

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

Program/Area: CalWORKs/Welfare-To-Work

Title: Cell-Ed

Number: 290

Status: *Signature on File*

Effective Date: 2/1/2021

Revision Date: 4/6/2021

Approved:

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, core, or non-core 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.

Cell-Ed is a Core activity when:

- The participant is concurrently assigned to the Self-Initiated Program (SIP), Adult Basic Education (ABE) or English-as-a-Second Language (ESL) activity and the participant is using the Vocational Education 12-month lifetime limit **or**
- The participant has not used the Vocational Education 12-month lifetime limit and he/she chooses to utilize the Vocational Education 12-month lifetime limit for the Cell-Ed activity (the participant can either be concurrently assigned to a non-educational WTW core activity or it can be a stand-alone activity if determined appropriate by the CM during the COVID-19 crisis).

Cell-Ed is a Non-Core activity when:

- The participant has already used the Vocational Education 12-month lifetime limit **or**
- The participant has not used the Vocational Education 12-month lifetime limit and chooses not to utilize the Vocational Education 12-month lifetime limit for Cell-Ed activity.

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 distance 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, or 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.

Note: Ancillary expenses may include providing a mobile phone and internet service for participants to connect to Cell-Ed.

7. Review the WTW 24-Month Time Clock with the participant. Refer to [Policy 207 WTW 24-Month Time Clock](#) for more information on the WTW 24-Month Clock.
8. Complete a [WTW2 Welfare-to-Work Plan](#) Activity Assignment that indicates Cell-Ed and any concurrent WTW activities, required participation hours, and all identified supportive service needs.
 - [Example 1](#) shows a completed WTW Plan for the Cell-Ed activity. The participant is concurrently assigned to Vocational

Education and has already used the Vocational Education 12-month lifetime limit.

- Select *Adult basic education* on page 1 of the WTW Plan for the Cell-Ed activity
- [Example 2](#) shows a completed WTW Plan for the Cell-Ed activity. The participant is concurrently assigned to Vocational Education and has not used the Vocational Education 12-month lifetime limit.
 - Select *Vocational education* on page 1 of the WTW Plan for the Cell-Ed and Vocational Education activities
- [Example 3](#) shows Cell-Ed as a stand-alone activity during the COVID-19 pandemic. Participant is a single parent with a 4- and a 7-year-old, required to meet a minimum average of 20 hours per week. The participant's 7-year-old is in first grade and completing online classes due to the COVID-19 pandemic. The child requires assistance with accessing Zoom classes and schoolwork. After evaluating the situation and mutual collaboration, the CM and client agree that Cell-Ed is the most appropriate WTW activity and develop a WTW Plan for Cell-Ed, the client has already used the Vocational Education 12-month lifetime limit.
 - Select *Adult basic education* on page 1 of the WTW Plan for the Cell-Ed activity

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

9. Schedule the participant to the Cell-Ed activity in CalWIN.

- Select Cell-Ed in CalWIN for Core
- Select Cell-Ed-NC in CalWIN for Non-Core

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.

**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](#)

[WTW Plan Cell-Ed Example 1](#)

[WTW Plan Cell-Ed Example 2](#)

[WTW Plan Cell-Ed Example 3](#)

REFERENCES

[ACIN 1-55-20](#) DISTANCE LEARNING VIA CELL-ED FOR CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs)

MANUAL OF POLICIES AND PROCEDURES (MPP) SECTION [42-711.8](#), [42-716.62](#), [42-716.621](#), [42-750](#) AND [69-207.121](#)

[Policy 207 WTW 24-Month Time Clock](#)

[Policy 211 Welfare-to-Work Plan](#)

[Policy 301 CalWORKs Child Care Program](#)

[Policy 310 Transportation Supportive Services](#)

[Policy 315 Ancillary Supportive Services](#)

OCSSSA