

EXHIBIT C
SISKIYOU COUNTY HEALTH & HUMAN SERVICES AGENCY
EMPLOYMENT AND TEMPORARY ASSISTANCE

CalWORKs PROCEDURE

SUBJECT: CalWORKs Home Visiting Program **TRANSMITTAL** 2019-01
DATE: 01/15/19
AUTHOR: SE
Rev: 04/04/19; 11/05/19;
02/25/20; 06/22/20;
06/29/2020 by JK

IMPLEMENTATION DATE: 04/01/2019

REFERENCE: Senate Bill (SB) 840, All County Welfare Directors Letter (ACWDL) 07/31/2018, 04/25/2019, County Fiscal Letter (CFL) 18-19-49, All County Letter (ACL) 19-42, 19-42E, 19-82 and All County Information Notice I-56-19

PURPOSE: The purpose of the CalWORKs Home Visiting Program (HVP) is to support positive health, development, and well-being outcomes for pregnant and parenting women, families, and infants born into poverty, expanding their future educational, economic, and financial capability opportunities, and improving the likelihood that they will exit poverty.

BACKGROUND: Senate Bill 840 (Chapter 29, Statutes of 2018), or the Budget Act of 2018, appropriated approximately \$26.9 million for January 1, 2019 through June 30, 2019. The Public Health Department (PHD) is the lead division for HVP and will work closely with the Social Services Department (SSD) to administer the program.

Funding for HVP will be used to provide counties with resources to offer home visiting services to a member of a CalWORKs assistance unit or an apparently eligible CalWORKs assistance unit that is pregnant or a parent or caretaker relative of a child less than 24 months of age at the time the individual enrolls in the program. A county may serve additional eligible CalWORKs participants as long as the county continues to offer and provide home visiting services to the target population noted above. Services to additional participants must be approved by the PHD before a referral is sent.

A member of the assistance unit does not need to be eligible

for, nor is required to participate in, the Welfare-to-Work program in order to receive home visiting services.

PRIMARY PROGRAM COMPONENTS:

Voluntary Evidence-Based Home Visitation

CalWORKs participants electing to participate in the HVP will receive coaching and guidance through regular, planned home visits. Participants will obtain information about strategies to improve their family's health and provide better developmental opportunities for their children. CalWORKs participants will also receive information that will connect them to an array of employment and other services. Home visitors will provide resources directly and refer families to services so that families can receive the support they need. If a family chooses to participate in this program, their participation shall not affect their application for aid nor eligibility for any other CalWORKs benefits, supports, or services.

Case Management Services

HVP activities include assessing the family's needs, developing a plan, monitoring progress in achieving plan objectives, and ensuring the provision of all services specified in the plan. The plan should build on the strengths established during the home visiting period, and the family's associated connections to child care.

Coordination with County Staff

PHD shall coordinate closely with SSD CalWORKs staff. Close coordination and communication between PHD and SSD staff is essential to ensure that families have access to services without adding any additional burdens to the customers or duplication of processes and services by the SSD or PHD.

Enrollment in Early Learning Programs

High-quality early learning programs have a demonstrated ability to improve both short-term and long-term outcomes for children with unmet needs. PHD will encourage families to enroll their child(ren) in high-quality early learning settings, participate in playgroups, or engage in other child enrichment activities. Parents will have an opportunity to select from high-quality early learning settings that may provide developmental screenings and assessments, and offer a core curriculum that is developmentally, culturally, and linguistically appropriate. If a parent volunteers in the early learning setting, these hours shall

count towards their allowable activities under their Welfare-to-Work (WTW) plan. Children enrolled in an early learning setting through the HVP may remain enrolled for up to 3 years.

