

UNION COUNTY  
BOARD OF COMMISSIONERS

ACTION AGENDA ITEM ABSTRACT

Meeting Date:

Action Agenda Item No. 5/7a  
(Central Admin. use only)

SUBJECT: Union County Work First Biennial Plan

DEPARTMENT: Social Services

PUBLIC HEARING: No

ATTACHMENT(S):

- 1) Letter from NC Division of Social Services with requirements for biennial planning in Work First Program 7/19/2006.
- 2) 2007-2008 Work First Plan Submission Instructions.
- 3) Planning Timeline
- 4) Union County Work First Plan FY 2007-2009, with certification page attached for Board Chair signature.
- 5) ESC contract for First Stop Services.

INFORMATION CONTACT:

Roy A. Young, Director



TELEPHONE NUMBERS:

(704) 296-4301

**DEPARTMENT'S RECOMMENDED ACTION:** Request the Board of County Commissioners approve the Work First Biennial Plan for FY 2007-2009.

**BACKGROUND:** North Carolina's Welfare Reform Program, Work First, requires a County Work First Plan be submitted every two years. The Board of Social Services approved the Work First Plan on 9/27/2006.

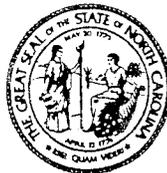
**FINANCIAL IMPACT:** All Work First Program costs have been budgeted per state requirements and as part of the Union county DSS Budget for FY 2006-07.

cc: Suzanne Moose, Dana Pastores, Cindy Blackburn, Linda Gaye, Steve Ramsey

Legal Dept. Comments if applicable: \_\_\_\_\_

Finance Dept. Comments if applicable: \_\_\_\_\_

Manager Recommendation: \_\_\_\_\_



North Carolina Department of Health and Human Services  
Division of Social Services

325 North Salisbury Street • MSC 2408 • Raleigh, North Carolina 27699-2408  
Courier # 56-20-25

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Sherry S. Bradsher, Director  
(919) 733-3055

July 19, 2006

**DEAR COUNTY DIRECTORS OF SOCIAL SERVICES**

**ATTENTION: Work First Program Administrators, Managers, and Supervisors**

**SUBJECT: Work First Biennial County Planning**

The Work First Block Grant planning cycle has come again. Your county agencies should have received a request to make a designation as to whether your agency will operate as Standard or Electing County. **The deadline to return the Standard or Electing County designation form is August 31, 2006.**

North Carolina General Statute 108A.27 and Work First Policy Section 003, *The Planning Process for Work First*, provide instructions on completing the planning process for Work First. The planning process is an important component of Work First and consists of several significant criteria. Those criteria include the selection of county status, the planning committee, the county plan model, public comment, and the primary contact designee. A successful county plan also includes involvement from multiple community partners. This is an opportunity for counties to take full advantage of the localized flexibility structured in the Work First Program. Preparations should begin now in the development of the Work First Block Grant Plans for SFY 2007-2009. The Department encourages counties to be inclusive of other interested parties in the planning process. Current and/or former Work First recipients, employers, child care providers, child welfare staff and others may prove to be valuable resources in the planning process. Engage community citizens in the process as well. The county Work First Block Grant Plans are due to the Division of Social Services **no later than close of business on October 31, 2006.**

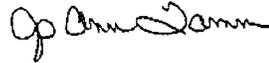
There are some notable changes that need to be highlighted. Those changes include:

- Eliminating the need to provide county plans on floppy discs;
- Adding that one (1) copy of the plan should be emailed to [work.first@ncmail.net](mailto:work.first@ncmail.net) and 2 hard copies be mailed as in the past;
- The Temporary Assistance for Needy Families (TANF) program was reauthorized until 2010 through the Deficit Reduction Act (DRA). Further changes will be forthcoming as a result of DRA, as a workgroup has been developed to respond to the requirements of DRA.

Dear County Director of Social Services  
July 19, 2006  
Page 2 of 2

Attached you will find a Work First Planning Outline, Submission Requirements, and timelines for submitting the county plans. Questions regarding this matter should be directed to your Work First Representative or Carla McNeill on the Work First/CPS Policy Team at (919)733-4622.

Sincerely,



Jo Ann Lamm, Chief  
Family Support and Child Welfare Services Section

JAL:cem  
Attachments

cc: Sherry Bradsher  
Sarah Barham  
Jane Smith  
Family Support and Child Welfare Services Team Leaders  
Children's Programs Representatives  
Local Business Liaisons  
Work First Representatives

**FSCWS 45-06**

# COUNTY WORK FIRST PLAN OUTLINE FOR 2007-2008

## 2007-2008 Work First County Plans Submission Instructions

### I. Format Requirements

*Your county plan must be formatted according to the following guidelines:*

- 12 point font.
- All white paper.
- All pages one-sided.
- Single spacing for sections containing narrative or bulleted text.
- One inch margins on all sides.
- Submit 2 hard copies and one electronic copy of the complete plan.
- No binders or document covers.
- Staple or clip your documents once, in the upper left corner.
- Page numbers on every page, at the top, including figures, attachments, etc.

### II. Submission of plan

Submit one copy in electronic form as a Microsoft Word document by email to [Work.First@ncmail.net](mailto:Work.First@ncmail.net).

Submit two hard copies no later than close of business on **October 31, 2006** of your complete county plan to:

Sara Anderson Mims, Program Administrator  
 Work First/CPS Policy and Adoption Indexing and Review Team  
 Family Support and Child Welfare Services Section  
 NC Division of Social Services  
 325 N. Salisbury St.  
 2408 Mail Service Center  
 Raleigh, NC 27699-2408

### III. Web sites with information to assist with the county planning process

<a href="http://www.ncesc.com">http://www.ncesc.com</a>	N. C. Employment Security Commission
<a href="http://sdc.state.nc.us/">http://sdc.state.nc.us/</a>	State Data Center
<a href="http://ssw.unc.edu/workfirst/">http://ssw.unc.edu/workfirst/</a>	County data for Work First
<a href="http://www.ncleg.net/Statutes/Statutes.html">http://www.ncleg.net/Statutes/Statutes.html</a>	N.C. General Statutes
<a href="http://www.dhhs.state.nc.us/dss/workfirst">http://www.dhhs.state.nc.us/dss/workfirst</a>	State TANF Plan
<a href="http://www.census.gov/">http://www.census.gov/</a>	U.S. Census Bureau – homepage
<a href="http://www.census.gov/main/www/stat_fed.html">http://www.census.gov/main/www/stat_fed.html</a>	U.S. Census Bureau – statistics
<a href="http://www.census.gov/cgi-bin/gazetteer">http://www.census.gov/cgi-bin/gazetteer</a>	U.S. Census Bureau – U.S. Gazetteer

## Work First Block Grant

### Planning Timeline

<b>Activity/Task</b>	<b>Date</b>
Counties notified of planning requirements.	July 2006
<b>Counties notify State of desired electing or standard planning status.</b>	<b>August 30, 2006</b>
Acknowledgement of planning status mailed to counties.	Upon receipt
Counties develop plans and receive public comments.	July-Oct. 2006
County comments sought for new State Plan changes.	Fall 2006
<b>County plans for 2007-2008 due to State DSS.</b>	<b>October 31, 2006</b>
County plans reviewed by State staff.	Oct.-Dec. 2006
Recommendation of electing counties submitted to General Assembly.	1/12/07
Draft State Plan scheduled to go out for public comment.	February 2007
Draft State Plan revised to incorporate public comments.	March 2007
State Plan submitted to General Assembly for approval.	April 2007

# UNION COUNTY WORK FIRST PLAN



**Fiscal Year 2007 - 2009**

**Date Submitted: October 31, 2006**  
**Contact Person: Steve Ramsey**  
**Union County Department of Social Services**  
**P. O. Box 489**  
**Monroe, North Carolina 28111-0489**  
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**E-Mail: [ramsey@co.union.nc.us](mailto:ramsey@co.union.nc.us)**

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## I. CONDITIONS WITHIN THE COUNTY

As of August 2006, Union County has 301 families receiving Work First Family Assistance (WFFA), a decrease from the 459 who received in August 2004. There are 107 families mandated to participate in Employment Services and 194 child-only cases that are not mandated. These figures clearly represent a significant decrease in the number of families in the Work First program. We feel that these numbers reflect the success of the Work First program in helping families to become employed and to stay off welfare. Union County's success can be attributed to the fact that we stress basic education coupled with short-term job training for our participants.

