

SolanoWORKs

Employment Services

Everyone Wins Through
Welfare To Work



SolanoWORKs Participant Handbook

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***Working Together Through
Community Partnerships***

SOLANO COUNTY SolanoWORKs Participant Handbook

What Welfare to Work Is and

What Welfare to Work Can Do For You ...

Solano County's Welfare to Work program is called the SolanoWORKs Program. The purpose of SolanoWORKs is to help you prepare for work and find a job. Finding a job will help you become self-supporting, and your family will enjoy a better way of life. After you get a job, you will have more money for your family, serve as a role model for your children, increase your self-confidence, and build a future.

SolanoWORKs was designed with you in mind. It's not just another government program. It's much more than that.

- SolanoWORKs staff is with you every step of the way, providing you with important supportive services such as transportation, child care referrals to Solano Family & Children's Services, and work-related expenses.
- SolanoWORKs activities provide opportunities for you to learn skills and prepare you to get a job with private industries, businesses, or public employers in your community so you can become economically self-supporting. You will also have the opportunity to learn skills to improve your chances of being successfully promoted into careers that are supported in your local labor market.

Through Welfare to Work, everyone wins.

You gain a job and a future.

Employers gain a skilled workforce.

You Can Do It!

We Can Help.

We Wish You Great Success!

Who Must Participate?

Mandatory Participants

If you are a recipient of California Work Opportunity and Responsibility to Kids (CalWORKs) cash aid, and you are not exempt, you must participate in Welfare to Work as a mandatory participant. Solano County's Welfare to Work program is called SolanoWORKs. If you are a mandatory participant, you must:

- Keep appointments made by your SolanoWORKs Employment Resource Specialist;
- Sign a Welfare to Work Plan;
- Meet all Welfare to Work requirements, including those stated in your Welfare to Work Plan;
- Not quit your job or lower your earnings; and
- Provide proof of satisfactory progress in your assigned activity each month.

We will decide if you must participate in Welfare to Work when:

- You apply for aid;
- Your eligibility is redetermined; or
- You have a change in your participation or exemption status.

People who received cash aid on or after January 1, 1998 are subject to a 60-month (5-years in a lifetime) time limit. If your aid discontinues and you reapply for cash assistance in the future, it will count toward the 5-year limit. We must also count time you received cash aid in another county or state. Your Welfare to Work Employment Resource Specialist (WTW ERS) caseworker will monitor your time limits and discuss your progress and options on an on-going basis. Any month you receive cash aid payments of \$10 or more counts toward the time limits unless you were exempt (see Exemptions on Page 3). Generally, these time limits do not apply to your minor children.

Even if you are not required to participate in Welfare to Work (WTW) activities, you can ask to take part. Ask your caseworker how you can participate in the SolanoWORKs Program.

Who Doesn't Have to Participate?

Exemptions

You are, or may be, exempt and do not have to participate in Welfare to Work activities if you:

- Are under 16 years old and not a custodial parent, or you are 60 years of age or older;
- Are 16, 17, or 18 years old and go to school (not college) full time, unless you are in school as one of your Welfare to Work (WTW) activities or you are a custodial parent*;
- Have a verified disability that is expected to last at least 30 days that keeps you from working or participating in a Welfare to Work activity, and you are currently getting or trying to get the medical help you need;
- Are pregnant and a doctor states that you cannot work or participate in WTW activities*;
- Are the non-parent relative caretaker of a child who is a dependent, ward of the court, or the caretaker of a child at risk of being placed in foster care and we decide that taking care of the child keeps you from working or participating in WTW activities on a regular basis;
- You are or have been the victim of domestic abuse and participating would be harmful to you or your family. (Note: Family must continue to attend counseling services.) The exemption cannot begin before the date it is requested.
- Must stay at home to take care of someone in the household who is unable to care for himself or herself, if it keeps you from working or participating in a WTW activity on a regular basis (Note: this exemption may not apply when the disabled person needing care is a child attending school full-time);
- Are the parent or other relative caretaker of a child six months of age or younger, and are personally providing care for the child, with the following restrictions *:
 - Under CalWORKs, you may be exempt one time only for a maximum period of six (6) months based on the birth or adoption of an infant.
 - When you have used the one-time, six-month CalWORKs excusal, you may be exempt for 12 weeks when you give birth to, or adopt another child six months old or younger.