****The procedure listed below is subject to change as regulation or policy changes occur. ****

PROCEDURE:

<u>Responsibility</u>	<u>Actions</u>
CalWORKs Eligibility Worker (CW EW)	When in contact with the customer during a CalWORKs (CW) Recertification (RE) or CW Intake the CW EW will explain the HVP program and CW eligibility requirements. The CW EW will provide the CW HVP Informing Notice CW 2224 (Attachment 1) to the customer. CW EW will review the HVP Informing Notice with the customer and offer a referral. (Please note that HVP services may be discussed and offered during any customer contact such as report of pregnancy.) If the customer elects to participate in the HVP program, and the individual is: • Pregnant or a parent or caretaker relative of a child 24 months or less of age at the time the individual enrolls in the program; and • A member of a CalWORKs assistant unit. OR Referrals may be offered on a case by case basis where there are extenuating circumstances if the individual is: • The parent or caretaker relative for a child-only case; or • An individual who is apparently eligible for CalWORKs. If the CW EW is meeting with the customer in person, the CW EW will assist the customer in completing the 2nd page of the HVP Informing Notice, image it into the case and narrate that the customer has opted in to HVP. If the CW EW is completing a telephone interview with the customer, the CW EW will review the 2nd page of the HVP Informing Notice and narrate that the customer was informed about HVP and that the customer opted in or declined a referral. The CW EW will enter HVP information into C-IV indicating that HVP services have been offered and if the customer accepts or declines the offer. Follow the steps below to enter information into C-IV: <u>Access the Home Visiting Detail Page</u> 1. In case select Eligibility in the global navigation bar. 2. Select Case Summary in the local navigation bar. 3. Select Home Visiting in the task navigation bar.

	<u>Add a Home Visiting Program Record</u> - On the Home Visiting List page: - Click the Add button. - On the Home Visiting Detail page: - Enter the date the HVP referral was offered in the Date Offered text box. - Select Yes or No from the Accepted Offer drop-down box. - Enter the same date in the Begin Date text box if displayed. - In the Person section, select the Person from the Name drop-down box. - Click the Add button and repeat step 2d to add another person. - Click the Save and Return button. If the customer requests a referral, the CW EW will provide the customer with the CW HVP Brochure (Attachment 2) and complete the CW HVP Referral Form (Attachment 3) with the customer. A passport to services will be attached to the HVP Referral Form. The CW EW will interoffice mail the referral form and passport to services to the PHD upon CalWORKs approval. If the referral is urgent, the CW EW may email the form to the group email PHD_Homevisiting which is located in Outlook Global Address. The EW will narrate the HVP contact, offer of referral, entry into C-IV and completion of referral to HVP. NOTE: When completing the referral, the CW EW will indicate if the household is Federal (Aid Code (A/C) 30, 33 or 35), Non-Federal (A/C 32) or Non-Federal, Non-MOE (A/C K1 or 3F).
<u>Responsibility</u>	<u>Actions</u>
Employment and Training Worker (ETW) or Human Services Social Worker (HSSW)	If the employment and training worker (ETW) or human services social worker (HSSW) identifies a customer that meets the criteria discussed in the CW EW section above and participation in the HVP program would benefit as part of their WTW/Family Stabilization (FS) plan, then a referral may be completed. The ETW/HSSW will enter HVP information into C-IV indicating that HVP services have been offered and if the customer accepts or declines the offer. Follow the steps below to enter information into C-IV: <u>Access the Home Visiting Detail Page</u> - In case select Eligibility in the global navigation bar. - Select Case Summary in the local navigation bar. - Select Home Visiting in the task navigation bar.

