

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

Program/Area: CalWORKs/Welfare-To-Work
Title: Cell-Ed
Number: 290
Effective Date: 2/1/2021
Approved:

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Revision Date: 01/25/2022

PURPOSE Cell-Ed is designed to assist Welfare-To-Work (WTW) participants in acquiring essential skills in various courses via distance learning.

The Cell-Ed activity is designed for participants who:

- Will benefit from the flexibility of a self-paced program
 - Need additional hours to meet their work participation requirement
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CELL-ED Cell-Ed is a pre- or post-assessment, WTW activity that may be used to supplement hours, either as a filler or bridging activity.

Note: Cell-Ed can only be a stand-alone activity for WTW participants during the COVID-19 pandemic when determined that sheltering at home is essential or beneficial to the client on a case by case basis and must be reevaluated every three (3) months.

What is Cell-Ed?

- Cell-Ed is a learning program that enables individuals to acquire essential skills through a variety of courses via distance learning
- Cell-Ed courses are accessed via various internet connected devices such as:
 - Tablet
 - Computer
 - Smartphone
 - Cell phone using the call-in feature with texting capability.
- There are various ways a participant can access the Cell-Ed courses
 - Internet Access/Data Plan Available
 - If a participant has access to internet, he/she can use a computer or a tablet to access the courses via the Cell-Ed Website or the Cell-Ed App.
 - If a participant has a smartphone with data plan, he/she will be able to access the courses via the Cell-Ed Website or the Cell-Ed App.

- Call-In with texting capability
 - If a participant has a mobile phone with a voice plan and texting capabilities, he/she can access Cell-Ed courses.
 - The participant can use any mobile phone to use Cell-Ed's text version that uses a combination of regular phone calls and text messaging.
- **Note:** Cell-Ed Courses cannot be accessed via a landline phone.
- Cell-Ed can be used across platforms, which allows clients to continue the course where they left off using a different device.
- Cell-Ed courses include, but are not limited to:
 - English
 - Work Ready Skills
 - Math/Reading for Life
 - Civics & Citizenship
 - COVID-19 guides
 - **Note:**
 - Each course is comprised of several lessons
 - Some courses are available in Spanish

REFERRALS

WTW participants can participate in Cell-Ed through a referral to Equus Workforce Solutions (EWS) for the Cell-Ed activity.

To refer to Cell-Ed, the Case Manager (CM) will complete the [F063-41-251 Job Services/Supportive Services Referral](#) form. The [F063-41-420 Attendance and Outcome Report \(AOR\)](#) will be used by EWS to communicate attendance and progress to the CM on a monthly basis, as well as the final outcome. Regular communication is encouraged between EWS and the CM.

CM RESPONSIBILITIES

The CM will meet with the participant to discuss the Cell-Ed activity. During the discussion, the CM will:

1. Explain the purpose and benefits of the Cell-Ed activity to ensure it is the appropriate activity for the participant; utilize the Cell-Ed flyer as a guide.
2. Ensure the participant understands that the Cell-Ed activity is a distant learning program which requires some level of technology fluency.

Note: EWS will provide an onboarding orientation and guidance on access how to access Cell-Ed via various internet connected devices, i.e. tablet, computer, smartphone, cell phone.

3. Review the participant's assessment results, if available.
4. Complete the [F063-41-251 Job Services/Employment Support Services Referral](#) for Cell-Ed indicating assigned hours per week and length of activity.
5. Email the completed referral (with a copy of the participant's assessment results, if appropriate) as an attachment to the appropriate EWS Outlook mailbox (Equus North, Equus South, Equus East, Equus West).
6. Review and respond to the participant's supportive services needs. Communicate and make supportive services referral to the Intake Employment Eligibility Specialist (IEES)/Continuing Employment Eligibility Specialist (CEES) as needed.

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

8. Complete a [WTW 2 Welfare-to-Work Plan](#) Activity Assignment that indicates Cell-Ed and any concurrent WTW activities, required participation hours, and all identified supportive service needs.

Refer to [Policy 211 Welfare-to-Work Plan](#) for additional information

9. Schedule the participant to the Cell-Ed activity in CalWIN.
10. Collaborate with EWS to monitor the participant's attendance, participation, progress, and potential barriers.
11. Enter Cell-Ed and other activities' attendance hours in CalWIN and monitor the participant's progress.
12. Update CalWIN Case Comments.
13. Image a copy of the [F063-41-251 Job Services/Employment Support Services Referral](#) and [F063-41-420 Attendance and Outcome Report \(AOR\)](#) in OnBase under SSA-WTW-Cell Ed

Note: For Home Visiting Program (HVP) participants if the client is WTW eligible and is interested to participate in Cell-Ed, the Home visitor will email the CM to let the CM know to enroll the client in Cell-Ed.

**EWS
RESPONSIBILITIES**

EWS will:

1. Receive the referral for the Cell-Ed activity via email or fax.
2. Meet with the participant to discuss the Cell-Ed activity. EWS will provide an onboarding orientation and guidance on how to access Cell-Ed via various internet connected devices, i.e. tablet, computer, smartphone, or cell phone.
3. Monitor the participant's attendance, participation, and progress.
4. Address barriers to participation and communicate with the CM as needed.
5. Update CalWIN Case Comments that include but are not limited to attendance, absences, and outcomes.
6. Submit a [F063-41-420 Attendance and Outcome Report \(AOR\)](#) to the CM monthly, and within three (3) business days when the activity ends.

Note: EWS will communicate participation concerns to the CM immediately

ATTACHMENTS

[Cell-Ed Flyer – English](#)
[Cell-Ed Flyer – Spanish](#)
[F063-41-251 Job Services/Employment Support Services Referral](#)
[F063-41-420 Attendance and Outcome Report \(AOR\)](#)
[WTW 2 Welfare-to-Work Plan Activity Assignment](#)

REFERENCES

[Policy 211 Welfare-to-Work Plan](#)
[Policy 301 CalWORKs Child Care Program](#)
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[Policy 315 Ancillary Supportive Services](#)