

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

Program/Area: CalWORKS/Welfare-To-Work
Title: Experience Provides the Resources for Tomorrow (EXPRT)
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Approved: Signature on file

PURPOSE This policy provides guidelines for Case Managers (CM) when referring Welfare-to-Work (WTW) participants to unpaid work experience activities provided by contracted providers.

BOOKMARKS

- [Background](#)
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BACKGROUND Experience Provides the Resources for Tomorrow (EXPRT) is a WTW activity provided by county contracted service provider. EXPRT is designed to provide participants with unpaid work experience at local, private, and public companies to enhance participant's workplace skills and build their resume.

Benefits of participating in EXPRT include:

- Learn new job skills and enhance existing abilities
 - Gain more experience on resume
 - Obtain professional references
 - Open doors to networking opportunities
 - Opportunity to explore other career fields
 - Possible placement at a worksite in participant's field of interest
 - Enhance self-esteem
 - Build marketable skills
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EXPRT ACTIVITY

EXPRT is a pre or post assessment WTW activity. 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. An evaluation will be completed by the Contractor at six months to determine if EXPRT continues to be the most beneficial activity for the participant and notify the CM.

Note: There is no minimum time frame required for a participant to be referred to EXPRT.

EXPRT worksites include placements in the public or private sector, or with a profit or non-profit employer. The Contractor has a list of established EXPRT worksites. The participant can also identify a potential worksite for Contractor to evaluate and determine if the worksite is approved. The Contractor will work directly with the participant to determine the most appropriate EXPRT worksite placement. Worksite placements will be based on site availability, participant's skill level, interest and if applicable, site interview. EXPRT placements are not intended to become unsubsidized employment.

EXPRT is designed for WTW participants who:

- Are assigned to another activity and need additional hours to meet the hourly participation requirements (filler activity)
 - For example, a participant working part-time 28 hours per week needs two more hours per week to meet the weekly hourly participation requirement of 30 hours
 - Need a short-term activity between other activities (bridging activity)
 - For example, a participant whose activity does not begin for two weeks would need a short-term activity for those two weeks to meet the hourly participation requirements until the scheduled activity begins; or
 - A participant who is attending a training program and would benefit from a short-term activity during the break to meet the hourly participation requirements until the training program resumes
 - Are not assigned to any other activity (full-time)
 - For example, a participant has completed Job Search and Job Readiness Assistance (JSR) and Assessment, where the Assessment recommended Vocational Training. The participant completed the recommended Vocational Training but remains unemployed; therefore, needs an activity to meet the hourly participation requirements
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FAIR LABOR STANDARDS ACT

EXPRT is subject to Fair Labor Standards Act (FLSA) regulations. The maximum hours of participation allowed for unpaid work experience activities will be calculated by adding the family's CalFresh allotment to the amount of the CalWORKs grant. The total is then divided by the state minimum wage and rounding down to the nearest whole hour. CM will utilize the Welfare to Work 15 (WTW 15) to determine the maximum number of hours allowed under FLSA regulations and must image the form into Hyland Perceptive Experience (HPE).

- For the current state minimum wage, refer to the Minimum Wage page of the California Department of Industrial Relations website

A WTW 15 is required at the beginning of the EXPRT activity. The participant and provider must be informed of any changes to the maximum hours of participation.

If the maximum hours allowed after FLSA calculation in EXPRT are less than the 20/30/35 weekly hour requirement, the participant must be assigned to a concurrent activity to meet their hourly participation requirement.

For Temporary Aid for Needy Family (TANF): Deeming core hours is allowed for EXPRT under FLSA, please refer to Policy 227.2 Fair Labor Standards Act (FLSA) Minimum Wage Requirements in Unpaid WTW Activities.

CM RESPONSIBILITIES

The CM will meet with the participant to discuss the EXPRT activity. During the discussion, the CM will:

1. Explain the purpose and benefits of the EXPRT activity to ensure it is the appropriate activity for the participant; utilize the EXPRT Flyer as a guide.
2. Complete the WTW 15 to determine the maximum participation hours allowed per FLSA.
3. Complete an Employment Services Referral – F063-41-251, indicating assigned EXPRT hours per week and length of activity (with a copy of the participant's Assessment result, if appropriate).
4. Review and respond to the participant's supportive service needs. Communicate and make supportive service referrals to the Employment and Eligibility Specialist (EES), as appropriate. Refer to Policy 301 - CalWORKs Stage One Child Care Program, Policy 310 - Transportation Supportive Services, and Policy 315 - Ancillary Supportive Services for more information.
6. Schedule the participant to the EXPRT activity in CalSAWS and complete a WTW 2 Welfare-to-Work Plan Activity Assignment which indicates EXPRT and any concurrent WTW

activities, required participation hours, and all identified service arrangements. Refer to Policy 211 - Welfare-to-Work Plan for additional information.