	<u>Add a Home Visiting Program Record</u> 1. On the Home Visiting List page: a. Click the Add button. 2. On the Home Visiting Detail page: a. Enter the date the HVP referral was offered in the Date Offered text box. b. Select Yes or No from the Accepted Offer drop-down box. c. Enter the same date in the Begin Date text box if displayed. d. In the Person section, select the Person from the Name drop-down box. e. Click the Add button and repeat step 2d to add another person. f. Click the Save and Return button. If the customer requests a referral, the ETW/HSSW will provide the customer with the CW HVP Brochure (Attachment 2) and complete the CW HVP Referral Form (Attachment 3) with the customer. A passport to services will be attached to the HVP Referral Form. The ETW/HSSW will interoffice mail the referral form and passport to services to the PHD. If the referral is urgent, the ETW/HSSW may email the form to the group email PHD_Homevisiting which is located in Outlook Global Address. The ETW/HSSW will narrate the HVP contact, offer of referral, entry into C-IV and completion of referral to HVP. NOTE: When completing the referral, the ETW/HSSW will indicate if the household is Federal (A/C 30, 33 or 35), Non-Federal (A/C 32) or Non-Federal, Non-MOE (A/C K1 or 3F). If the HSSW is completing the referral, the HSSW will indicate the name of the ETW on the referral form. The ETW will include any hours spent participating in the HVP program in the customer's WTW Plan. The ETW will provide all necessary supportive services in coordination with the PHD.
<u>Responsibility</u>	<u>Actions</u>
Public Health Home Visitor (PHHV)	Once the CalWORKs HVP Referral Form has been received by the PHHV an initial assessment will be completed. The initial assessment will include but may not be limited to: • assessing the family's needs; • developing a case plan; • monitoring progress in achieving case plan objectives; • ensuring the provision of all services specified in the case plan (the case plan should build on the strengths established during the home visiting period and the family's associated connections to child care); and • referrals to community resources, outside agencies, and early learning settings.

	The PHHV will make a determination on how many hours the customer is participating in the above listed services and whether the customer is accepted into the program. If the customer is not accepted the PHHV will re-refer the customer back to the CW EW, ETW or HSSW. The determined amount of hours, acceptance, or denial of services will be sent back to the CW EW, ETW or HSSW via fax, interoffice mail, or email on a CW HVP Transmittal (Attachment 4). The CW HVP Transmittal will be sent on a weekly basis to the ETW or HSSW for participation tracking.
<u>Responsibility</u>	<u>Actions</u>
CalWORKs Eligibility Worker (CW EW)	If the CW HVP Transmittal is received by the CW EW and it indicates the customer is receiving services, the CW EW will review the case to see if an ETW has been assigned to the case. If there is an ETW, the CW EW will forward the CW HVP Transmittal to the ETW. If review of the case shows the customer is not a participant in WTW and does not have an ETW, the CW EW will edit the C-IV HVP Record and add in the date of the first home visit for each member of the AU in the C-IV case. If the CW EW is notified that the customer has been discontinued from HVP, the CW EW will end date the HVP Record in C-IV. If CalWORKs is discontinued for a household with HVP, the worker must end date the HVP program in C-IV.
<u>Responsibility</u>	<u>Actions</u>
Employment and Training Worker (ETW)	When the CW HVP Transmittal is received by the ETW and it indicates the customer is receiving services, the ETW will edit the C-IV HVP Record and add in the date of the first home visit for each member of the AU in the C-IV case. The ETW will update the WTW Plan based on the information received from the PHHV. When creating the activity: • The activity Category is "Family"; • The activity Type will be "Home Visiting Program". An appointment for a WTW Reappraisal will be sent if: • The customer did not show to the HVP assessment appointment; • The CW HVP Transmittal indicates the customer is being re-referred to the ETW; or • If the customer is not meeting the HVP scheduled hours of participation.

	If the customer does not attend the WTW Reappraisal appointment the ETW will start the good cause determination and non-compliance process. <i>Participation in the HVP program is voluntary.</i> NOTE: Customers who are in Welfare to Work (WTW) exempt status may volunteer to participate in HVP services. For WTW exempt volunteers there will be no hourly participation requirement. The ETW will still be required to create a WTW Plan and offer supportive services to customers who are WTW exempt volunteers and involved in HVP activities. A WTW Plan is only required when the customer is being provided supportive services. If no supportive services are provided, the customer will work directly with the PHHV.
<u>Responsibility</u>	<u>Actions</u>
CalWORKs/WTW (CW/WTW) Supervisor and Program Manager (PM)	The CW/WTW Supervisor and PM will meet monthly or as needed with the PHHV or HVP Supervisor for data collection and program discussion.

