Appraisal / Re-Appraisal

201

Approved: ***Signature on file***

Date: 05/05 (R08/09)

PURPOSE

An appraisal will be completed for all CalWORKs Welfare-To-Work (WTW) participants to assess their needs, employment history, educational background, and their level of employable skills. The Appraisal is necessary to determine the most appropriate WTW activity for the participant, which will enable him/her to become self-sufficient.

The initial appraisal will be completed in Initial Services. A re-appraisal will be completed thereafter, whenever an in-depth needs assessment is appropriate or in the participant's best interest, to determine the most appropriate WTW activity.

The Initial Services Social Worker (ISW) or the Case Manager (CM) may conduct an appraisal or re-appraisal interview as many times as is necessary or in the participant's best interest to verify whether there are extenuating circumstances which prevent the participant from obtaining employment.

PROCEDURE

During the appraisal interview, WTW participants must be given an overview of the WTW Program, including all available activities, supportive services and circumstances that would qualify the participant for an exemption.

Participants must be informed of their requirement to participate in available WTW activities including the mandated hours of participation. They will be informed of their rights and responsibilities, including but not limited to, the consequences of a failure or refusal to participate in their assigned WTW activity(ies), and the criteria for successful completion of the program.

Participants shall provide information about their employment history, education, skills, the need for supportive services, and any other relevant information via the Self-Appraisal form (F063-41-03) in order to assign WTW activities appropriately, thus enabling the participant to become self-sufficient.

Mandatory CalWORKs WTW participants are required to participate in approved activities as follows:

• One-parent assistance unit (AU) – A minimum average per week of 32 hours.

• Two-parent assistance unit (AU) – A minimum average per week of 35 hours. Both parents in a two-parent AU may contribute toward the weekly 35-hour requirement if at least one parent participates for a minimum average of 20 hours per week.

Only the parent who will actively participate in WTW activities needs to be appraised in a Two-Parent AU. If both parents contribute to the mandated participation hours, both parents shall be appraised.

Note: If both parents in a Two-Parent AU are in a Self Initiated Program (SIP), each parent must participate 32 hours. Refer to CalWORKs Policy 202 – Work Participation Hours.

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INITIAL SERVICES WORKER (ISW) / CASE MANAGER (CM) RESPONSIBILITIES

The ISW and/or CM will:

1. Assign Appraisal as the Activity in CalWIN and complete all applicable screens, i.e. Employment Services Information screens. Refer to the Appraisal Resource Guide.
2. Review the Self-Appraisal form (F063-41-03) and assist the participant to complete all questions, if necessary. (Attachment 1)
3. Evaluate English Language competency, and assist the participant with the appropriate language provision.
4. Inform the participant of his/her rights and responsibilities and have him/her sign the WTW1. File the original WTW1 in the case folder and provide a copy to the participant. (Attachment 2)
5. Review the WTW Handbook with participant and provide a copy to the participant.
6. Determine whether a good cause exists for not actively participating in a WTW activity, and obtain appropriate documentation. Refer to CalWORKs Policy 203 – Good Cause/Compliance/Sanction.
7. Conduct a high-level needs assessment and evaluate participant barriers, such as mental health, substance abuse, learning disability, mutual client and domestic abuse services and make appropriate referrals.

• Complete the Behavioral Health Questionnaire F063-41-153E. Complete and sign the Behavioral Health Referral form F063-41-113, if services are requested/needed.

• Complete the Learning Disability Evaluation (LDE) assessment for mandatory participants.

• Refer to CalWORKs Policies 401 – Behavioral Health Services, 210A – Learning Disability Screening and Evaluation, and 402 – Domestic Abuse.

1. Provide information about Work Opportunity Tax Credit (WOTC). Refer to CalWORKs Policy 201A.
2. Evaluate participant for the appropriate WTW activity(ies) and make necessary referrals. Refer to CalWORKs Policies 200 – Welfare-To-Work Overview, and 601.A1 – Initial Services Operating Procedure.
3. Evaluate for supportive services needs and make appropriate accommodations for Child Care, Transportation and/or Ancillary payments. Refer to CalWORKs Policies 302 – Child Care Services Stage One, 310 – Transportation Payments, and 315 – Ancillary Supportive Services.
4. Evaluate for employment support services needs and make appropriate referrals.
5. Schedule for Job Search Readiness Assistance and/or Assessment. Refer to Client Referrals to Service Providers Resource Guide.
6. Complete a new Welfare-To-Work Plan, if the participant will be changing assigned WTW activity(ies). Refer to the Welfare-To-Work Plan/Adding Activities With/ Without Plan Resource Guide
7. Update activity status and attendance in WTW activities in CalWIN per the Participation Tracking Resource Guide and Appraisal Resource Guide, and enter CalWIN Case Comments per the Case Comments Resource Guide. Most appraisal and/or re-appraisal interviews should last approximately 1 hour; however, there may be instances when the appraisal and/or reappraisal interviews will be longer, such as when a learning disability exists or an interpreter is involved. Enter the actual number of hours spent on the appraisal or re-appraisal interview in the appropriate CalWIN Employment Services Participation screens and the CalWIN Case Comments.

SELF-INITIATED PROGRAM (SIP) PARTICIPANTS

If the CalWORKs applicant is enrolled in an educational plan during the Initial Services phase and determined to be potentially eligible as participating in a Self-Initiated Program (SIP), the ISW is to refer the applicant to the CM prior to an Appraisal being conducted. The CM will then complete all responsibilities stated in the ISW/CM Responsibility section above. Refer to CalWORKs Policy 601-A1 – Initial Services Operating Procedure.
Case Manager: Refer to CalWORKs Policy 220 – Self-Initiated Program for further actions.

FULL-TIME EMPLOYED PARTICIPANTS

If the CalWORKs applicant is employed the required minimum hours of participation during the Initial Services phase, the ISW is to complete all responsibilities stated in the ISW/CM Responsibility section above prior to transferring the case to the Case Manager for further actions.
All efforts should be made to schedule the Appraisal appointment around the participant's work schedule so that it does not interfere with the participant's work hours.
Refer to CalWORKs Policies 210 – Assessment and 271 – Job Placements

REFERENCES

Policy 200 – Welfare-To-Work Overview
Policy 202 – Work Participation Hours
Policy 203 – Good Cause/Compliance/Sanction
Policy 210 – Assessment
Policy 210A – Learning Disability Screening and Evaluation
Policy 220 – Self-Initiated Program
Policy 271 – Job Placements
Policy 302 – Child Care Services Stage One
Policy 310 – Transportation Payments
Policy 315 – Ancillary Supportive Services
Policy 401 – Behavioral Health Services
Policy 402 – Domestic Abuse
Policy 601.A1 – Initial Services Operating Procedure

ATTACHMENTS

1. F063-41-03 – Welfare-To-Work Self Appraisal
2. WTW1 – Welfare-To-Work Plan-Rights and Responsibilities

RESOURCE GUIDES

Participation Tracking Resource Guide
Case Comments Resource Guide
Appraisal Resource Guide
Client Referrals to Service Providers Resource Guide
Welfare-To-Work Plan/Adding Activities With/ Without Plan Resource Guide

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