The reality of low-income families is that many of the remaining participants face several major barriers that keep them from achieving self-sufficiency. Drug and/or alcohol abuse, domestic violence, and mental health problems such as depression, anxiety disorders, or serious physical health problems are common. Decades of entrenched poverty have kept some families from moving ahead into a better economic position for themselves. They continue to live in subsidized housing, are less educated, tend to be single parents, don't have affordable transportation, and work at jobs that will not enable them to rise above the poverty level. Many will always be dependent on the government for assistance via food stamps, Medicaid, and emergency assistance. Union County is also seeing an increase in its Latino population. Less common are two parent households and middle-class families temporarily receiving benefits due to layoffs or closings. Poverty will always be an issue, but the more families that are working, the better off the community will be because they are contributing to the economy instead of living on government subsidy as past generations have done.

Three other major barriers that Work First participants currently face in Union County are:

### A. Inadequate Affordable Housing

Monroe Housing Authority reports no changes in the 206 apartments that are available under Public Housing and 310 units are available under Section 8, for a total of 516 rentals. Currently, the waiting time for public housing ranges from six months to two years. Applications for Section 8 Housing are currently being taken, but only for three months and then they will close out again in October 2006. The average waiting time to receive Section 8 is now 2 years.

There are other low income housing units in the county, but these tend to remain full and they are difficult to get into. Bad credit, no credit and lack of adequate income make securing housing difficult. Once a family is in low income housing, they may find that it is difficult to move into more conventional housing. Section 8 houses in the city tend to be older; therefore, many people in these homes have enormous power bills, especially in the winter.

## B. Lack of Reliable Transportation

Transportation continues to be an ongoing challenge for residents of Union County. Much of the county is rural, and it is difficult to always provide transportation due to the distance involved. The City of Monroe does not have a public transportation system, and participants must rely on the county for assistance. Historically, many residents used cab service, with some paying \$20.00 one way to be able to get to work. Fortunately, most of these working families can now access county transportation at a reasonable cost. Some of the ways this barrier can be overcome are by:

- Continuing to work with the Union County transportation system (UCT). UCT continues to provide services at a reasonable cost to clients who are no longer on Work First. This expanded transportation source helps clients to maintain their employment. UCT is currently undergoing a Community Transportation Improvement plan which looks towards long range planning, including partnerships with other counties to provide the best possible service. A potential obstacle is that the county is transitioning to a full cost allocation system, which has resulted in an increase in costs. DSS and UCT remain committed to providing efficient and cost effective transportation. This expanded transportation system helps individuals maintain employment and transition to self-sufficiency. The county will continue to make the public aware of accessible transportation.
- Continue supporting the “Cars for Workers” program by encouraging businesses and individuals to donate cars. Union County donated two vehicles and Teledyne Allvac donated three this past year. These were routed to participants who were working in Work First. Unfortunately, changes in the taxable donation law have made private donations decline to almost zero.
- Charlotte Area Transit Authority (CATS) now has a fixed route that picks up in Monroe and transports riders to downtown Charlotte. Riders can then transfer to buses that will take them almost anywhere in the Charlotte area. This gives employment opportunities that were not previously available to clients without their own car.
- continuing to assist with car down payments; and,
- continuing to explore other transportation systems.

## C. Lack of Economic Literacy

One of the toughest challenges Work First families face is that they often do not have basic educational skills to enable them to find a job that will give them enough income to provide for their families. The majority of participants have typically not completed their high school education, much less additional training. According to the Union County Chamber of Commerce, South Piedmont Community College (SPCC) provides thirty eight curriculum programs that focus on current and new industry to match education and training programs to meet employment needs. Work First families are encouraged to

complete their education and then acquire training that will make them employable. Work First intends to accomplish this by:

- continuing to have Social Workers work closely with South Piedmont Community College to ensure that clients attend a lab (Plato) located at DSS. Plato is designed to build clients' basic reading and math skills, which will prepare them for GED testing. South Piedmont Community College is offering a variety of entry-level courses, and Work First participants are introduced to these during the orientation process;
- continuing to offer budgeting counseling for participants; and,
- continuing to have the Community Social Worker develop resources to enable participants to become a part of the skilled work force.

Many previous and current participants often face an unexpected economic crisis that will put them at risk. Car troubles, missing work due to a sick child, or a high power bill are some examples of barriers that can occur at any time. Social Workers refer participants to United Family Services, where a Consumer Credit Counselor provides them with budgeting assistance to help them achieve economic literacy. This service teaches clients how to manage their money and save for unexpected expenses that can arise. Consumer Credit Counseling also goes into detail about monthly expenses, and it teaches clients how to manage their money in the best possible way. (Example: does a low-income family need to pay \$110 monthly for cable service?) The consumer is educated on how this money can be saved or put into the overall budget.

According to the Employment Security Commission, Union County's unemployment rate was 3.9% in July 2006. Union County Partnership for Progress (UCPP) reports the residential growth rate for Union County has been at 30.1% since April 2000, compared to 7.4% for the state. UCPP is a public-private partnership formed in 2004-2005 to address the importance of balanced growth. The objective of UCPP is to rebalance the tax base by attracting new industry as well as expanding current business. An example of what is being done is an expansion of Parkdale Mills in the town of Mineral Springs. This company added 36 new jobs and 30,000 square feet to its facility through incentives provided by Union County and coordinated by UCPP.

## II. **PLANNING PROCESS**

### A. **Planning Committee**

In July of 2006, the Union County Commissioners appointed the following individuals to serve on the Work First Plan for Union County:

Pam Ackerman	Social Services
Patricia Anneus	Social Services
Patti Barbee	Piedmont High School
Gloria Barrino	Crisis Assistance Ministries

P. E. Bazemore	Monroe City Council
Schlynn Brantley	Social Services
Paula Brown	Social Services
Lori Cahoon	Legal Aide of Southern Piedmont
Jim Carpenter	Union County Chamber of Commerce
Mary Cleveland	Health Department Board Member
Pam Caskey	United Family Services
Connie Cline	Consumer Credit Counseling
Monica Coble	Social Services
Cynthia Coley	Work First Participant
Randall Darnell	ESC/JOB Link
Pam Demarest	Union County Health Department
Brad Durbin	Union County Homeless Shelter
Monica Evans	Social Services
Rev. Osco Gardin	Elizabeth Baptist Missionary Church
Debby Fincher	Social Services
Emily Foster	Union County Public Schools
Linda Gaye	Social Services
Isabelle Gillespie	Monroe/Union Co. Community Development Corp.
Suzanne Gregory	Social Services
Margaret Griffin	Monroe Housing Authority
Caroline Haigler	Community at Large
Joyce Hammond	Community Representative
Gloria Haney	Social Services Volunteer Coordinator
Nancy Hayden	Social Services
Gene Herrell	Board of Mental Health
Debra Hinson	Social Services
David Hollars	Centralina Council of Governments
Paula Holmes	Union County Community Action
Dianne Honeycutt	South Piedmont Community College
Paula Jones	Vocational Rehabilitation
Linda Kappauf	South Piedmont Community College
Jenny Kirksey	Union County Health Department
Robin Landsman	Family & Consumer Science Ed.
Barbara Liner	Social Services Board
Donna Little	Union Regional Medical Center
Faye Love	Social Services
Angie Mallard	Social Services/Links
Tanagela McFadden	Social Services
Eunice McGee	UCCA Headstart
Joy McGuire	With Love From Jesus
Kirk Medlin	Social Services
Gene Messer	ESC/JOB Link
Denise Mixon	Social Services
Shawn Morrison	Social Services
Mary O'Neal-Mauney	Social Services

Debra Perry	Regina's College Of Beauty
Debbie Pershing	Social Services
Tabitha Ponds	Work First Participant
Rachel Popper	Daymark Mental Health Services
Kevin Pressley	Union County Commissioner
Desiree Ramirez	Social Services
Steve Ramsey	Social Services
Mary Ann Rasberry	Smart Start/Union Co. Partnership for Children
Lillian Rorie	Union County Public Schools
Natalie Simpson	Turning Point
Phyllis Slaymon	Christian Women's Job Corps
Melinda Smith	Social Services
Phyllis Smith	Social Services
Karen Steeb	Community at Large
Deb Stein	American Red Cross
Annette Sullivan	STAR (County Transportation)
Freddie Valadez	Social Services
Marilyn Vaughn	Social Services
Fedder Williams	South Piedmont Community College
Ann Yow	Omnova Solutions
Beth Yow	Social Services
Jane Zepkowski	Child Support Enforcement Office