Assigning Hours in WTW Plan

All HVP hours, including hours spent directly with the home visitor (home visiting sessions) and any hours spent volunteering in an early learning setting must be assigned in the customer's WTW plan, and counted toward meeting the assistant unit's (AU's) participation requirements, when applicable. *(CW HVP customers are not required to participate in WTW or develop a WTW plan in order to participate in the HVP).*

Building the WTW Plan

Hours in HVP activities for CW's customers participating in WTW voluntarily or as a mandatory participant may be assigned on either the left (CW minimum standards) or right (CW federal standards) side of the WTW plan.

CalWORKs Minimum Standards (left side)

- Activity: Job search and job readiness – For assignment of home visiting sessions.
- Activity: Other activities necessary to assist in obtaining employment – For HVP activities that do not meet the definition of activities assigned to CW federal standards.

CalWORKs Federal Standards (right side)

- Activity: Job search and job readiness – For assignment of home visiting sessions.
- Activity: Community services, work experience (WEX), or job search

and job readiness – For assignment of volunteer hours at an early learning center.

NOTE: Job search and job readiness may be counted for four weeks (120 hours) and six weeks (180 hours) total in a 12-month period for CW federal standards. WEX is initially limited to 12 months, but may be extended at the discretion of the county and WTW participant.

CalWORKs time limits associated with CW federal standards or the WTW 24 Month Time Clock will not prevent CW customers from accessing HVP; when these time limits have been exceeded, counties may assign HVP as “Other activities necessary to assist in obtaining employment” on either the left or right side of the plan.

Supportive Services

Customers may be eligible to CW WTW supportive services. For HVP customers in WTW, supportive services for HVP must be included in the WTW plan. If supportive services are not available for HVP activities needed to meet WTW requirements, the customer must be given good cause.

For HVP customers who are not eligible to WTW supportive services, home visitors will provide information, resources, and referrals to other community resources for services. The PHHV will be informed that the customer is not eligible on the CW HVP Transmittal Form.

\$500 Material Goods Funds

Households participating in HVP are eligible to \$500 for the purchase of material goods related to care, health, and safety of the child and family. The \$500 cumulative total is only available one time and does not reset annually or otherwise. Some examples of appropriate uses of material goods funds include, but are not limited to: child safety kits, car seats, appliance repairs, adaptive equipment for children with disabilities, and resources related to child and family language or literacy needs.

The Public Health Department (PHD) has established a process for these purchases and will be responsible for tracking each household's \$500 expenditures. When a purchase is made, PHD will forward a copy of the Green Claim Form (that is submitted to Fiscal) to the EW/ETW/HSSW with the monthly CW HVP transmittal form. The EW/ETW/HSSW will image the Green Claim Form into the customer's case.

Federal Reporting & Work Participation Rate (WPR)

HVP participation in home visiting sessions and/or volunteering in an early learning setting may be counted for WPR. Customers engaged in HVP may meet the definition of a work-eligible individual (WEI) and be included in the TANF sample.

Home visiting sessions may be counted as job search and job readiness for up to 180 hours total in a 12-month period. Beyond this time limit, counties are encouraged to report home visiting session hours as “Other activities that directly lead to unsubsidized employment”.

Volunteer hours in an early learning setting may be counted as community service, WEX, or job readiness.

For purposes of federal reporting, when a customer is not meeting the core hourly requirement, as may happen with voluntary placements in HVP, counties are encouraged to report participation hours in federally reportable activities as “Work Activities Other Than Those Specified Above.”

