County of Orange Social Services Agency

Family Self-Sufficiency & Adult Services Division

Program/Area:	**CalWORKS/Welfare-To-Work**		
Title:	**Employment Activities**		
Number:	**212**	**Status:**	Revised
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Approved:	**Signature on file**		

PURPOSE

Provides guidelines for the Case Managers (CMs) to evaluate employment as a Welfare-To-Work (WTW) activity.

BOOKMARKS

- Background
- Unsubsidized Employment (UEM)
- Self-Employment
- Subsidized Employment (SE)
- Work Study
- Period of Projected Hours (PPH)
- References
- Attachments

BACKGROUND

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 participation requirements.

Employment activities include:

- Unsubsidized Employment (UEM)
- Self-Employment
- Subsidized Employment (SE)
- Work Study

Refer to Worker Tool (WT) 15 - WTW Activities Matrix for a snapshot of these activities and helpful resources.

To enter Employment Activities in CalSAWS, refer to WT 90 – CalSAWS Activities.

WTW Plan

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

Refer to Policy 210 – Assessment and Policy 211 - Welfare-to-Work Plan for additional information.

CalSAWS
Refer to Job Aid – Employment Detail – Add or Edit and Refer to Job Aid – Customer Activities – Manage, for CalSAWS entries.

UNSUBSIDIZED EMPLOYMENT (UEM)

Unsubsidized Employment (UEM) includes:

- Work compensated by an employer that pays at least the state minimum wage. If the hourly wage does not meet the state minimum wage, it is not an approvable WTW activity. To be an approvable WTW activity, the job must pay at least the state minimum wage. Jobs that pay less do not meet program standards and cannot be approved. The employer does not receive any governmental subsidy to offset paying wages.
- Work performed in exchange for in-kind items may be approved as UEM after the CM determines that it will assist the individual in gaining skills in attaining self-sufficiency. A concurrent WTW activity will be required if the approved Income In-kind (IIK) hours do not meet the required participation hours. IIK is treated as regular employment if it is verified. To determine participation hours, the reported IIK will be divided by the federal minimum wage (participation hours = Income In-kind Income (IIK) / federal minimum wage).
- Providing childcare when the participant is earning at least the state minimum wage. The minimum wage requirement only applies to license-exempt participants who provide childcare in their own home or the child's home.

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

Actual participation hours are monitored and verified monthly by CM, and documentation is to be imaged into HPE.

Acceptable Verification/Documents:

- Paystubs
- The 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

Missing information may be obtained via collateral contacts made by the CM and documented in a CalSAWS Journal that must include **all** the following:

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

Refer to Policy 203-A – The Work Number for more information.

SELF-EMPLOYMENT

Self-Employment is work that does not involve an employer and may include independent work on commission. Actual participation hours are monitored and verified monthly by CM, and documentation is imaged into Hyland Perceptive Experience (HPE).

Self-employment includes the gig economy, in which businesses hire independent contractors and freelancers 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®, TaskRabbit®, 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.

For WTW, participation hours will be calculated by the number of self-reported hours the participant is engaged in self-employment activities. The amount of income is no longer needed to determine WTW participation hours. These hours can include, but are not limited to:

- Time spent performing the self-employment activity itself
- Tasks that may be associated with launching and/or maintaining a business, such as creating products, advertising, marketing, and other sales activities
- Other business-related activities, like business location set-up and maintenance

Acceptable Verification/Documents:
Self-Employment Sworn Statement (CSF 35)

Temporary Assistance for Needy Families (TANF)
For TANF purposes, self-employment participation hours will be calculated by taking the self-employment income (gross income less business expenses) divided by the federal minimum wage to meet work participation requirements (WPR). 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 with little or no work history with an opportunity to learn soft skills and build workplace confidence and self-esteem through paid employment in a specific field of choice in a public, private, or non-profit worksite. Participants will gain basic employability skills and enhanced experience, increasing their chances of securing unsubsidized employment after the subsidized employment period ends.

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

Acceptable Verification/Documents:

- VT/PSEP/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
- Journal entries will be entered by the contracted provider who has access to CalSAWS

Refer to WT 42 – Subsidized Employment Programs Comparison Chart for more information.

WORK STUDY

Work Study provides part-time jobs for undergraduate and graduate students with financial needs, allowing them to earn money to help pay education expenses. Employment related to the student's course of study is administered by schools participating in the Federal Work-Study Program. For Work Study, the participant must have an Active WTW Program Status and be concurrently assigned to a Vocational Education (Voc Ed)/Training activity.

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 HPE.

Acceptable Verification/Documents:

- Attendance/Progress Report (F063-41-06)
- Paystubs
- Employer Statement Request (F063- 30-308)
- Timesheets

Note: Refer to the above UEM section to ensure that verification includes the indicated mandatory information.

Refer to Entering Work Study in CalSAWS - Alternative Procedure.

PERIOD OF PROJECTED HOURS (PPH)

Monthly hours of participation in subsidized/unsubsidized employment or on-the-job training may be projected for up to six consecutive months. Projections must be based on the most current documentation on file that validates hourly requirements have been met, if no new documentation of hours from earned income is received by the County in those months. The projection cannot be based on shared hours between two participants.