* There are separate rules for the Cal-Learn Program.

We may ask for proof when you claim any of the above exemptions. Your SolanoWORKs caseworker can review your situation at any time.

Note: Even though you may be exempt from CalWORKs, your federal (TANF) 60-month time limit is in effect. Review your situation with your WTW caseworker.

Welfare to Work

There are many paths open to SolanoWORKs participants. Your path may not involve every activity in the SolanoWORKs Program. A lot depends on your personal job history and education. The activities that SolanoWORKs offers are described below.

Remember: the purpose of the SolanoWORKs Program is to help you prepare for work and find a job to support yourself and your family.

Appraisal – When you start participating in SolanoWORKs activities, you will complete an Appraisal. During Appraisal, your SolanoWORKs/WTW ERS will look over your work history and education, your supportive service needs, and other information to help the county decide what your WTW activity or activities will be.

Job Search – After completing the Appraisal, most people will attend Orientation, Job Club and Supervised Job Search activities for about four weeks. The length of activities may be adjusted if you and the county agree it is beneficial.

The following individuals are not required to participate in Job Search activities after Appraisal:

- A person working enough hours to meet program requirements, earning unsubsidized wages that equal at least the current minimum wage, or
- A person participating in an approved 32-hour per week educational/training Self-Initiated Program (SIP) if the job search schedule would keep him/her from working or participating in a SIP; or
- A teen parent who is required to participate in the Cal-Learn Program, or a custodial parent age 19, without a high school diploma or GED.

Assessment – The purpose of Assessment is for you and the county to develop a personalized Employment Development Plan (EDP) to help you get a job within the time limits. To request an assessment, contact your WTW ERS. If you do not get a job during Supervised Job Search, or if you earn less than the minimum wage or work fewer hours than required, you will participate in Assessment.

While you are meeting the hourly requirements through unsubsidized employment, assessment is optional. Your WTW ERS will discuss the following information with you:

- Individuals may choose to go to assessment, participate in other approved activities and receive supportive services for those activities. The person is required to sign a WTW Plan (EDP).
- If an individual does not choose to participate in assessment, they will only receive supportive services while continuing to meet hourly requirements through unsubsidized employment.

Note: All adults are subject to the 60-month time limits whether an EDP/WTW Plan is signed or not.

To develop the EDP, the CalWORKs Assessment Counselor looks at your abilities, work history, interests, education, etc. They also look at the best ways to use the job and training services available to help increase your chances of getting a job with your current skills. Your supportive service needs are also determined. Any mental health, substance abuse, domestic abuse issues, or learning disability needs that limit your ability to work or participate in activities are considered during the development of your EDP. Upon successfully completing your personalized EDP, we will refer you to services, or provide a list of services for you, when it is appropriate.

Individuals requesting approval to continue in their school program without having to participate in Welfare to Work (WTW) activities first, must meet certain factors, including being enrolled in school prior to being notified to participate in WTW activities. Contact your WTW ERS to receive a Self-Initiated Program (SIP) packet if you think you qualify.