ATTACHMENTS:

Attachment 1. CW HVP Opt-In Form (CW 2224)

[G>NOA>Forms>CalWORKs>HVP Informing Notice](#)

Attachment 2. CW HVP Brochure

[G>NOA>Forms>CalWORKs>CW HVP Brochure](#)

Attachment 3. CW HVP Referral Form

[G>NOA>Forms>CalWORKs>CW HVP Referral](#)

Attachment 4. CW HVP Transmittal

Attachment 5. CW HVP Job Aid

Attachment 1. CW HVP Informing Notice

State of California – Health and Human Services Agency

California Department of Social Services

CALWORKs HOME VISITING INITIATIVE (HVI)

You may be eligible to participate in Home Visiting

ABOUT THE CALWORKS HOME VISITING INITIATIVE

- CalWORKs Home Visiting Initiative is a voluntary program that pairs you with a trained professional who makes regular visits to your home to provide guidance, coaching, access to prenatal and postnatal care, early learning resources, and other health and social services for you and your child.
- Your family may be eligible to receive these home visiting services for up to twenty-four months or until your child's second birthday, whichever is later.

BENEFITS OF HOME VISITING

- Your family may receive many positive benefits from participating in home visiting including improving your ability to:
 - Keep you and your baby healthy;
 - Be the best parent you can be;
 - Cope with stress in healthy ways;
 - Support your child's development;
 - Obtain employment and training opportunities;
 - Obtain referrals to benefits and resources available for you and your children; and
 - Enroll in high-quality child care services at no cost to you.
- A home visitor will provide you with support, guidance, coaching, and connections to important resources that help improve your families' health education, social, economic, and financial future.

PROGRAM ELIGIBILITY

- To be eligible for home visiting services you must be:
 - a member of a CalWORKs assistance unit who is first-time pregnant with no other children at the time of enrollment, or
 - a first-time parent or caretaker relative of a child less than twenty-four months old at the time of enrollment.
- If you do not meet the criteria listed above, you still may be eligible to participate depending on your location. Please discuss your options with you CalWORKs eligibility worker.

CALWORKs HOME VISITING INITIATIVE OPT-IN FORM

To volunteer to participate in the program, sign and return this form to your worker.

HOME VISITING INITIATIVE PARTICIPATION REQUEST

- ☐ I would like to volunteer to participate in the CalWORKs Home Visiting Initiative and understand that I may voluntarily terminate home visiting services at any time.

I volunteer to receive home visiting services for my child(ren) listed below:

Print Name of Child (Age)	Print Name of Child (Age)	Print Name of Child (Age)

- ☐ I am pregnant. My approximate due date is .
- ☐ I do not want to volunteer to participate in the Home Visiting Initiative at this time but understand that I may volunteer to participate in Home Visiting in the future by informing my worker, who will determine if I am still eligible to participate.

Reason(s) for declining home visiting services:

- ☐ Currently receiving home visiting services.
- ☐ Do not feel program will provide any benefits.
- ☐ Not interested in receiving home visiting services.
- ☐ Other:

By signing this form, I understand the following:

- The information I provided will be shared with the home visiting agency program so they can contact me and schedule a time for the visits to begin,
- I certify that I am pregnant or the parent or caretaker relative of the child(ren) listed above,
- This program is 100% voluntary, and I can cancel home visiting services at any time by notifying the County Welfare Department or home visiting agency in writing,
- This authorization expires two years from the date of signature unless revoked earlier,
- A copy of this form was offered or provided to me, and
- Participation in this program shall not affect my eligibility for any other CalWORKs benefits, supports, or services, including welfare-to-work exemptions.

Case Name	Case Number
Name of Parent or Caretaker Relative	Phone
Signature of Parent or Caretaker Relative	Date
Name of County Contact	Phone
Signature of County Contact	Date

Attachment 2. CW HVP Outreach Flyer

According to Nurturing Parenting curriculum philosophy,

“Research shows...
What a child experiences in their first years of life makes a big impact on how their brain develops and how they interact with the world throughout their life.”

“Benefits of Home Visiting...
Individualized resources for you, your baby, and your family to enhance and support your baby’s healthy development.”