## **B. Public Comment**

The Work First Planning Committee received a draft of the completed Work First Plan for FY 2007-2009 to review and was given the opportunity to make comments or changes. All sub-committees' recommendations have been incorporated in this plan. The Enquirer-Journal was notified on September 8, 2006 to inform the public that the plan would be available for review and comment at the following locations for a period of two weeks:

- Union County Department of Social Services - Main Office
- Union County Manager's Office
- Union County Public Library - Main Office

## **C. Planning Process**

On August 15, the Work First Planning Committee met to discuss the proposed process for planning. Information was presented about the Work First population and the progress that has been made. Union County has gone from 1,118 cases in November 1997 to 301 cases as of August 1, 2006. An overview of the Work First Program and our goals was also shared to educate the Committee. The Committee was broken down into seven sub-committees to address the following issues:

- 1) Employment

- 2) Non-Custodial/Child Only Services
- 3) Providing Employment Services/Meeting Federal Participation Rates
- 4) Job Retention/Staying Off Welfare After Going To Work
- 5) Services For Families At Or Below 200% Of Poverty/Benefit Diversion
- 6) Emergency Assistance (AFDC-EA)
- 7) Union County Developed Outcome Goals

Each sub-committee member was seated with the facilitator of their group. The committee members discussed changes to be made and submitted their revisions for the plan. The members were encouraged to develop strategies and plans to achieve and measure outcomes of their assigned task. Needs of the population were discussed, as well as supportive services that could be provided to meet the needs. The major overall goal was to figure out how to utilize these services to be able to meet the required participation rates in the coming two years. Union County is at the brink of reaching a 50% all parent participation rate, and we will work diligently to make this rate.

### III. OUTCOMES AND GOALS FOR THE COUNTY

### IV. PLANS TO ACHIEVE OUTCOMES AND GOALS

#### Activities and supportive services

(Note: sections III and IV are covered simultaneously below)

Statewide goals will be measured and monitored by the state on a monthly basis, and the new goals have not been received at the time this plan was written.

#### A. Statewide Work First Goals

##### 1. Employment

Self-sufficiency will be realized primarily through the employment of Work First clients. This can be accomplished by:

- assessing participants to determine academic skills, abilities and interest;
- establishing a Mutual Responsibility Agreement (MRA) that outlines the steps needed to become self-sufficient;
- having the Employment Social Worker assist the client with job referrals by directing them to the Employment Security Commission worker, schooling (GED and Adult High School classes), as well as other classes that are offered by South Piedmont Community College. The Career Choices, Career Builders, and Employment Guide will also be made available in all buildings;
- placing clients on job sites at non-profit agencies, businesses and industry where they receive job skill training and development;
- contracted ESC worker will continue regular contact with perspective employers for the purpose of job development;

- the ESC worker will outline the mutual benefits of hiring participants for perspective employers for both the employee and business/industry;
- advertising job opportunities by posting job listings, providing access to JIS terminals and bulletin board displays;
- requiring clients to register with the Employment Security Commission as a condition to continue with services;
- continuing First Stop by coordinating registration requirements with the Employment Security Commission;
- promoting employability of Work First participants through enrollment in the SPCC/DSS Employability Program Lab on site at Social Services, offering HRD (Human Resource Development), GED, Plato, Introduction to Computers, ESL (English as a Second Language) and career readiness classes;
- teaching clients interview confidence, skills, interviewing techniques, and resume writing by providing one-on-one intensive job readiness services;
- being employment-focused by continuing to stress the urgency of the situation in relation to Welfare Reform and time limited benefits via the MRA, Work First, ESC, and the job search contact diary;
- continuing to educate Union County citizens as to the purpose and mission of the Work First Program by interacting with the community, businesses, Work First Task Force, and faith communities via marketing tools, brochures, job fairs, community networking, inter-agency/intra-agency networking and the Job Link Center;
- utilizing private temporary employment staffing agencies by posting a list of them in various common areas;
- encouraging culture sensitivity to remove language barriers and ease the vocational transition process.

## 2. Meeting Federal Participation Rates

Active participation in federal countable work activities will lead to full-time employment. This can be accomplished by:

- utilizing new skills training courses provided by SPCC, including Administrative Office Assistant, Financial Records, Medical Insurance Coding, Processing Medical Documents, and 10-Key/ Medical Keyboarding;
- getting the Community Social Worker to continue to establish job sites for clients;
- researching the possibility of subsidizing employment, with the possible limitation of working only with government agencies;
- using the Multiple Response System (MRS) strategy to staff difficult cases; and,
- involving the faith community in “sponsoring” families, which is currently being done by the Christian Women’s Job Corps.

### 3. Providing Employment Services

Active participation in intensive employment services for all families is necessary in order to meet the participation rate and to ensure families are served adequately before the end of five years. One measure of success in Work First is the percentage of families subject to the work requirement who are being actively assisted with job preparation and job placement. This can be accomplished by:

- working with 100% of all mandatory cases;
- opening all cases for assessment within one week of initial contact with the social worker;
- linking families with medical/substance abuse problems with vocational rehabilitation or mental health services;
- assisting disabled clients in the process of applying for Social Security benefits;
- developing and utilizing work sites for clients who cannot find employment;
- in-house collaboration using the Multiple Response System;
- implementing a conciliation process for clients who are uncooperative with the program;
- providing all necessary supportive services to help clients become successful;
- using ESC for job referrals and Vocational Rehab/South Piedmont Community College for job assessments; and,
- encouraging clients to be responsible for their families and futures.

### 4. Benefit Diversion

The most successful outcome possible is for an applicant to avoid the need to become a recipient. This can be accomplished by:

- continue training for workers on Benefit Diversion and 200% funds; and,
- offer Benefit Diversion at application when the situation warrants.

### 5. Staying Off Welfare

Efforts to reduce welfare rolls, help families find jobs, and increase self-sufficiency are undermined when families return to welfare. Families leaving Work First as a result of employment are tracked to determine if they return to cash assistance. A return to welfare can be avoided by:

- continuing to educate clients to the utilization of the Earned Income Tax Credit;
- having at-risk clients opened up with their social worker for further monitoring;
- using 200% funds to alleviate emergencies within guidelines;
- using Department of Transportation (DOT) funds for car repairs, etc;
- providing a resource guide with vital information about community resources;

- offering budget support services to clients as they transition from welfare to work; specifically in the last three months they are on the program.

Families who leave Work First for employment and continue to be employed 6 to 12 months after leaving the program show evidence of keeping their income and increased job stability, which impacts a family's well being. This measure will be based on the number of responsible adults that leave Work First Family Assistance for employment who are still employed at 6 and 12 month intervals following termination. This can be accomplished by:

- promoting lifelong learning and skills upgrades to eliminate the dependency on public assistance;
- working with SPCC to develop a mandatory Job Retention Training Course (JRG) which will be provided during HRD classes;
- developing a Job Retention Guidelines check list to provide to all participants;
- requiring the participants to complete the JRG check list on a scheduled basis and submit it to their social worker (on a monthly basis for three months, then quarterly for the next nine months);
- developing employer and faith community partnerships to encourage feedback and educate DSS by providing recommendations on how DSS can better meet/serve employer requirements;
- review current transportation services to try and develop more flexibility in provisions that would better serve participant transportation requirements to maintain job stability and retention;
- evaluating and supporting clients with mental, physical, emotional and/or substance abuse issues by working with the behavioral health and vocational rehabilitation agencies;
- Continuing having the Work First Task Force to educate and update community members;
- encouraging English to be spoken, read, and understood with some degree of retention to prevent lost of employment opportunities; and,
- Social Workers will open cases for follow-up services when they feel there is a need for continued support after a family leaves Work First.

## **B. County Developed Outcome Goals**

The committee reviewing the county goals mirrored the needs that were identified in the other sub-groups. The areas identified are transportation, child only cases, child support and non-custodial parents. The following activities and supportive services are recommended to help reach the goals.