WELFARE TO WORK ACTIVITIES

- UNSUBSIDIZED EMPLOYMENT (Regular paid job)
- WORK EXPERIENCE
- COMMUNITY SERVICE PROGRAM
- ON-THE-JOB TRAINING (OJT)
- TRANSITIONAL EMPLOYMENT
- SUPPORTED WORK
 - WORK STUDY
- SELF-INITIATED PROGRAMS
- ADULT BASIC EDUCATION (Includes GED, ESL, etc.)
- JOB SKILLS TRAINING DIRECTLY RELATED TO EMPLOYMENT
- VOCATIONAL TRAINING
- JOB-READINESS AND JOB SEARCH ASSISTANCE (Job Club and Supervised Job Search)
- EDUCATION DIRECTLY RELATED TO EMPLOYMENT
- BEHAVIORAL HEALTH SERVICES (Includes Mental Health, Substance Abuse, and Domestic Abuse Services) (Considered Job-Readiness activities effective 10/1/06)
- LEARNING DISABILITY SERVICES

Note: CalWORKs limits the length of time and hours you can participate in some of the above activities. Contact your WTW ERS for complete information.

Reappraisal – If you have not gotten a job after finishing all of the activities included in your EDP you will participate in Reappraisal. In Reappraisal, we decide if there were special circumstances that kept you from getting a job. When we determine special circumstances existed, you are scheduled to attend another activity. When special circumstances did not exist, you will have to participate in one or more of these activities:

- Unsubsidized work,
- Work experience,
- Job skills training directly related to employment,
- Behavioral Health Services: Mental health, substance abuse, and/or domestic abuse services.

Hours of Participation

One-Parent Families – If you are the aided adult in a one-parent CalWORKs case, and you are not exempt, you must participate in an approved WTW activity or activities for a total of at least 32 hours a week.

Two-Parent Families – If you are an aided adult in a two-parent CalWORKs case and are not exempt, you and/or the other aided parent must participate in approved WTW activities, for a total of at least 35 hours a week.

Both parents may contribute hours to meet the 35-hour requirement, but one adult must participate at least 20 hours a week. To qualify for a child care referral, both parents are expected to participate in approved WTW activities, unless one of you is exempt. We will require proof to verify this exemption.

NOTE: The hourly participation requirements do not apply if you are participating in the Cal-Learn Program.

Participating In More Than One Activity at a Time

We may require you to participate in more than one activity at the same time if it fits with your EDP/WTW Plan activities and employment goals, and the activities can be scheduled together.

Satisfactory Participation

Attendance – When you sign your WTW Plan or EDP, you agree to go to your activity and satisfactorily complete each step and activity. Specific rules for correctly reporting and verifying monthly attendance will be included in the activity assignment agreement in order to meet program requirements and receive supportive services.

Satisfactory Progress – All SolanoWORKs participants are required to make satisfactory progress toward completing their assigned activities. Your activity assignment agreement will include specific information to describe satisfactory progress to meet your employment goals. Participants who do not make satisfactory progress in activities are offered screening for learning disabilities.

Completion of Assignment – All SolanoWORKs participants are required to satisfactorily complete the activities in their activity assignment contract and EDP. Failing to satisfactorily complete the assigned activities may result in a sanction (reducing the cash aid amount). When participants do not satisfactorily complete activities, they are offered screening to identify possible learning disabilities. Adults sanctioned for failing to satisfactorily complete assigned activities can not receive some supportive services. Your WTW ERS will let you know what supportive services you can receive.

Basic Information Regarding Cal-Learn - - If you are a teen parent or a pregnant teen, you may be exempt from WTW requirements while you work toward earning your high school diploma or a GED equivalency. If you progress well in school, you can receive cash bonuses. If you do not progress well in school, it may result in your cash grant being lowered. Necessary supportive services such as a child care referrals or help with transportation costs may be provided.

Supportive Services

All supportive service payments require pre-approval and verification of activity attendance.

We understand that you may need more than just job-readiness counseling or training to successfully take part in SolanoWORKs activities. We may make a referral to Solano Family & Children's Services for child care needs. We may also pay for transportation and expenses related to work or training when other funding is not available to pay for all of your supportive service expenses. We may pay the supportive services listed below.

Advance Payments - If you qualify for WTW supportive service payments, such as ancillary or transportation, and you need it before you begin your activity we may give you an advance payment. This is usually for bus passes. Other types of advance payments require verification of a job offer, and/or written repair estimate/s, etc. Advance payments for child care are not authorized. Contact your WTW ERS for more information. If Solano County makes an advance payment and you do not attend the activity you may be required to pay back the county.

