

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

Program/Area: CalWORKs/Welfare-To-Work

Title: **Workforce Development Board (WDB) Paid Work Experience (WEX)**

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Approved:

PURPOSE

The purpose of this policy is to establish procedures to provide the Workforce Development Board (WDB) Paid Work Experience (WEX) Activity to CalWORKs (CW) Welfare-To-Work (WTW) participants who meet the referral criteria.

WDB Paid WEX is a WTW activity provided by two providers:

- Orange County Development Board (OC DB)
- Santa Ana Workforce Development Board (SA WDB)

This policy will refer to these providers as WDBs.

WDB Paid WEX offers subsidized employment activities for eligible WTW participants to gain valuable employment skills and knowledge essential to job performance that shall lead to meaningful unsubsidized employment.

DESCRIPTION OF SERVICES

WDB Paid WEX is a post-assessment, planned, and subsidized employment activity in the public or private sector under close supervision of the activity provider for a period of twelve (12) weeks. WDB Paid WEX provides basic job skills, enhances existing job skills in a position related to the participant's experience, or provides a needed community service that shall lead to unsubsidized employment.

With prior approval from the designated Family Self-Sufficiency and Adult Services Division (FSS-AS) Program and Quality Assurance (PQA) Manager, the Case Manager (CM) may extend participation in the WDB Paid WEX activity for up to four (4) consecutive months, including all extensions.

Note: Effective July 1, 2016, participation in all subsidized employment activities is limited to a cumulative total of 52 weeks (12 months) in a participant's lifetime. Subsidized Employment activities include Subsidized Employment (SEP,

[Policy 213](#)), Expanded Subsidized Employment (ESE, [Policy 215](#)), and WDB Paid WEX activities. Time starts when participants are actually placed at a worksite.

The Social Services Agency (SSA) will reimburse the WDBs at a rate not to exceed the prevailing California Minimum Wage for each hour worked, not to exceed the total number of hours as referred by the CM.

The goal of WDB Paid WEX is to transition participants into unsubsidized employment. At the end of the WDB Paid WEX activity, it is expected that the employer will hire the participant into unsubsidized employment as a regular employee.

For a description of the services offered by the WDBs, refer to the [Workforce Development Board Services at a Glance](#) document.

REFERRAL CRITERIA

Participants referred to WDB Paid WEX activities shall meet all of the following criteria:

- Are required to participate, or have voluntarily enrolled, in the CalWORKs/WTW program pursuant to State regulations
- Have not found unsubsidized employment sufficient to meet the minimum required hours of WTW participation. Refer to [Policy 207 WTW 24-Month Time Clock](#) and to [Policy 211 WTW Plan](#)
- Are assessed to be suitable for the activity by the CM based on the vocational assessment result and/or other factors
- Continue to meet CalWORKs eligibility criteria
- Reside in Orange County

In the event that a WDB participant has previously completed a WDB Paid WEX activity, the CM will evaluate if a new WDB Paid WEX referral will increase the participant's opportunity to obtain unsubsidized employment. Contact the designated FSS-AS PQA Manager via chain of command for questions.

REFERRAL PROCESS

When it is determined that the participant meets the referral criteria for WDB Paid WEX, the CM will:

- Document in CalWIN Case Comments that referral criteria were met
- Confer with the participant to determine which WDB One-Stop Center location is most convenient for the participant

Note: The WDBs accept referrals from all cities within Orange County. It is recommended that the CM and the participant discuss and select the best option.

- Complete sections I, II, and III of the [F063-41-322 Referral for WDB Employment Services](#)
- Follow instructions on the referral form to attach only the “Assessment Test Results and Interpretation” section of the vocational assessment report and send via secure email to the corresponding WDB
- Provide a copy of the referral form to the participant as a reminder.