### **1) Transportation**

Once again, transportation is one of the main barriers for clients. It causes two main problems: The goal is to help participants determine what type of transportation will best meet their individual situation.

1. It limits the area in which a client can look for a job.
2. Unless a client has reliable, continuous transportation, they are at a higher risk of losing a job.

Our recommendation is to continue to have DSS representatives serve on the local transportation advisory board to have input into the county's transportation system. Explore the possibility of vanpooling, which entails having a van that travels a fixed route picking up passengers and generally going to one destination. The van would have one driver who is responsible to get others to work on a daily basis. In exchange, the driver would get to use the van for personal use each month and would not pay the fee like the other riders. We will continue to stress that participants obtain their driver's license and pursue car ownership. This is supported by DSS and Helms Driving School, and is used when necessary. VR may also be involved in this process. Union County currently reimburses participants up to \$100 a month for travel expenses. This now barely covers gas costs, which are currently near \$3 a gallon. With the approval of this plan, Union County will increase mileage reimbursement to \$150 a month to reflect the increasing cost of transportation. These outcomes can be measured by tracking the number of families assisted with car down payments, the number of families who use subsidies to ride UCT, and the amounts reimbursed for travel.

## 2) Child Support/Non Custodial Parents

One of the first requirements for a family to achieve self-sufficiency is that they have enough income to support themselves. Union County has already been working with non-custodial parents, and needs to have more of these parents participate. This program can offer employability services to the non-custodial parent who is unemployed or under employed so they can pay child support. These services are outlined under the non-custodial section of this plan. The two ways to approach this are to make contact with the judicial system and child support to get these parents referred to DSS. There may be a few that will participate voluntarily, but others will need to be court ordered. The main agencies involved in this will be DSS, the court system, and the local child support agency. If non-custodial parents become involved, then hopefully one of the outcomes will be a reduction in the number of children on Work First through either increased child support or possible family reunification. The outcomes are to increase non-custodial participation, and the measure is to track how many cases are worked with in the next two years.

## 3) Child-Only Cases

Union County recognizes that child only cases have become the major population of the Work First program. It has been estimated that 30% of these child-only cases are involved with Child Welfare Services. As employment cases decline and stabilize, the Work First Social Worker and the Child Welfare Social Worker will partner together to expand services to this population, helping to alleviate overwhelming caseloads. Caseworkers or welfare social workers will refer all high-risk child-only cases to the Work First Social Worker. Supportive services in the amount of \$600 per year will be available, and include services such as tutoring, clothing, and fees for athletic and social activities. The Social Worker will be able to provide support that will enrich the lives of these young people who may be at-risk for problems later in life. These children often miss the opportunities to participate in activities due to financial issues, and may do poorly in school without a strong advocate in their life. Often, the only contact DSS has with these cases is when the payee comes in for a yearly review. There is a need to review these cases to determine if there could be a reunification of the child with the parent(s). Work First will also work with the caregiver to obtain legal guardianship or custody, if so desired. Work First feels it is important to explore these cases to find out how the children are doing. There is a concern about these children receiving the supervision and education they need to prevent them from becoming the next generation of clients dependent on government assistance. DSS will determine the services needed, and the community will provide what is needed. This might include a childcare center with summer enrichment programs, education services from SPCC, emergency aid from Crisis Assistance, or other help from various agencies. The child only cases can be measured by tracking the number of cases worked with in the next two years. The outcomes for this category will be difficult to measure, since the long-term effects may only be known to the family assisted.

## **V. ADMINISTRATION**

### **A. Authority**

Authority for the administration of the Work First Plan in Union County will be handled by the Union County Department of Social Services.

### **B. Organization**

Union County's organizational structure for employment services has been assessed to deliver services to clients in the most efficient way possible. Clients who apply for assistance are routed to the eligibility worker in the Work First Intake Unit for assessment. Work First applicants are referred for group orientation, where Work First is explained. Clients are TABE tested by SPCC at orientation and then recommendations for educational or skills training are given. The SPCC contract worker helps participants build skills in our on site Plato Lab and then coordinates all participants who decide to attend the community college. This person gives daily updates on all participants and tracks attendance and progress for the Social Workers. Clients are then assigned to a Work First Social Worker in the Employment Services

Unit. These two units are co-located and function as one large unit. Clients that are open for employment services go directly to their Social Worker for Emergency Assistance, CIP, GA, Food Referrals, and any other supportive services that they might require. ESC provides a contracted staff member at DSS who registers clients for First Stop, assesses employment qualifications, and gives job referrals. Work First sends a Social Worker to the local Job Link Center once a week to give information and take applications. Vocational Rehabilitation comes to DSS once a week to meet with clients who are referred by Work First staff. Daymark Recovery Center and the Union County Health Department are located in the same complex; as a result, clients have easy access to these facilities. There is now a QSAP located at Piedmont Behavioral who works directly with Work First families.

### **C. First Stop**

The Union County Department of Social Services contracts with the Employment Security/Job Link Center for an on-site worker. This worker provides the following services:

- First Stop
- Job Development and Placement
- Job Search

The contract describes in detail the expectations and outcomes for each of the above services. The total cost of the contract is \$35,850.00.

### **D. Child Care**

The following is the priority order that child care funds will be utilized if funds become limited:

- To support Protective Services
- To support employment
- To support education and job training activities
- To support Child Welfare Services
- To support developmental needs

### **E. Transportation**

Work First continues to develop ways to utilize community resources for transportation needs. Work First participants are served by a Community Social Service Assistant who provides transportation to and from school, employment, classes, appointments, work experience, and interviews. Work First Social Workers also transport participants, not only for Work First activities but also to support Child Welfare services. Social Workers will continue to coordinate participant transportation needs through our county transportation system (UCT), family members, and car repair providers.

Union County has actively promoted car ownership by assisting with down payments for clients open for employment services and also through the 200% fund. United Family Services has provided counseling for clients to determine the affordability of a vehicle. The "Cars for Workers" program through Crisis Assistance and DSS makes vehicles available to clients who may not be able to afford a traditional car payment. The sense of pride and responsibility of owning one's own vehicle can be an incentive to continue work and seek new job opportunities.

Work First continues to utilize UCT, our county transportation system, to provide transportation when it can be arranged. Due to the fact that we are currently working with 100% of cases, we have had a significant increase in clients using UCT. UCT went from a human services system to a RGP in July 2002. The general population may now ride UCT at a cost of \$2.00 for a one way trip, which means that someone who is working may be able to utilize this transportation system at a reasonable cost. For example, a post Work First client could ride UCT to work for one month at a cost of about \$80.00. This is much more reasonable than car expenses or taxi fare.

It is estimated that Union County will allocate approximately \$60,000 for transportation services from our Work First block grant.

## **F. Substance Abuse Services**

Union County now has a QSAP (Qualified Substance Abuse Professional) to refer Work First participants to in our county. The QSAP will meet with the client, complete an assessment, and then make a recommendation to Work First in terms of treatment needed. Recommended treatment plans will then become a part of an individuals' mutual responsibility plan.

At the conclusion of the comprehensive substance abuse assessment, an individualized Treatment Plan will be devised for each Work First client. A multidisciplinary review panel from Piedmont Behavioral Healthcare will review that plan. Once approved, the plan of services will then be ordered by a physician or licensed psychologist. Daymark Recovery Services currently places clients into one of five levels of treatment:

- Short-term Outpatient;
- Moderate-term Outpatient;
- Intensive Outpatient;
- Low-intensity Residential (Halfway House); or,
- High-intensity Residential (inpatient).

The substance abuse treatment literature confirms that female clients do best when they are given access to treatment that is sensitive to their unique needs. Every effort would be made to access "gender-specific" treatment settings for female Work First

clients. The type of facility used will be dependent upon availability and access for the client.

Occasionally, a client in need of substance abuse treatment will first need to be safely detoxified from their drug(s) of choice. That could be accomplished at one of a number of detox facilities, depending on the level of medical care needed at the time. Both Piedmont Behavioral Healthcare Emergency and Substance Abuse Counseling staff are familiar with evaluating clients for detox and the resources available in the area.

Successful mental health/substance abuse treatment is an absolute necessity if families are to be successful in the Work First Program.