“Cultural Competency Vision...
All cultures are openly welcomed and valued. Multiculturalism is appreciated and practiced to enhance the value of our work through respectful curiosity of one another’s culture and developing a reciprocal relationship of mutual caring and learning. All families deserve the same opportunities to succeed, regardless of any demographic, geographic, or economic considerations.”





**SISKIYOU
COUNTY**



Siskiyou County
Health and Human Services Agency
Public Health Division
810 S. Main St.
Yreka, CA 96097
Phone (530) 841-2139
Fax (530) 841-4094
Email: Homevisiting@co.siskiyou.ca.us

Revised 1/8/20


**CalWORKs
HOME VISITING
PROGRAM
(HVP)**

*Parenting isn't a practice.
It's a daily learning experience.*



*When we parent, we are parenting
the world and its future.*

For Referrals Call:
(530) 841-2139
OR
Email:
Homevisiting@co.siskiyou.ca.us

BENEFITS OF HOME

VISITING:

Your family may receive many positive benefits from participating in home visiting including:

- Support during pregnancy.
- Learn skills to strengthen family relationships.
- Obtain connections to helpful resources in our community.
- Receive information about your baby's growth and development.
- Get information about resources to make your home safer for your baby.
- Learn new parenting skills.
- Learn about tools to better manage stress levels.
- Receive positive impacts on your child's development.
- Acquire information about new employment opportunities.
- Find out about referrals and resources for you and your child.
- Find out about opportunities for your child to enroll in high-quality child care services, playgroups or other enrichment activities to give your child(ren) the best start in life.



PROGRAM GOALS AND SERVICES:

Improve maternal health

- Education around healthy pregnancy and management of complications.
- Support/reinforce a plan for prenatal care and specialty referrals.
- Assess and support positive relationships.

Improve infant health

- Infant assessment at each visit.
- Breastfeeding support.
- Education and support related to infant care, feeding, and safety.

Optimal infant development

- Physical and developmental screenings.
- Referral for further evaluation of areas of concern.

Strengthen family

- Referrals to community resources.
- Assess and promote positive problem solving and stress management skills.
- Strength-based approach to goal setting.

WHO CAN ENROLL?

- You are a CalWORKs recipient, you live in Siskiyou County AND
- Pregnant or Parent/Caretaker of a child 24 months or less.



FAQ'S:

Q: What is home visiting?

A: Home visiting is a voluntary program that will pair you with a nurse or a trained professional who makes regular visits in your home to provide guidance, coaching and access to prenatal and postnatal care, and other health and social services.

Q: Is there a cost for this program?

A: There is **NO COST** for this program.

Q: How often does the Home Visitor contact me?

A: Once a week to once a month, depending on your needs.

Q: How long will I receive this benefit?

A: Your family may be eligible to receive these home visiting services for three years.

Attachment 3. CW HVP Referral Form



CalWORKs Home Visiting Program (HVP)

For CalWORKs participant(s) who are pregnant or parent/caretaker of child 24 months or less.

**FILLABLE
ELECTRONIC
VERSION**

This program is for
CalWORKs
recipients who are
pregnant or
parent/caretaker of
child 24 months or
less.

If you have any
qualification
questions, please
give us a call at:

530-841-2139



Sarah Zwetsloot,
RN, BSN, PHN
MCAH Director
(530) 841-2130

Tahnee Peters, LVN
Home Visitor
(530) 841-2139

CASE NAME: _____ CASE # _____

Type of Client: ☐ Federal ☐ Non-Federal ☐ Non-Federal, Non-MOE

NAME OF CHILD: _____ DOB: _____

OR

DELIVERY DUE DATE: _____

HOME # _____ CELL # _____

(Please enter both phone numbers for contact, if applicable)

BEST TIME TO CALL? _____ PRIMARY LANGUAGE: _____

The client is aware of the CalWORKs Home Visiting Program referral, and is interested in
being contacted regarding Home Visiting? ☐ YES

CalWORKs REFERRAL SOURCE:

STAFF NAME: _____

PHONE: _____

PASSPORT TO SERVICES ATTACHED? ☐ YES DATE SENT: _____

EMAIL, FAX, MAIL, or PHONE to:

Siskiyou County Public Health
CalWORKs Home Visiting Program
810 South Main St., Yreka, CA 96097

Ph: 530-841-2134 Fax: 530-841-4094 Email: Homevisiting@co.siskiyou.ca.us

Office Use Only

CONTACTS AND DISPOSITION: _____

Revised 1/8/20

Attachment 4. CW HVP Transmittal



CalWORKs Home Visiting Initiative Transmittal
810 South Main Street, Yreka, CA 96097
Ph: 530-841-2139
Fax: 530-841-4092

Worker Name: _____ Phone: _____

Reply Notification

Date: _____ To: _____
Worker Name

Customer Name: _____ Case#: _____

☐ Welfare to Work customer

☐ **ATTENDANCE:** Evaluation Period _____ to _____

☐ Assessment Scheduled on _____

☐ Customer attended their scheduled appointment on _____

☐ Customer did not attend their scheduled appointment on _____

☐ Attendance: ____/____ Weekly Meetings

☐ Attendance: ____/____ hours per week

☐ Attendance: ____/____ Early Learning Setting hours per week

☐ Customer has stopped attending classes. Date last attended: _____

☐ Customer is Re-Refered to Worker.

☐ PARTICIPATION:

☐ GOOD

☐ FAIR

☐ POOR

☐ PROGRESS:

☐ GOOD

☐ FAIR

☐ POOR

☐ PLAN UPDATE - Contact customer as they are involved in services as indicated below:

☐ Mental Health Services

☐ Substance Abuse Services

☐ Other activity: _____

Comments: _____

Staff Name: _____ Staff Phone #: _____

SWTW 106 (01/2019)

Attachment 5. CW HVP Job Aid**CalWORKs Home Visiting Initiative (HVI) Job Aid****What is HVI?**

- A two-generational voluntary program model that connects new parents with a nurse or other trained professional who makes regular visits to the client's home to provide guidance, coaching, access to prenatal and postnatal care, and other health and social services.

HVI Clients in Welfare-To-Work (WTW)

- May be mandatory or voluntary WTW participants.
- Are not required to sign a WTW plan but are encouraged to do so if they are voluntary WTW participants.
- May be eligible for the full array of supportive services, including child care, transportation, ancillary services, and diaper assistance for clients with young children.

WTW Plan Allowable Activities in HVI

CalWORKs Minimum Standards (Left Side of the WTW Plan)	CalWORKs Federal Standards (Right-Side of the WTW Plan)
Other activities necessary to assist in obtaining employment • For assignment of home visiting session (when job search and job readiness time limits are exhausted) • For assignment of volunteer hours in an early learning setting if unable to assign as community service or work experience	Job search and job readiness • For assignment of home visiting session or volunteer hours at an early learning setting Community service, work experience, or job search and job readiness • For assignment of volunteer hours at an early learning setting

How to Count Hours in HVI for Purposes of Work Participation Rate (WPR)

HVI participation in home visiting sessions and/or volunteering in an early learning setting may be counted for WPR. Clients engaged in HVI may meet the definition of work-eligible individuals as described in ACL 18-70, and be included in the TANF sample.

Counting Hours in HVI for WPR	Home Visiting Sessions	Volunteer Hours in an Early Learning Center
Activities Meeting WPR*	Job search and job readiness (Four consecutive weeks, 120 hours, and six weeks total, 180 hours, in a 12-month period)	Community Service, work experience (WEX), or job readiness
Activities Not Meeting WPR (Despite not meeting WPR, counties are encouraged to report all hours of participation)	Work Activities Other Than Those Specified Above	Work Activities Other Than Those Specified Above

*For clients not meeting the core hourly requirement, counties are strongly encouraged to report participation hours in federally reportable activities as "Work Activities Other Than Those Specified Above."