



**NEVADA COUNTY
HEALTH & HUMAN SERVICES
AGENCY**

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NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: December 11, 2018

TO: Board of Supervisors

FROM: **Tex Ritter**

SUBJECT: Resolution approving the renewal Memorandum of Understanding (MOU) between the Nevada County Probation Department and the Department of Social Services (DSS) related to developing a coordinated services approach between DSS - CalWORKs and the County Probation Department for dual clients for FY 2018/19 in the maximum amount of \$55,000.

RECOMMENDATION: Approve the attached Resolution.

FUNDING: Social Services has available CalWORKs Single Allocation monies that may be used to support opportunities/services that can assist low income residents in overcoming barriers to employment and assisting CalWORKs participants to become financially self-sufficient. Social Services will reimburse the County Probation Department for Case Management Services and Administrative fees up to the maximum amount of \$55,000. Services were planned for in the department budget and there are no county general fund dollars required in the Agreement.

BACKGROUND:

The purpose of this agreement is to develop a coordinated services approach between DSS - CalWORKs (California's version of the federal Temporary Assistance for Needy Families – TANF) and the County Probation Department for dual clients. A certain number of adults are involved in both the CalWORKs and Probation systems. These adults must navigate between two different systems which often have conflicting requirements and timeframes. Service and case planning coordination will prevent duplication of efforts and maximize funding and resources to better serve clients accessing both systems.

Finding a job is challenging for most job seekers in this economy. It can be even more challenging for adults on probation. By having CalWORKs and Probation coordinate case plans and services, barriers to employment such as substance abuse, mental health, legal issues, and work restrictions can be identified and more thoroughly addressed.

Under this collaborative agreement:

- Probation staff will screen probationers to determine if they are receiving CalWORKs.
- Probation staff will complete a release of confidentiality agreement on identified shared clients, within 10 days of screening, for each probationer receiving or who is potentially eligible for CalWORKs.
- Probation staff will contact CalWORKs staff, within 10 days of screening, regarding identified shared clients to determine if identified CalWORKs probationers are required to participate in the Welfare to Work Program.
- Probation staff will complete a risk/needs assessment of each identified shared client, within 20 days of screening, to identify criminogenic needs including need for employment. Upon identifying employment as a top criminogenic need, Probation will identify strengths and barriers to employment and enter a chronological note into the Probation case management file documenting the contact with the shared client.
- Probation staff will complete a case management plan within 60 days of sentencing. Case management plan will include rehabilitation milestones to be met prior to seeking employment, appropriate timing of job search, job search activities, and job readiness.
- Probation and CalWORKs staff will share all employment related assessments and plans, discuss case plans and coordinate services for each determined client active on both caseloads, and share clients' progression toward goals on each respective case plan, at least semi-monthly.
- Probation staff will refer clients seeking employment to the One-Stop Center for job search activities, job training programs or other support systems.
- CalWORKs staff will provide job services such as job preparation workshops; résumé writing, interview assistance, career assessments, job training and job retention workshops to help dual clients obtain employment and furthermore, provide needed supportive services such as child care, transportation, substance abuse treatment, and work related tools and equipment to help dual clients obtain and keep employment.

It is recommended that the Board approve this renewal Memorandum of Understanding, as the coordinated case planning will enable both DSS - CalWORKs and Probation to provide continued support to dual clients by intervening if problems arise; improving the

likelihood of job placement and retention through the assistance of an Employment & Training Specialist, reducing the risk of re-offending behavior by providing treatment and employment services, and helping probationers become tax-paying citizens through employment.

Item Initiated and Approved by: Tex Ritter, JD, Director of Social Services