**CM
RESPONSIBILITIES**

The CM will:

- Discuss with the participant the purpose and appropriateness of the WDB Paid WEX assignment
- Address barriers and supportive service needs and make appropriate referrals (See [Policy 301 Childcare](#), [Policy 310 Transportation](#), and [Policy 315 Ancillary](#))
- Develop and sign a new WTW Plan with the participant
- Initiate a referral [F063-41-322](#) to WDB Paid WEX activity and work with WDB staff to place the individual at an appropriate worksite
- Provide a copy of the “Assessment Test Results and Interpretation” section of the vocational assessment report to WDB via secure email
- Schedule the participant to the “WDB Paid Work Experience (WEX)” activity in CalWIN
- Enter actual WDB Paid WEX attendance hours in CalWIN and monitor the participant’s attendance and progress
- Enter appropriate case comments in CalWIN, including supportive service needs
- Coordinate with WDB staff for the participant’s attendance and progress via email or phone

Note: If the participant works more than the minimum required hours, the WTW Plan will reflect the total actual hours the participant agreed to participate. Refer to [Policy 211 WTW Plan](#) for more information.

- Work with WDB staff to ensure participants are in compliance with the WDB Paid WEX and any other WTW activity in the WTW Plan

- If there is suspected fraud, contact FSS-AS PQA Manager prior to initiating a fraud referral.

**WDB STAFF
RESPONSIBILITIES**

WDB staff will:

- Receive the referral for WDB Paid WEX and the “Assessment Test Results and Interpretation” section of the vocational assessment report via secure email
- Meet one-on-one with the participant to evaluate his/her skills and supportive service needs
- Work with the CM and participant to determine the appropriate WDB Paid WEX placement
- Provide case management and coaching services to assist the participant in obtaining and retaining employment
- Assign the participant to an appropriate WDB Paid WEX activity within fourteen (14) business days of the referral
- Complete Section IV of the referral for a WDB Paid WEX placement and return to the CM via secure email within one business day from the date the participant is assigned to an activity
- Monitor the participant’s attendance and progress by communicating every two (2) weeks, or more often if needed, with the participant and activity provider
- Communicate with the CM and the activity provider as employment barriers are identified, so that appropriate referrals for employment supportive services can be made
- Report monthly attendance and progress of each participant to the CM by the tenth (10th) calendar day of the following month via the [F063-41-380 EPP/VTR/WEX Attendance Report](#)
- Report problems related to attendance or other issues about participant’s assignments to the CM within twenty-four (24) hours of each occurrence
- Continue to engage the participant in job search activities for thirty (30) days after completion of the WDB Paid WEX activity.

Note: Participant should still be enrolled in the WDB Paid WEX activity during this period. WDB staff will ensure the participant meets the required participation hours.

- Report any suspected fraud to the FSS-AS PQA Manager, who will review the situation and initiate a fraud referral if

needed.

TREATMENT OF INCOME

Income received from WDB Paid WEX is treated as regular earned income from employment and is countable towards cash aid and CalFresh eligibility.

If the family becomes ineligible for CalWORKs due to the WDB Paid WEX income, participants may continue in the WDB Paid WEX activity and be eligible to supportive services until the end of their placements.

Note: Returning to CalWORKs.

If a CalWORKs family is discontinued from aid due to WDB Paid WEX income and reapplies within three (3) calendar months of the WDB Paid WEX placement ending, the family will be considered current recipients for the purposes of CalWORKs eligibility income and work requirements.

If the CalWORKs family reapplies after three (3) calendar months has passed, they will be considered applicants for the purposes of CalWORKs eligibility requirements.

WORKERS' COMPENSATION REQUIREMENTS

WDBs will ensure that all the participants in WDB Paid WEX are covered by Workers' Compensation Insurance as determined by the California Department of Social Services (CDSS).

ATTACHMENTS

[F063-41-322 Referral for WDB Employment Services](#)
[F063-41-380 EPP/VTR/WEX Attendance Report](#)
[WDB WEX Staff Contact Information](#)
[OC DB WEX VTR Flyer](#)
[Santa Ana WDB WEX VTR Flyer](#)
[Workforce Development Board Services at a Glance](#)
[WTW Plan WEX Example](#)

REFERENCES

EAS 42-701, 42-716.1 (b-c)
[ACL 12-67](#)
[ACL 12-69](#)
[Policy 207 WTW 24-Month Time Clock](#)
[Policy 211 WTW Plan](#)
[Policy 301 Childcare](#)
[Policy 310 Transportation](#)
[Policy 315 Ancillary](#)