### **G. Family Violence Option**

Union County DSS has contracted with Turning Point to provide an assessment of clients who are dealing with the issues of family violence. Clients will be screened and notified of the Family Violence Option at intake. All workers must refer clients who self-disclose for screening or further assessment. The procedure is:

- 1) Family violence victims are referred to Turning Point;
- 2) The Social Worker at Turning Point will administer the screening for family violence; and,
- 3) The Social Worker at Turning Point will report to the DSS worker the apparent ability of the Work First participant to participate in any activities, and all needs of the client such as counseling, transportation, childcare, etc.

Referrals will be sent to Turning Point daily. In the event of an emergency, Turning Point has agreed to come to DSS to meet with the client. Contingent upon renewed Domestic Violence funding, DSS and Turning Point will continue to partner to provide services for domestic violence such as:

- Housing Assistance
- Transportation
- Education
- Miscellaneous Expenses

Turning Point will determine the services to be provided, and DSS will offer case management and determine eligibility.

### **H. Maintenance of Effort (MOE)**

Union County plans to fund a combination of activities with MOE funds that would include:

- Child care for Work First families

- Transportation services for employment-related activities
- Participant expenses that support employment
- Contracted services that support employment
- Services to children
- Case work and social work services for Work First families

#### **I. Child Welfare Services**

Union County estimates that at least 85% or \$1.4 million of the Federal TANF Block Grant will be earmarked for child welfare services.

### **VI. EMERGENCY ASSISTANCE**

The Department of Social Services is committed to improving the Work First Emergency Assistance Program services delivery system to make it truly only for emergencies and requiring verification whenever feasible. In this plan, there will be a thorough assessment of the client's family and other resources before government money will be approved on the client's behalf. No assistance will be made directly to the client, and only to approved vendors. No assistance will be approved if it will not alleviate the emergency.

In Union County, the Emergency Assistance Fund is divided into two separate eligibility pools. For each of these programs, assistance may only be provided for a family with a minor child (younger than 18 years) related within same degrees as in other Work First Cash Assistance eligible families. All family members must be U.S. citizens or legally in U.S. (see change #14-01 in the Work First Manual). Assistance may not be provided for any medical care, regardless of whether the participant is covered by Medicaid. Family gross income must be at or below 200% of Federal poverty guidelines. Maximum assistance is \$600 per year. (The "year eligibility count begins after the last approval up to a maximum of 90 days after the first approval.) Emergency Assistance is defined as an alleviation of barriers to self-sufficiency.

#### **A. Regular Emergency Assistance**

- 1) Must be non-client created verifiable emergency. Choosing to pay a non-essential bill is a client-created emergency (failing to pay rent or power because client chose to have a Christmas they could not afford, paid cable bill, etc.). This can be reviewed by a supervisor on a case by case basis.
  - If client is in WFFA penalty, worker will inquire from supervisor of WFFA for recommendation regarding severity of penalty and recommendation for ignoring penalty in approval of EA payment. Client may be eligible for EA even after using up their two or five year eligibility clock.
  - No eviction assistance without the client providing paperwork from the landlord or mortgage company and their phone number, which will be used to confirm the written statements from them.
  - If eviction is by a relative, the relative and client need to meet together with the social worker to establish assistance. Eviction assistance would not be for

improvement of standard of living or because of failure to obey reasonable house rules. This must be a real emergency.

➤ Note: If a client who is living with a family member or friend comes in requesting move-in assistance for subsidized housing and does not have sufficient funds, this will be an exception to the destitution rule. The agency will then be allowed to assist with EA funds, even though the client does not have eviction papers from their friend or family. The client should provide some funds, as available; however, the issue is primarily one of self-sufficiency. **These funds are for individuals who have never resided in subsidized housing.**

- If the client has personal or family resources available to meet the emergency, these resources must be used before eligibility for EA.
- 2) Client must be income eligible using verified gross income of the most recent 30 days, using 200% of the federal poverty guidelines.
- 3) Client must be able to show the worker that he/she can maintain normal household expenses within 30 days (45-90 days if medical disability) if assistance is provided.
- 4) Funds can not be used for temporary housing (such as motel).
- 5) Worker will make every effort to encourage and require matching funds from the client when available.
- 6) This program may not be used for heating-only emergencies.
- 7) Assistance may be provided for rent or utility deposits, utility payments if utilities are subject to disconnection, rent payments to avoid eviction, food, or special clothing needs. Assistance is limited to \$600 per year. If a family has written a bad check for any of these, DSS will not approve payment to make it good.
- 8) No medical care (including prescriptions) can be approved through this program, regardless of whether the client is covered by Medicaid.
- 9) This service is available to families who are currently receiving WFFA, are applicants for WFFA, have been applicants of WFFA Cash Assistance or Non-WFFA clients.
- 10) Assistance different from above can be approved in special circumstances by Services Program Manager (with recommendation from line supervisor).

B. Child Welfare Funds CPS/Foster Care Emergency Funds. These funds are used to keep a family together or get them together. Agency will set aside 10% (not to exceed \$10,000) for this category of assistance.

- 1) These funds could be used to keep a family from using or continuing to use an out of home placement for “child well-being”.
- 2) Social Worker will have looked at all regular programs. If they see a need, they can request a committee decision for expenditure of \$600 in addition to regular EA, if eligible. This requires a supervisor’s approval.
- 3) TEAM DECISION – Team to be made up of one Children Services Worker and the Intake & Assessment supervisor, or designee.
- 4) Types of Assistance that could be provided:
  - a. furniture, appliances

- b. rent deposits, first months rent, overdue rent, utility deposits, transportation, clothing

## VII. SERVICES TO LOW INCOME FAMILIES (under 200% of poverty)

Union County will continue to use 200% assistance for families who meet the following eligibility guidelines:

- The family must include a child who lives with a relative or legal guardian as defined for WFFA and who meets the age limit for WFFA.
- Family member must meet the same citizenship requirements as for WFFA.
- Medical Care will be paid for with state/county maintenance of effort funds, not commingled with TANF funds. TANF funds will not be used to provide medical assistance.
- Benefits must not meet the TANF definition of assistance. Therefore, benefits will be non-recurring, short-term benefits designed to deal with a specific episode of need. They will not be intended to meet recurring or ongoing needs, and they will not extend beyond four months.
- Countable income will be the same as for Work First.
- Total gross family income will not exceed guidelines.

The income limits will be set for families at 200% or below the poverty guidelines. Benefit limits will be set at \$600 per application (not to exceed \$1200 annually), unless approved by a supervisor. All 200% cases will be tracked by Work First for the amounts and type of services that have been provided. The services that will be offered are designed to support job retention, strengthen the family, promote the healthy development of children and parents, and encourage the formation of two-parent families. The services that will be offered to help families seek or retain employment, or enrich their family's life will include:

- Housing Expenses
- Education
- Job Search
- Skills Training
- On-the-Job Training
- Job Readiness
- Child Enrichment Activities
- Transportation
- Parenting Skills
- Counseling Activities
- Child Care
- Work-Related Expenses
- Case Management
- Child and Family Enrichment

## VIII. SERVICES TO NON-CUSTODIAL PARENTS

Union County recognizes the need for non-custodial parental involvement/support with children. It continues to be critical for the well-being of the child and in contributing to the success of becoming and remaining self-sufficient. Union County will provide these services to non-custodial parents following the counties current 200% guidelines, which are listed in Section VII.

We find that there are three areas of need in providing services to non-custodial parents of Work First recipients. They are: building parenting skills and increasing involvement, increasing education/training, and expanding employment services.

Union County will partner with the NC Child Support Enforcement Agency, NC Cooperative Extension Agency, United Family Services, and SPCC in assisting non-custodial parents with acquiring the parenting skills and educational training needed to increase their involvement and support. Social Workers will encourage WFFA recipients to talk with non-custodial parents about Work First and the services they can also receive. Work First will increase the community awareness of services for non-custodial parents and its positive impact.

Child Support Enforcement plays a vital role in determining the success of parent participation. We find that it could be necessary for the judges of child support court to Court order the non-custodial parent(s) to participate in the appropriate training with Union County DSS. Work First will pursue discussions with Child Support Enforcement administrators and Union County judges. Discussions will involve the possibilities of court ordering a non-custodial parent's participation in the Work First program. The Work First program is experiencing an increased need to include this population in their caseloads. Extending these services to non-custodial parents has the potential to increase the financial stability of the family and lead to increased self-sufficiency.