Base Month

The month in which the WTW participant met the minimum hourly requirement and the hours from employment are used to project for each month in the projected period.

This information may be obtained using:

- Paystub(s)

  Examples:

  - A full pay cycle paystub on file dated 11/04/2024-11/17/2024 - based on the bi-weekly calculation, it is determined to meet the minimum hourly requirement, the Base Month is November 2024.
  - A full pay cycle paystub on file dated 11/18/2024-12/01/2024 - based on the bi-weekly calculation, it is determined to meet the minimum hourly requirement, the Base Month will be December 2024.

Note: This paystub can only be used with November 2024 as a Base Month if, and only if, the actual hours worked on December 1, 2024, can be removed from the calculation for November 2024. (Example: Paystub and detailed timesheet are received, verifying a total of 80 hrs. The timesheet showed 8 hours worked on 12/01/2024. Remove the 8 hours worked on 12/01/2024 from the 80 hours. 80 hours - 8 hours = 72 hours can be used to project with this paystub, using November as the base month).

- Information reported through the most recent Semi-Annual Reporting (SAR 7)/ Re-Evaluation (RE) process
- Other data sources, such as employer reports, time sheets, verification from The Work Number, and attendance records

Under no circumstances may hours of participation from a current month be used to project hours for a past month (retroactively). In addition, hours of participation for a current month may not be used to project beyond the six-month period.

If any updated hours for the base month are reported or new verification for the projected period is received, the established projection ends. The CM will establish the new projection period, and the new projection period must not extend past the next SAR 7 or RE.

Projected Hours Calculation Method

The conversion factor will be used to determine the total monthly hours of participation. The total monthly number of hours is divided by 4.33 and then

rounded to the nearest whole number to determine the number of projected weekly hours of participation.

- Weekly:
  - One weekly paystub or pay cycle: multiply the hours by 4.33 to arrive at a monthly total
- Bi-weekly (every other week):
  - One bi-weekly paystub or pay cycle: multiply the hours by 2.17 to arrive at a monthly total, then divide by 4.33
- Semi-monthly (twice a month):
  - One semi-monthly paystub or pay cycle: multiply the hours by 2 to arrive at a monthly total, then divide by 4.33
  - Using two semi-monthly paystubs or pay cycles: sum the total hours from both paystubs to arrive at a monthly total, then divide by 4.33
- Monthly:
  - One monthly paystub: use the total hours for the month, then divide by 4.33

Note: If there is more than one paystub on file, the most recent paystubs that do not cross into the next month should be used to determine hours of participation.

Overtime (OT)
Overtime hours in the base month can be used to project the hours for the Period of Projected Hours (PPH) if, and only if, the participant has stated they will continue to work at least the same amount of overtime during the projection period. CMs must include in the Period of Projected Hours Worksheet and in a CalSAWS Journal that overtime was used to project because the participant stated they will be working at least the same amount of overtime during the projection period.

Scenario 1: The participant stated they will continue to work five (5) hours of OT each month from February – June. The five (5) hours of OT can be used in the established projection period (January – June).

Scenario 2: The participant had five (5) hours of OT for January and stated they will work eight (8) hours of OT in February, nine (9) hours of OT in March, three (3) hours of OT in April, etc. Since each month's anticipated OT hours fluctuate and the Base Month (January) documentation on file showed five (5) hours of OT, five (5) OT hours can be projected for January - June.

Cross-Month Paystub
Cross-month paystub is acceptable if it is the most recent paystub on file and it has hours for a full pay cycle.

Example: A bi-weekly paystub dated 10/25/2024-11/07/2024 can be used to project hours for:

- November 2024 – Use all hours on the paystub if there are no other paystub(s) for November on file

- October 2024 – If there are no other paystub(s) on file, calculate the actual hours worked in October by removing the actual hours worked in November 2024 by using a timesheet or statement from employers CalSAWS Journal must document how the hours for October 2024 were calculated

Refer to the Period of Projected Hours Processing Guide and the How to Enter Projected Hours User Guide for more information.

REFERENCES

Job Aid – Customer Activities – Manage
Job Aid- Employment Detail – Add or Edit
Policy 100-B1 – Income Definitions
Policy 203-A – The Work Number
Policy 211 – Welfare-to-Work Plan
Policy 215 – Subsidized Employment Programs
Policy 240 – Noncompliance Process
Policy 275 – Vocational Training - Contracted Provider
Policy 301 – CalWORKs Stage One Child Care Program
Policy 310 – Transportation Supportive Services
Policy 315 – Ancillary Supportive Services
California Department of Industrial Relations
U.S. Department of Labor

ATTACHMENTS

Attendance/Progress Report (F063-41-06)
Attendance and Outcome Report (AOR) (F063-41-420)
CSF 35 Self-Employment Sworn Statement
Employer's Statement Request (F063-30-308)
Employment Services Communication Document (F063-41-211)
Entering Work Study in CalSAWS – Alternative Procedure
How to Enter Projected Hours User Guide
Period of Projected Hours Processing Guide
VT/PSEP/WEX Attendance Report (F063-41-380)
WT 15 – WTW Activities Matrix
WT 42 – Subsidized Employment Programs Comparison Chart
WT 90 – CalSAWS Activities