Supportive Service payments include:

Child care: In Solano County, child care payments are administered by Solano Family & Children's Services (SFCS), and are paid directly to the provider. Contact your WTW ERS when a referral is needed for child care while you participate in approved WTW activities. You can get child care for your cash aided child who is 12 years old or younger. In some situations, you may also get child care for a child who lives with you but is not included in your cash grant, for example, a child receiving SSI, if not having child care for this child keeps you from working or participating in approved activities. You can choose the kind of child care you want, like child care centers, relatives, friends, or neighbors. SFCS will provide information to help you select quality child care that is also affordable.

- SFCS cannot pay for child care if you choose someone who is in your cash assistance unit, or who is the child's legal guardian, parent, or a person who is not a suitable child care provider due to a conviction of child abuse, a violent felony, or other criminal convictions.

Payments can be made to licensed providers and, in some cases, persons who do not need to be licensed. If your provider is not licensed, she/he must apply for Trustline registration, unless the provider is your child's aunt, uncle, or grandparent. You may be asked for proof of relationship between the child and the provider. SFCS will notify you when additional verification is required as your family and job status become more stable. The amount paid to help with child care costs is based on a rate established for the area where you live. Most families must pay some child care costs. Payments are not made for child care services for periods before you request child care or before your cash aid begins. If SFCS pays more child care than you need to participate, you must repay SFCS.

Transportation: While you participate in approved WTW activities, your ERS may be able to provide help with payments for travel to and from the activity for you and your children. This may be bus passes, mileage reimbursements, vanpool/carpool/ shuttle fees, advance payments and/or other vehicle-related costs. A special program called SolanoWORKs Countywide Emergency Transportation Services (SCETS) is currently available. In addition, when your cash aid ends because your wages increased, you may be eligible for help with transportation costs for up to 12 months. For additional information about transportation supportive services, contact your ERS. All supportive service payments require pre-approval and verification of participation in the activity. Payments are not made for for periods before you request supportive services. If Solano County pays more transportation costs than you need to participate, you must pay the county back.

For information about public transportation routes, schedules or trip planning, vanpools, carpools, ferry services, BART, AMTRAK, or Transit Airporters, please contact the Solano-Napa Commuter Information line at 1-800-53KMUTE or online at solanolinks.com/kmute800.

Work or training-related costs: Costs for books, tools, special clothing or other items you need as part of your approved activity or EDP/WTW Plan, can be paid when other funding is not available. All payments require pre-approval and verification of enrollment and/or participation. Payments are not made for for periods before you request supportive services or before your cash aid begins If Solano County pays more work or training-related costs than you need to participate, you must repay the county.

Personal counseling: If you need personal counseling to help you participate in the SolanoWORKs WTW Program, and services are available in your community, we will refer you to the places that are able to help you. Contact your WTW ERS for information.

Learning disability services: When SolanoWORKs participants complete the Learning Disability Screening and evaluation process, the county includes approval for identified supportive services in your personalized EDP.

- Participants can choose not to complete the Learning Disability Screening process. However, this may mean some supportive services or accommodations you might need cannot be approved. You can access Learning Disability Screening any time.

SSI Advocacy: If you believe that you have a permanent disability (lasting more than 12 months) and you need help applying for Social Security Disability Benefits, please ask your WTW ERS for a referral to the SSI Advocacy Unit.

Supportive Services After You Get A Job

We will provide case management and supportive services after you get a job. You may also receive supportive services for up to 12 months when your cash aid stops because your earnings increased. Supportive services are only paid if you need them to keep your job and no other funding or resource is available. Supportive service payments are not made for periods before the date of request.

