

GAIN: THE BRIDGE TO INDEPENDENCE

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CHAPTER 1100 - COMMUNITY SERVICE

1110 **OVERVIEW**

Community Service is a temporary and transitional activity performed with private or public non-profit organizations. Community Service activities are intended to provide participants with necessary job skills that can lead to unsubsidized full-time employment and self-sufficiency, while meeting community needs.

Participants may take part in Community Service activities until they reach their 48 month time limit. However, participants who have exhausted their 48 month time clock can elect to participate through Post Time Limit (PTL) services. While participating in Community Service, participants are eligible for all supportive services, including child care, transportation, and ancillary expenses.

1111 **KEY POINTS**

- A Community Service assignment must be consistent with the participant's Welfare-to-Work (WtW) Plan.
- Although Community Service is considered one of several allowable core WtW activities ([see Chapter 900, Section 912.32](#)), it may be used concurrently with other allowable activities.
- The CalFresh Program formula shall be used to determine the maximum number of weekly hours individuals may participate in Community Service as a supplemental/bridging activity.
- Community Service also known as Job Intern for PTL cases is a state requirement to receive PTL services ([see Chapter 2100](#)).
- The GN 6345, Community Service Outreach Flyer, is used as a tool to promote Community Service as a supplemental activity or a bridging activity to the participant's education and training component to fulfill his/her 32/35 hours of participation.
- Participants have the option to either choose their own Community Service provider or be referred to an existing Community Services provider ([see Section 1112.2](#)).
- Court-Ordered Community Service may be an allowable activity if the activity/assignment is aligned with the Community Service definition ([see Section 1112.2](#)).

1112 POLICY

.1 Community Service Activities

Community Service may be used to fill in hours or as a bridging activity. Assignments should be consistent with the participant's WtW plan.

- .11 Participants must be referred to a private or public non-profit organization. The participant can be referred to providers listed in the GEARS inventory or he/she may also choose their own providers as described in ([Section 1112.2](#)). If the chosen provider is not known to the GEARS inventory and wants to be added, staff must contact the City of Hawthorne through existing procedures to initiate the request for the new provider to be added to the GEARS inventory.
- .12 Activities must enhance or further develop the participant's skills and increase his/her ability to find unsubsidized employment that will lead to self-sufficiency.
- .13 Community Service slots identified or requested by the participant must be in occupations where there is an opportunity for employment, or where there is a likelihood of securing a better job, meeting a community need and developing meaningful job skills that will lead to self-sufficiency.
- .14 Participants are also referred to a Community Service activity as a requirement for receiving PTL Services ([see Chapter 2100](#)).

.2 Community Service Assignment

For a participant who is assigned to a Community Service Work Activity, the GSW/CCM shall inform the participant that he/she may develop his/her own Community Service activity (also known as Participant Select) provided that the activity:

- .21 Is consistent with and adheres to the participant's WtW plan and participation requirements.
- .22 Conforms to State statutes, regulations or policies governing Community Service which state that the activity:
 - (a) Be performed in public or private non-profit organizations;
 - (b) Meet a community need;
 - (c) Not displace existing employees; and
 - (d) Lead to unsubsidized employment.

The GSW/RCM/CCM will inform the participant that once he/she begins a Community Service assignment, he/she may request a new assignment during the first 30 days if he/she has problems at the current Community Service work site. In addition, the GSW/RCM/CCM must identify and document the job skill(s) to be developed or enhanced on the Additional Comments section of the Welfare to

Work Plan Activity Assignment (WTW 2) form, supporting the participants' WtW plan. During the Community Service assignment, the GSW/RCM/CCM shall review the activity as necessary to determine the participant's progress toward acquiring necessary job skills. The soft skills and work experience obtained can be an effective tool in preparing the participant to obtain unsubsidized employment.

Example: Some soft skills that can be acquired and be of great assistance are: a positive attitude, strong work ethic, good communication skills, time management, problem solving skills, acting as a team player, flexibility/adaptability and working well under pressure.

.23 For a Community Service Participant Select assignment, the GSW must ensure that the GN 6381 – Community Service Participant Select Worksite Agreement is completed and signed by the participant and provider, prior to the participant starting the assignment. Allow the participant a window of two to three days for the completion and return of the form. If the PT fails to provide form within the allotted time, follow up to assist if needed. If the provider fails to complete the form, assign to another provider or activity if needed. This agreement indemnifies the County from any and all liability.

.24 The CalFresh Program formula must be used to determine the maximum number of weekly hours participants may be assigned to a Community Service work activity.

The formula is the CalWORKs grant amount plus the CalFresh benefit amount, divided by the State minimum wage of \$8.00. The resulting amount is further divided by 4.33 (average number of weeks per month) to compute the maximum number of Community Service weekly work hours.

Example: $\$679 + \$248 = \$927 \div \$8.00 = 115.88 \div 4.33 = 27$ hours per week.

* The CalFresh Program formula must also be used for participants who do not receive CalFresh benefits. The formula is applied by taking the CalWORKs grant amount and dividing it by the State minimum wage of \$ 8.00. The resulting amount is then further divided by 4.33 (average number of weeks per month) to compute the maximum number of weekly Community Service work hours.

Example: $\$679 \div \$8.00 = 84.88 \div 4.33 = 20$ hours per week.

The GSW/RCM is to document on the GN 6006 the number of hours assigned and duration of the Community Service activity.

.25 Participants must be assigned to a Community Service placement that is consistent with their WtW plan. The Community Service work activity is assigned concurrently with the education, training, or work activity to meet the total required 32/35 hours of participation, or as a bridging activity.