The NC Cooperative Extension Agency currently offers an eight week Parenting Matters Program. This program can assist parents with dealing with parenting issues and making the correct choices.

SPCC will assist non-custodial parents attaining their General Education Diploma (GED) and Adult High School Diploma (AHSD). Non-custodial parents will be made aware of no-cost classes and training offered at SPCC. The current employment services offered under the Work First Program have been expanded to the non-custodial population.

In the past, Union County DSS has developed important contracts with other agencies to provide other services. United Family Services is one such agency that provides consumer credit counseling to Work First participants. UFS also provides parenting classes, counseling services on a sliding scale, and a pre-teen adolescent program. Non-custodial parents will be able to access these services also. Union County DSS has established a working relationship with Daymark Recovery Services that allows Work First participants to be referred for substance abuse treatment and other mental health

issues. Non-custodial parents can utilize the referral process for possible substance abuse assessments.

### **Ideas and Ways to Work with Non-Custodial Parents:**

#### **Increase Parental Involvement and Build Parenting Skills**

- Referrals to NC Cooperative Extension Agency (“Parenting Matters” Program)
- Referrals to United Family Services (parenting classes, counseling, etc.)
- Promoting responsibility for parenting

#### **Referrals to Programs at SPCC**

- Make absent parents aware of available no-cost classes
- Academic testing
- GED or AHSD Programs
- Human Resource Development classes (HRD)

#### **Expand Employment Services**

- Referrals to in-house services and other educational and training opportunities
- Information on available community resources
- Assistance with transportation and employment needs (i.e., uniforms, tools, etc.)
- Referrals to NC Vocational Rehabilitation, Daymark Recovery Services, etc.

#### **Employment Services**

- Increase personal responsibility
- Remove barriers to employment
- Secure employment
- Reduce long-term dependence on welfare programs

## **IX. EXEMPTION FROM THE WORK REQUIREMENT**

Union County’s exemption policy on this issue will remain the same. Our policy states that a participant may request an exemption (called the “S” code) for a child through three months of age. This policy is in line with the general standards of our society. This three month period gives the mother time to bond with the baby and recover from childbirth before having to participate in the program. The twelve-month lifetime limit of receiving an “S” code exemption still remains.

## **X. INNOVATIVE COUNTY STRATEGIES**

Union County DSS and SPCC have partnered to provide short term training targeted towards providing clients with skills needed for our workforce. DSS has an on-site Plato Lab which participants are referred to after orientation. The lab is used to assess each individual’s potential. SPCC has researched economic trends, and together we decided

upon five four-week skills training modulars to offer clients. The modulars offered are Administrative Office Assistant, Financial Records-Quick Books, Medical Insurance Coding, Processing Medical Documents and 10-Key/Medical Keyboarding. We know that having specific skills targeted towards the marketplace will provide clients with more opportunities to gain meaningful employment.

We have been using TANF funds to help clients and families at 200% of poverty to make down payments on vehicles. Clients must be working at least 30 hours a week and have Budget Counseling before a down payment will be made. Union County DSS and Crisis Assistance Ministries also have a "Cars For Workers" program in which donated cars are matched with individuals who need transportation for work. The self-esteem and pride in car ownership promote clients toward true self-sufficiency, whether the car is donated or purchased. Unfortunately, there are businesses that will take advantage of people with no credit and a lack of purchasing knowledge. It is not unusual for clients to be charged 29% interest on a vehicle, or to be sold a car with major problems. We require every car purchased to be inspected at a local service station and clients are made aware of reading the "fine print". Work First also pays for driving lessons for clients since some of them have never had a license. Overall, the majority of car purchases have proven to be successful.

## **XI. SPECIAL ISSUES**

According to the Monroe Enquirer Journal newspaper, Union County has seen an 80 percent growth in the Hispanic population. Census data reflects an increase in this population from 7,826 to 14,351 people from 2000 to 2005. These figures do not include undocumented aliens, who would put these figures much higher. While the effect has been mainly seen in Medicaid, there is a trend in child only cases and recently we are getting mandatory, non-English speaking cases. Union County does have an interpreting staff to assist workers with the language barrier.

Union County has a limited public transportation system, which continues to create transportation barriers for the Work First population. This system does not address the needs of the participants who work weekends or nights. Until this need is taken into consideration, transportation will continue to be a barrier for self-sufficiency.

The success of the Work First program has brought about a new challenge, and that is: what do we do about diminishing caseloads? Union County has been working with a limited amount of non-custodial and child only cases. We propose to begin working with more child only cases and non-custodial parents to determine what the needs and concerns of this population are. The social workers will also begin to handle the follow-up cases after a family has gone off of WFFA assistance. This will allow the social worker to continue to work with their former clients and already be aware of their needs and history. The number of non-mandatory cases worked with will be based upon the number of active mandatory cases. The after care Social Worker will begin to manage all ongoing Work First child care cases. Having a specific worker will allow cases to be grouped together making communication and management of the cases better.

**XII. ELIGIBILITY CRITERIA**

Union County has elected to be a Standard County and will follow the state's standard policy.

**XIII. FUNDING REQUIREMENTS**

The estimate of WFFA funds (both federal and state) allocated to Union County amounts to \$1,640,427. These funds will be used for WFFA and Benefit Diversion. Union County's Block Grant (MOE) allocated for Work First services amounts to \$1,252,204. This amount includes \$106,256 allocated as match for Title IV-E protection services for children. The County plans to meet 100% of the MOE requirement.

**XIV. CERTIFICATION**

The Union County Work First Plan for 2007 -2009 has been approved by the Union County Board of Social Services.

Margaret Hood  
Margaret Hood, Chairman

9/27/06  
Date Approved

The Union County Work First Plan for 2007 – 2009 has been reviewed and approved by the Union County Board of Commissioners.

\_\_\_\_\_  
Roger Lane, Chairman

\_\_\_\_\_  
Date Approved

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**Division of Social Services  
State of North Carolina  
Purchase Contract  
ID # K90010**

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This Contract is entered into between the Department and the Provider identified on Attachment A. This contract shall consist of form DSS-2497, Attachment A (DSS-1292) and Budget (DSS-6844).

The Department will purchase specific services from the Provider as set forth in the Contract in order to make optimal use of the facilities, staff and programs of the Provider. This Contract is subject to the provisions of all applicable Federal regulations and State Policies.

Subject to its other provisions, the terms of this contract shall be in effect to and from the dates specified on Attachment A.

**SECTION I: RESPONSIBILITIES**

**A. The Department will:**

1. Determine client eligibility for service(s) in accordance with Federal and State regulations; and
2. Inform the Provider on Form DSS-1360 concerning the eligibility of each individual for the service, the period of time for which services are authorized, and any changes in the individual's eligibility status; and
3. Reimburse the Provider for service(s) purchased as described in Attachment A of this Contract for eligible clients; and
4. Keep the Provider informed of any alterations in and/or to the regulations governing the service program; and
5. Accept fiscal responsibility for deviations from the terms of this Contract as a result of acts of the Department or any of its officers, employees, agents or representatives.

**B. The Provider will:**

1. Provide service(s) as specified in Attachment A of this Contract in accordance with applicable standards for the service(s); and
2. Furnish information to the Department as required to support the full cost of service(s) provided pursuant to this Contract; and

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3. Comply with all State licensing standards, all applicable accrediting standards and any other standards or criteria established by the Division of Social Services to assure quality of services; and
4. Restrict the use or disclosure of information obtained in connection with the administration of North Carolina's programs for the provision of services concerning applicants for and recipients of those services to purposes directly connected with the administration of the service program; and
5. Comply with the terms of Section 504 of the Rehabilitation Act of 1973 and all requirements imposed by or pursuant to the regulations of the Department of Health and Human Services issued pursuant to that Section, which prohibit discrimination against handicapped persons in employment and in the operation of programs and activities receiving Federal funds; and
6. Comply with Title VI and VII of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to the regulations of the Department of Health and Human Services issued pursuant to that Title; and
7. Accept fiscal responsibility for deviations from the terms of this Contract as a result of acts of the Provider or any of its officers, employees, agents or representatives.

**SECTION II:            RESPONSIBILITY FOR LIABILITIES**

Each party hereto agrees to be responsible for its own liabilities and that of its officers, employees, agents, or representatives arising out of this Contract.