SolanoWORKs activities also include the Partnering Retention Interventions During Employment (PRIDE) workshops. These workshops are designed to help working people keep their current job, while they continue to seek promotional opportunities and further employment. PRIDE Workshops offer you additional options to build skills necessary to increase your work hours and wages. All workshops focus on the final goal of achieving financial self-reliance. Some PRIDE workshops are offered to fit around your work schedule and/or while you participate in other approved activities. SolanoWORKs staff is available to assist in overcoming challenges or barriers to employment goals. Call your WTW ERS if you have questions or concerns.

Alternative Payment Program - - Once your situation becomes stable or you no longer receive cash aid, Solano Family & Children's Services (SFCS) will transition your child care to the Alternative Payment Program (APP), also managed by SFCS. Your child care provider does not have to change when you go to work or transition off aid. For the two-year period immediately following the date your cash aid stops, you may be eligible to continue to get help from the APP for child care if you still need help with child care costs. This will depend upon the amount of your income and age of your child/ren.

Your Welfare to Work Plan

Your SolanoWORKs Plan and personalized EDP are important, and tell how you and Solano County will work together so you can compete for and find a job. The plan will make sure that you receive the agreed-upon activities for as long as you are taking part in SolanoWORKs and receiving cash aid. Your plan tells you what you must do, and what the county must do to ensure the SolanoWORKs Program works for you.

Your SolanoWORKs WTW ERS will help you review each of the following parts of your Welfare to Work Plan:

- The Welfare to Work Plan - Rights and Responsibilities tells you about Welfare to Work, our responsibilities, and your rights and responsibilities as a participant. This agreement applies as long as you are in Welfare to Work.
- This Welfare to Work (SolanoWORKs) Participant Handbook.
- The Welfare to Work Plan - Activity Assignment identifies your Welfare to Work activity(ies). You will sign a new activity assignment agreement each time you begin a new Welfare to Work activity or when your approved activities change. The WTW Activity Assignment is also part of the individualized EDP.

You must keep this handbook because it is part of your Welfare to Work Plan/EDP. Read all of the parts of your Welfare to Work Plan, including this SolanoWORKs Welfare to Work Participant Handbook carefully. If you have any questions, be sure to ask your WTW ERS. You and your ERS both sign each assignment agreement.

You must continue to participate satisfactorily in your SolanoWORKs Plan and/or EDP activities, moving from activity to activity, until you have a self-supporting job.

Good Reasons for Not Participating - - We recognize you may have a good reason for not signing your Welfare to Work Plan, not taking part in one of the activities that you agreed to in your activity assignment, not accepting a job offer or job referral, quitting a job, or for reducing your earnings. Some of these reasons are related to you personally, and some are related to the assignment.

Reasons related to you:

- You need transportation to get to work or training, or you need help paying work-related expenses in order to participate, and these have not been provided.
- You are the victim of domestic abuse and participating would be harmful to you or your family. (Note: Family must continue to attend counseling services.) Good cause, waivers, or exemptions cannot be granted before the date of request or notification.
- Licensed or exempt child care is not reasonably available during your employment, work training, or travel time for:
 - a child 12 years old or younger; or
 - a child who is in foster care, a ward of the court, or receives SSI, who is not included in the assistance unit.
- You have a verified Learning Disability and asked for supportive services and/or reasonable accommodations so you can successfully work and participate in approved activities and the supportive service and/or reasonable accommodation has not been provided.

Reasons related to activity assignment or job:

Discrimination at the job or training because of age, sex, race, color, religion, national or ethnic origin, physical or mental disability, political affiliation or marital status.

- Travel to work or training from your home is more than two hours round trip by car, bus or other transportation, or more than two miles round trip if you have to walk because other transportation is not available. The two-hour and/or two-mile limits cannot include the travel time or mileage to take family members to and from school or daycare.

NOTE: If you do not accept a job or participate in an assigned WTW activity because of this reason, you must participate in Assessment and the Community Service Program.

- The job requires more daily or weekly hours than is normal or customary.

