Policy 315 – Ancillary Supportive Services](#)
-

- ATTACHMENTS**
- [Attendance/Progress Report \(F063-41-06\)](#)
  - [Attendance and Outcome Report \(AOR\) \(F063-41-420\)](#)
  - [CalWIN OLUM – Maintain Employment Plan](#)
  - [Employers Statement Request \(F063-30-308\)](#)
  - [Employment Services Communication Document \(F063-41-211\)](#)
  - [EPP/VTR/WEX Attendance Report \(F063-41-380\)](#)
  - [Self-Employment Sworn Statement \(CSF 35\)](#)
  - [Subsidized Employment Activities Tracking Worksheet \(F063-41-433\)](#)
  - [WT 15 – WTW Activities](#)
  - [WT 40 – Hourly Participation Requirements for CalWORKs and TANF Families](#)
  - [WT 42 – Subsidized Employment Programs Comparison Chart](#)
  - [WT 81 – CalWORKs and TANF Work Participation Activities Correlation](#)
  - [WT 84 – Determining Self-Employment Income and Work Participation Hours](#)
-