**SECTION III:            TREATMENT OF ASSETS**

Treatment of assets acquired under this Contract shall be subject to the following:

- A. Ownership of property purchased by the Provider under the terms of this Contract for which reimbursement by the Department is based upon the actual purchase cost of the property shall immediately vest with the Department of Human Resources upon such reimbursement.

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- B. The North Carolina Department of Human Resources shall have no claim to property purchased by the Provider under the terms of this Contract for which reimbursement by the Department is based upon an approved depreciation schedule or use allowance.
- C. The Provider shall maintain and administer in accordance with sound business practice a program for the maintenance, repair, protection and preservation of property purchased under the terms of this Contract to assure its continued availability.
- D. Property purchased under the terms of this Contract shall be used only for the performance of this Contract.

**SECTION IV: RECORDS AND REPORTS**

- A. The Provider agrees to maintain client records which date and document, in accordance with established policy, the service delivered for the individual, a valid authorization for service, program records, documents and other evidence which reflect program operations.
- B. The Provider agrees to furnish information to the Department, as requested, to support provision of service(s) pursuant to this contract and the full cost of the service; and submit changes, as needed or required, in this contract, Attachment A or approved supporting information for review and approval by the Department.
- C. The Provider agrees to maintain books, records, documents and other evidence and accounting procedures which reflect all direct and indirect costs expended under this Contract. A current, complete inventory of all equipment purchased under the terms of this Contract must be kept.
- D. The Provider agrees to retain all books, records and other documents relevant to this Contract for three years after final payment or until all audits continued beyond this period are completed. Federal auditors and any persons authorized by the Division of Social Services or the Department shall have the right to examine any of these materials. In the event the Provider dissolves or otherwise goes out of existence, records produced under this Contract will be turned over to the Department.

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**SECTION V:        SUBCONTRACTING**

The Provider shall not subcontract any of the work contemplated under this Contract without obtaining prior written approval from the Department. Any approved subcontract shall be subject to all conditions of this Contract. The Provider shall be responsible for the performance of any subcontractor.

**SECTION VI:        MAINTENANCE OF EFFORT**

The Provider certifies that the funds to be used under this Contract do not replace or supplant, in any way, Federal, State or local funds for already existing services.

**SECTION VII:        MONITORING AND EVALUATION**

- A. The Provider agrees to participate in program, fiscal and administrative monitoring or audits, making records and staff time available to federal, State, and county staff.
- B. The Provider agrees to take necessary steps for corrective action, as negotiated within a corrective action plan, for any items found to be out of compliance with Federal and State laws, regulations, standards and/or terms of this contract.

**SECTION VIII:        AMENDING THE CONTRACT**

This contract in whole or in any part may be amended at any time:

- A. By the Department in the event that such amendment is necessary to comply with applicable laws, regulations, policies and standards; or by mutual consent of both parties.
- B. Each party to this contract will notify the other immediately in writing if an amendment becomes necessary due to alterations in the activities described in Attachment A or for any other reason.

**SECTION IX:        TERMINATION**

- A. This Contract, in whole or in any part, may be canceled at any time:
    - 1. By any party, with cause, upon at least 30 days notice, in writing, and delivered by registered mail with return receipt requested or in person, or
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2. By the Department in the event reimbursement to the Department is not available and/or continued at an aggregate level sufficient to allow for the purchase of the indicated quantity of services. The obligations of each party shall be terminated to the extent specified in the notice of termination, immediately upon receipt of the notice of termination from the Department, or
  3. By the Department in the event that the Division of Social Services/Department determines that the Provider is in violation of any or all of the terms of this Contract. The obligations of each party shall be terminated to the extent specified in the notice of termination immediately upon receipt of the notice from the Department, or
  4. By mutual consent of all parties.
- B. In the event of termination in part, all parties shall continue the performance of this Contract to the extent not terminated.
- C. If this Contract is terminated, in whole or in part, the Provider may be required to deliver and transfer Title or assignment of interest to the Division of Social Services or dispose of any property specifically produced or acquired for the performance of such part of this Contract as has been terminated, and the Provider shall, upon the direction of the Division of Social Services, protect and preserve property in the possession of the Provider in which the Division of Social Services has an interest.
- D. After receipt of a notice of termination, and except as otherwise directed by the Department, the Provider shall cease work under the Contract on the date, and to the extent specified, in the notice of termination. The Department shall pay the Provider the agreed upon amount for the delivery of services under the terms of this Contract up to the effective date of termination. Reimbursement shall not be made for equipment or supplies purchased after the notice of termination is received except as approved by the Department.
- E. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Contract shall not be deemed to be a waiver of any other subsequent breach and shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing, signed by an authorized representative of the Department and attached to the Contract.

**STATE OF NORTH CAROLINA  
DIVISION OF SOCIAL SERVICES  
PURCHASE CONTRACT BUDGET**

**SUMMARY**  
**PROVIDER: UNION COUNTY DSS ID#: K90010**

**EFFECTIVE THROUGH**  
**PERIOD: 7/1/06 - 6/30/07**

**Part I - Estimated Expenditures**

Object of Expenditure	Total Program	Non-Matchable	Total Matchable
	Costs	Costs	Costs
	(1)	(2)	(3)
A. Salaries	\$31,936.00		\$31,936.00
B. Fringe Benefits	\$ 8,955.00		\$ 8,955.00
C. Staff Dev. Services	\$		\$
D. Travel	\$ 1,500.00		\$ 1,500.00
E. Equipment Purchases Tangible Property	\$		\$
F. Transportation-Recipient	\$		\$
G. Medical Supplies And Expense	\$		\$
H. Cost of Space Non-Residential	\$		\$
I. Room and Board Residential Treatment	\$		\$
J. Service Payments	\$		\$
K. Other - Longevity	\$		\$
L. Indirect Costs	\$ 4,624.00		\$ 4,624.00
M. TOTALS:	\$47,015.00		\$47,015.00

**Part II - Computation of Unit Cost or Individual Fixed Rate**

A.	1.	Total Matchable Costs	\$ <u>N/A</u>
	2.	Less: Earned Income for Unit Cost Method	\$ <u>N/A</u>
	3.	Net Matchable Cost	\$ <u>N/A</u>

**STATE OF NORTH CAROLINA  
DIVISION OF SOCIAL SERVICES  
PURCHASE CONTRACT BUDGET**

**SUMMARY**

**PROVIDER: UNION COUNTY DSS ID#: K90010**

**EFFECTIVE THROUGH**

**PERIOD: 7/1/06 - 6/30/07**

- B.** 1. Total Service Unit Capacity, or  
 2. Total Anticipated Utilization Capacity \$ N/A
- C.** Method of Computation or Source of Data
- D.** Estimated Unit Cost or Individual Fixed Rate:  
 \$ N/A per N/A.

**Part III - Distribution of Estimated Revenue  
for Total Cost Reimbursement Method**

	(a) <u>Number</u>	(b) <u>Ratio</u>
<b>A.</b> Estimated Eligible and Matchable Cost		
1. Estimated Eligible Clients	<u>200</u>	<u>100 %</u>
2. Estimated Ineligible Clients	<u>0</u>	<u>0 %</u>
3. Total Clients	<u>200</u>	<u>100 %</u>

**B. Eligible Costs**

(1) Matchable Costs [Part I, Line M, col.(3)]	(2) Less Earned Income	(3) Net Matchable Costs [B.(1) Less(2)]	(4) Estimated % of Eligible [A. 1. (b)]	(5) Cost Eligible for Financial Participation [B.(3) x (4)]
\$47,015.00	---	\$47,015.00	100%	\$47,015.00

**Part IV - Additional Revenue and Fees**

<b>A.</b> Program Costs	<u>Amount</u>	<u>Source of Funds</u>
1. Federal/State Funds		<u>Title IV-F</u>

State of North Carolina  
Division of Social Services  
Purchase Contract  
ID # K90010

Page 6 of 6

**SECTION X: CONCLUSION**

It is expressly understood and agreed that the services provided to eligible clients pursuant to this Contract shall consist exclusively of those services specified in the attached program description incorporated into this Contract as Attachment A.