- Conditions at the job or training location violate health and safety standards or could cause you serious injury or death.
- The job or work activity does not provide Worker's Compensation Insurance.
- Accepting a job or work activity would interrupt or interfere with an approved education or training assignment, except Work Experience or the Community Service Program. Contact your WTW ERS about approved education or training assignments.
- Accepting a job or work activity would cause you to violate the terms of your union membership.
- You have verified a disability, including a learning disability, and you have requested reasonable accommodations that were not provided.

What Happens if You Do Not Participate

Participating in WTW is mandatory for all work-eligible (non-exempt) CalWORKs applicants and recipients. Page 3 of this handbook lists the exemptions in the section titled, "Who Doesn't Have to Participate". If for any reason the program requirements are not met the following steps take place:

1) Cause Determination - If you do not meet WTW requirements, you have the right to explain why. The county will decide if it is a good reason. (See the "Good Reasons for Not Participating" section pages 10-11.)

If you have a good reason for not meeting the requirements, your WTW ERS will try to help so you can successfully attend and meet the program requirements. Your WTW ERS may contact you personally to assist you and your family. Your WTW ERS will also offer to provide a screening process to identify possible learning disabilities. In some situations, if changes cannot be made so that you are able to meet program requirements, you may be able to participate in some activities or not need to attend WTW activities for a period.

2) Compliance - If you do not meet the program requirements, we will send you a notice. You will have 20 calendar days after the date of the notice to meet with or call your WTW ERS. You need to give a good reason for not meeting the program requirements. Your ERS will also offer to provide a screening process to identify possible learning disabilities. If you did not have a good reason, you will need to sign a Compliance Plan that includes the activity you must complete to meet the program requirements. No penalties will be applied if you take care of the matter within the 20 calendar days.

3) Financial Sanctions - If you are a mandatory participant (see the section titled, "Who Must Participate" on page 2), your family's cash aid will be lowered if you fail or refuse to meet WTW requirements without a good reason. You have 20 calendar days to contact your WTW ERS and take care of the participation problem by signing and completing the Compliance Plan. Your WTW ERS will also offer to provide a screening process to identify possible learning disabilities. If you do not take care of the problem, your cash aid will be lowered. This is called a sanction.

This financial sanction happens only if the person does not have a good reason, or they fail to sign or complete the Compliance Plan activity. The sanctioned person will not receive cash aid until the person completes the required WTW activity. The sanctioned individual will have their part of the cash grant restored (added back) the first day of the month following the date they satisfactorily complete the required activity.

If your family has two parents getting cash aid because of unemployment, there are special rules for financial sanctions. If a parent required to participate in WTW activities causes a financial sanction, both parents will lose their cash aid. The parent who did not cause the sanction can keep his/her part of cash aid going if he/she participates in WTW, is exempt, or has a good reason for not participating.

Sanctioned parents cannot receive some supportive services. Your WTW ERS will let you know what supportive services you can receive. An alternate payee is requested when a person is sanctioned more than two months.

Volunteers: Individuals who are exempt from participation (see "Who Doesn't Have to Participate" on Page 3) may choose to volunteer to participate in WTW activities. Volunteers with a medical exemption must have pre-approval to participate in WTW activities. Participation in activities is not approved against medical advice. If you volunteer for the SolanoWORKs WTW Program but do not attend the number of hours you agreed upon, without a good reason, you may not be allowed to participate in the SolanoWORKs WTW Program or receive supportive services. See your WTW ERS if you have any questions regarding these requirements.

Community Service Program

The Community Service Program (CSP) provides participants with basic job skills, work behavior skills, and on-the-job training to enhance existing or recently acquired skills. CSP also provides a valuable job reference that may lead to unsubsidized employment. The community service assignment must meet an identified community need. Your WTW ERS may arrange an appointment with an Assessment Counselor to determine whether you are a good candidate to participate in a community service assignment. Contact your WTW ERS if you have any questions about the Community Service Program.

Your Child's School Attendance

If your child(ren) must attend school and we are notified by the school that she/he does not attend regularly, unless he or she is eligible to participate in the Cal-Learn Program, your family's cash aid will be lowered. You will be required to show proof that your child is attending school regularly. When your presence is required by the school, such as counseling, etc., the activity and hours may be part of your approved WTW Plan/EDP.