.26 As part of the Community Service activity, participants are required to complete/provide a GN 6070, Progress Report ([see Chapter 900, Section 912.84](#)) and a GN 6365, Monthly Attendance Report ([see Chapter 900, Section 912.85](#)).

.27 Workers' compensation insurance is covered by the State for individuals while they participate in Community Service. The California Department of Social Services contracts with the State Compensation Insurance Fund (SCIF) to administer the workers' compensation benefits.

.3 Community Service Outreach

To meet the work participation rate (WPR) goal, the GN 6345, Community Service Outreach Flyer, should be used as a tool to outreach and promote Community Service to participants who need to fulfill their 32/35 hours of participation. The GSW/CCM shall use the GN 6345 when explaining to the participant that Community Service can be used as a supplemental activity to his/her education and training component. It can also be used as a bridging activity when the participant is waiting for his/her assigned activities in his/her plan to begin or if he/she has a summer break ([see Chapter 900, Section 912.4 Bridging Activities](#)).

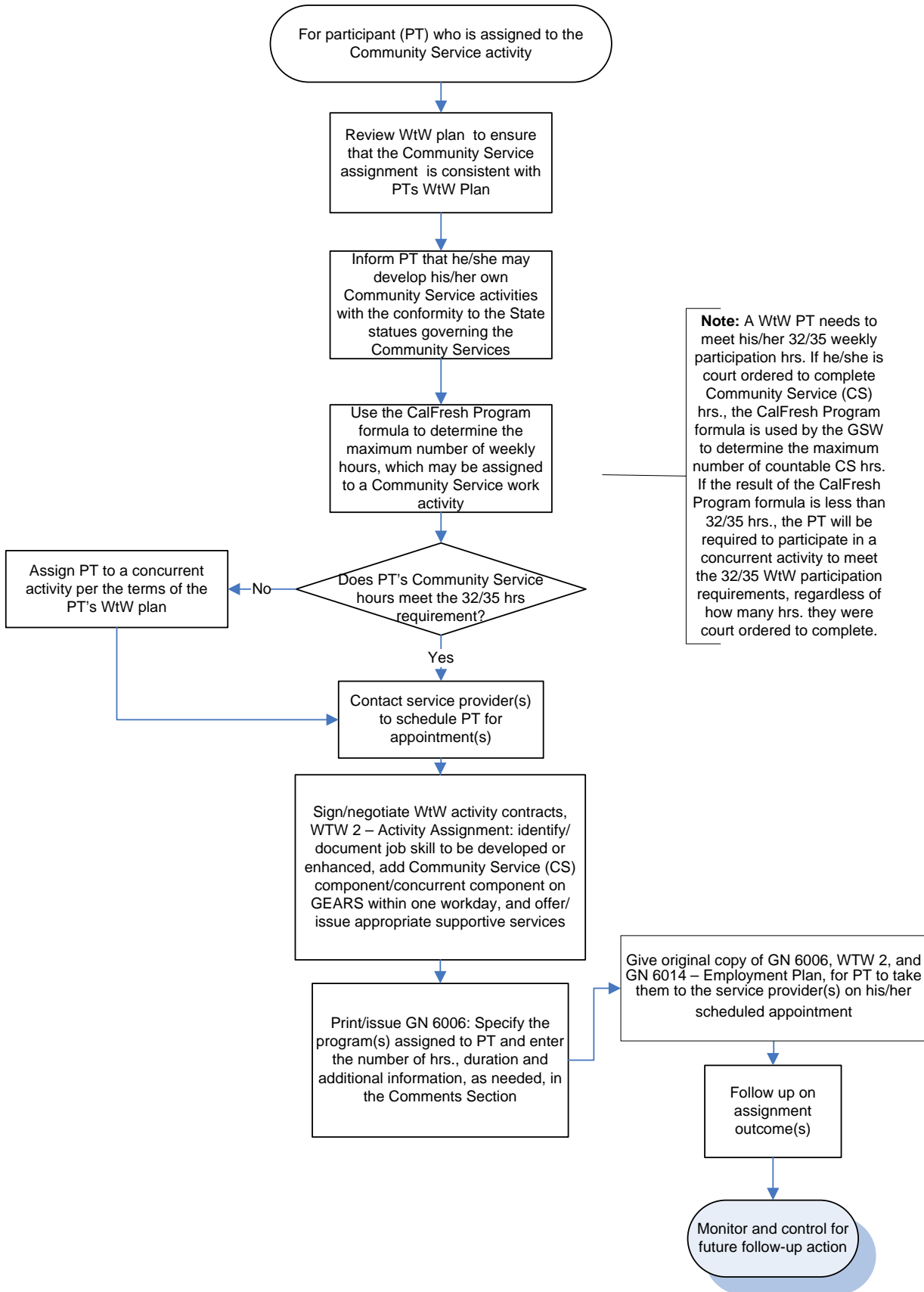
.4 Court-Ordered Community Service

The Court-Ordered Community Service assignment/activity must be consistent with the definition of Community Service and the participant's WtW Plan. It is important to identify and document on the GEARS, MGPA screen what type of job skill the participant will be learning.

Example: A participant has been assessed for general office work. He/she has been court-ordered to complete a specific number of community service hours. The participant completes his/her hours, providing clerical services at a non-profit agency by answering the phone and filing. The participant's Court-Ordered Community Service assignment/activity is consistent with his/her WtW plan for general office work.

1113 **DECISION CHART**

.1 Community Service Assignment Decision Chart



.2 Community Service Outreach Decision Chart