7. Collaborate with the Contractor to monitor the participant's attendance, participation progress, and potential barriers for successful completion of the assigned EXPRT activity.
8. Incorporate CalWORKs 2.0 as appropriate. Refer to CalWORKs 2.0 Tasks Processing Guide.
9. Document all actions in CalSAWS journal entry.

CONTRACTOR RESPONSIBILITIES

A contracted Talent Development Specialist (TDS) is available to answer questions related to any activity and to assist the CM in determining whether a participant is an appropriate candidate for the EXPRT program. If appropriate, the TDS will also work with the CM to transition participants who have been successfully participating in EXPRT, into Subsidized Employment activities. The TDS Contractor will:

1. Receive the referral and conduct an outreach phone call with the participant prior to their EXPRT start date to discuss what to expect in EXPRT.
2. Provide an orientation to the participant to discuss the EXPRT activity.
3. Meet one-on-one with the participant to evaluate their skills and placement to an EXPRT worksite.
4. Consult with the CM on the hours and activity, as appropriate.
5. Offer workplace and interpersonal skills development workshops to ensure participants are ready to begin a successful work experience program.
6. Review the EXPRT worksite expectations with the participant.
7. Schedule an interview and introduce the participant to the EXPRT worksite supervisor, if applicable.
8. Monitor the participant's attendance and progress directly with the worksite supervisor.
9. Meet with the participant as needed to discuss action steps.
10. Evaluate the EXPRT placement at six months to determine if the EXPRT activity is still the most beneficial activity for the participant and notify the CM.
11. Evaluate absences to determine if they are excused or unexcused. Enter non-attendance and outcome in the CalSAWS Journal and notify the CM.
12. Perform worksite visit to new EXPRT worksite prior to participant's start date and on a quarterly basis thereafter to ensure worksite meets program expectations.
13. Submit an Attendance and Outcome Report (AOR) – F063-41-420 to the CM within five (5) business days from the end of the month and/or three (3) business days when the activity

ends. The AOR will include a daily record of attendance, and at the end of the activity the final outcome will be included.

14. Notify the CM via email and indicate on the final AOR if the participant becomes employed at any time during EXPRT, providing available details including the employer's name, employer's address, occupation, hours, salary/hourly wage, and start date.

**WORKER'S
COMPENSATION**

Worker's compensation (WC) for participants injured while participating in CalWORKS WTW activities including EXPRT, is covered by the California Department of Social Services.

Worksite supervisors and the contractor will handle any claims for Worker's Compensation and notify the CM when a claim is filed. The Contractor will submit a Special Incident Report (SIR) and notify Family Self-Sufficiency & Adult Services Operations and Policy Team (FSS-AS OPT).

REFERENCES

EAS Manual: 42-701.2, 42-709.4, 42-716.1
ACL 13-56
California Minimum Wage – California Department of Industrial Relations
CalWORKs 2.0 Tasks Processing Guide
Policy 204 - Job Search and Job Readiness Assistance (JSR))
Policy 211 - Welfare-to-Work Plan
Policy 214 - Job Skills
Policy 227.2 - FLSA Minimum Wage Requirements in Unpaid WTW Activities
Policy 301 - CalWORKs Stage One Child Care Program
Policy 310 - Transportation Supportive Services
Policy 315 - Ancillary Supportive Services

ATTACHMENTS

Attendance and Outcome Report (AOR) - F063-41-420
Employment Services Referral Form - F063-41-251
EXPRT Program Flyer - English
EXPRT Program Flyer - Spanish
EXPRT Program Flyer - Vietnamese
WT 20 - Description of Programs Offered by EWS
WTW 2 - Welfare-to-Work Plan Activity Assignment
WTW 15 - Simplified Cal Fresh Program Unpaid Work Experience (WEX) and Unpaid Community Service Hours Worksheet