What You Can Do If You Do Not Agree

There are actions you can take if you do not agree with our decision.

1. **State Hearing** - If you disagree with any county decision regarding a financial sanction (see "Good Reasons for Not Participating" on pages 10-11), your status (standing) in the SolanoWORKs WTW Program, your WTW activity, or your WTW supportive services, you can ask for a state hearing. For WTW financial sanctions, you can use the same process used when you disagree with an action taken that affects your cash aid. Your caseworker will help you file for a state hearing if you want one. You can request a rehearing after the state hearing decision is reached.
 - If you file for a state hearing before the financial sanction starts (before the cash aid is lowered), sanctions will not be applied while the hearing is being decided.
 - If you file for a state hearing for any other county action, different rules apply. The Welfare to Work Plan Rights and Responsibilities (WTW 1) form explains those rules. You can ask the WTW ERS for copies of the form at any time.
2. **Third Party Assessment** – When you do not agree with the results of your Assessment or the SolanoWORKs EDP developed, someone who is not a Solano County representative will review your Assessment and EDP. This is called a Third Party Assessment. The results of the Third Party Assessment are used to set the activities in your SolanoWORKs EDP. If you have a Third Party Assessment done, financial sanctions will not be applied while you await the results of the review if you meet the rules in section 1 above.

Additional Information:

- A Third Party Assessment shall not be made available to a non-compliant individual who has already failed to successfully abide by a Conciliation Plan.
- Individuals are required to satisfactorily meet participation requirements pending the outcome of a State Hearing and/or Third Party Assessment.

Services Available After Cash Aid Discontinues (Except for Sanctions, Expired Time Limits, or Convicted Drug Felons)

Solano County has a Post-aid Retention Services Program called the **Career Success Program**. The WTW ERS is also part of the Career Success Program team, and will make a personal contact to explain the services available to you when your cash aid ends because your wages increased. The Career Success Program team will assist you in developing strategies to keep your current job while you continue building skills for job promotions. You will be required to meet with a Career Success Program team member to develop a personal Success Action Plan to outline services, activities and applicable requirements. You may also receive temporary supportive services for transportation while you are working. The Career Success Program team will also offer information about continuing education and training, and financial aid referrals.

Your family does not have to meet all of the same eligibility rules that were required to receive cash aid. The majority of people whose wages increased enough for their cash aid to end can receive the Career Success Program services. An exception might be if you received a large sum of money. Supportive service payments are not made for periods before the date of request. No services are available after the CalWORKs 60-month time limit expires.

Some of the other services the Career Success Team will discuss include:

Medi-Cal: Your family may continue to be eligible for Transitional Medi-Cal benefits for up to 12 months after your cash aid is discontinued because of an increase in earnings. Discuss any questions you have about this benefit with your caseworker.

Food Stamps: Your family may still be eligible to receive food stamp benefits even when your earnings increase and your cash grant stops. Contact your caseworker for more information.

Family Support Services: Family Support services continue after your cash aid stops. Contact the Family Support Division or your caseworker for additional information.

Promotion Skills: You may continue to participate in PRIDE workshops for one year after your cash aid discontinues because of increased earnings from your job. Call your local READY Center to make an appointment for **free** resumé updates and services. You may also call the Career Success Program staff to get additional information.

Child Care: Once you no longer receive cash aid, if you still need help with your child care costs, you may be eligible to receive help from the Alternative Payment Program for two years immediately following the date your CalWORKs cash grant stopped. Solano Family & Children's Services (SFCS) will switch your child care case to the Alternative Payment Program. Your child care provider does not always have to change when you go off aid. The help you may receive will depend on things like the amount of your income and age of your child/ren. Even if you did not receive child care services when you were on cash aid, SFCS will determine your eligibility for subsidized child care services for up to two years right after your cash aid stops.