It is further understood and agreed that the provision of services pursuant to this Contract shall be subject to the limitations and conditions contained in the laws, regulations, guidelines and plans cited in this Contract, and that this Contract is subject to renegotiation or revision to meet any new or revised rules, regulations, or policies that may be issued by the Department of Health and Human Services, or the North Carolina Social Services Commission, or the Department of Human Resources and that are communicated to the Provider.

**PROVIDER**

**DEPARTMENT**

Employment Security Commission      Union County DSS  
By: Randall L. Daniel      By: Roy A. Long  
Title: Manager      Title: Director  
Date: 7-3-06      Date: 5-22-06

This agreement has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

**ATTEST**

**UNION COUNTY**

County: Union County  
Title: County Manager  
Signature: Sym D. West  
Clerk  
Date: June 28, 2006

By: [Signature]  
County Manager

**STATE OF NORTH CAROLINA  
DIVISION OF SOCIAL SERVICES  
PURCHASE CONTRACT BUDGET**

**SUMMARY**

**PROVIDER: UNION COUNTY DSS ID#: K90010**

**EFFECTIVE THROUGH  
PERIOD: 7/1/06 - 6/30/07**

		\$47,015.00	Source of Funds <u>County Budget</u> MOE
2.	Local Matching Share		
3.	Other Budgeted Funds	\$ _____	_____
4.	<b>TOTAL REVENUE</b>	<b><u>\$47,015.00</u></b>	
<b>B. Fees (If Applicable)</b>			
1.	Administrative Fee	\$ ---	
2.	Certification Fee	\$ _____	
3.	<b>TOTAL FEES</b>	<b>\$ _____</b>	

**Part V - Reimbursement Projections (For Title XX Providers Only)**

Annual Projection	July-September Projection	October-June Projection
A. \$	B. \$	C. \$

Signed: *Randall Danell*  
Provider/Authorized Official

Date: 7.3.06

*Roy O. [Signature]*  
County Director or Designee

Date: 5.22.06

**STATE OF NORTH CAROLINA  
DIVISION OF SOCIAL SERVICES  
PURCHASE CONTRACT BUDGET**

**SUMMARY**

**PROVIDER: UNION COUNTY DSS ID#: K90010**

**EFFECTIVE THROUGH  
PERIOD: 7/1/06 - 6/30/07**

**A. Salary Schedule**

(1) Number Of Persons	(2) Position Or Title	(3) Pay Grade	(4) % Of Time	(5) # Of Mo. Employed	(6) Annual Salary	(7) Total Cost
1	Employment Consultant I		100 %	12	\$31,936.00	\$31,936.00
<b>TOTAL - Salaries</b>						<b>\$ 31,936.00</b>

**B. Fringe Benefits**

(1) Type	(2) Method of Computation	(3) Total Cost
FICA	7.65% x \$31,936	\$ 2,443.00
Health Ins.-Per Month	Annual Cost	\$ 3,854.00
Retirement	6.82% x \$31,936	\$ 2,178.00
Workman's Comp	0.75% x \$31,936	\$ 240.00
Unemployment Ins.	0.75% x \$31,936	\$ 240.00
<b>TOTAL - Fringe Benefits</b>		<b>\$ 8,955.00</b>

**C. Staff Development - Service Funds Schedule**

(1) Item	(2) Total Cost
	\$
	\$
<b>TOTAL Staff Development - Service Funds</b>	<b>\$</b>

**STATE OF NORTH CAROLINA  
DIVISION OF SOCIAL SERVICES  
PURCHASE CONTRACT BUDGET**

**SUMMARY**

**PROVIDER: UNION COUNTY DSS ID#: K90010**

**EFFECTIVE THROUGH  
PERIOD: 7/1/06 - 6/30/07**

**D. Travel Schedule**

(1) No. of Persons	(2) Position/ Title	(3) No. of Miles Mo.	(4) Rate Per Mile	(5) No. of Days	Daily Subsistence		(8) Total Cost
					(6) Rate	(7) Days	
1	Employment Consultant I	100 miles x 12 mos.	.445				534.00
1	Employment Consultant I	(Food & Lodging)			215.00	3	645.00
1	Employment Consultant I	(Registration)				2	321.00
<b>TOTAL - Travel</b>							<b>\$1,500.00</b>

**E. Equipment - Tangible Property Schedule**

(1) No. Of Units	(2) Item	(3) Cost Per Unit	(4) Total Cost
<b>Total Equipment - Tangible Property</b>			

**STATE OF NORTH CAROLINA  
DIVISION OF SOCIAL SERVICES  
PURCHASE CONTRACT BUDGET**

**SUMMARY**

**PROVIDER: UNION COUNTY DSS ID#: K90010**

**EFFECTIVE THROUGH**

**PERIOD: 7/1/06 - 6/30/07**

**F. Recipient Transportation Schedule**

(1) Item	(2) Method of Computation	(3) Total Cost

**I.A. Salaries**

# Of Persons	Position Or Title	Pay Grade	% Of Time	# of Months Employed	Annual Salary

**I.B. Fringe Benefits**

Type	Method of Computation

**Total Recipient Transportation**

**STATE OF NORTH CAROLINA  
DIVISION OF SOCIAL SERVICES  
PURCHASE CONTRACT BUDGET**

**SUMMARY**  
**PROVIDER: UNION COUNTY DSS ID#: K90010**

**EFFECTIVE THROUGH**  
**PERIOD: 7/1/06 - 6/30/07**

**G. Medical Supplies and Expense Schedule**

(1) Item	(2) Total Cost
<b>Total - Medical Supplies and Expense</b>	

**H. Cost of Space - Non-Residential Schedule**

(1) Item	(2) Total Cost
<b>Total Cost of Space - Non-Residential</b>	

**I. Room and Board Costs - Residential Treatment**

(1) Item	(2) Method of Computation	(3) Total Cost
<b>Total Room and Board Costs - Residential Treatment</b>		

**STATE OF NORTH CAROLINA  
DIVISION OF SOCIAL SERVICES  
PURCHASE CONTRACT BUDGET**

**SUMMARY**

**PROVIDER: UNION COUNTY DSS**

**ID#: K90010**

**EFFECTIVE THROUGH**

**PERIOD: 7/1/06 - 6/30/07**

**J. Service Payment Schedule**

(1) No. Of Units	(2) Item	(3) Cost per Unit	(4) Total Cost
Total - Service Payment			

**K. Other Expense Schedule**

(1) Item	(2) Total Cost
Total - Other Expenses	

**L. Indirect Cost Schedule**

(1) Rate	(2) Rate Applied To:	(3) Amount Rate Applied To:	(4) Total Cost
14.48%	Totals of Direct Salary	\$31,936.00	\$4,624.00
Total - Indirect Cost			\$4,624.00

**ATTACHMENT A**

State of North Carolina  
Division of Social Services  
Contract Application

Page 1 of 12

**I. Contract Summary**

A. This agreement is between the Union County Department of Social Services (heretofore and hereinafter referred to as the "Department") and the Employment Security Commission (heretofore and hereinafter referred to as the "Provider").

B. This agreement shall be in effect from July 1, 2006 to June 30, 2007.

**C. Services to be Provided:**

(1) <b>Service</b>	(2) <b>Service Code</b>	(3) <b>No. Of Persons Served</b>	(4) <b>No. Of Units Of Service</b>	(5) <b>Definition Of Unit Of Service</b>
Job Dev. and Placement	546	140	140	One Participant
Job Search	547	300	300	One Participant

Any additional services should be listed in III.-Service Program Description.

D. Area to be Served: Union County Work First/TANF Clients

E. Contract Identification:

1. Provider

- a. Name of Contract Administrator: Randall Darnell, Office Manager  
Telephone Number: (704)283-7541.
- b. Name of Program Contact Persons: Gene Messer
- c. Telephone Number: (704) 296-4331
- c. Program Name, Location and Mailing Address:  
  
Employment Security Commission of North Carolina  
1125 Skyway Drive, Monroe, North Carolina 28110.
- d. Additional Service Delivery Sites: None
- e. Status:         Public  
                           Private, non-profit  
                           Private, for profit  
                           Individual
- f. Provider ID Number: K90010

2. County Department of Social Services

- a. Name of Contract Administrator: Roy Young, Director  
Telephone Number: (704)296-4300
- b. Name of Services Program Contact Person: Linda Gaye  
Telephone Number: (704)296-4380
- c. Address of County Department of Social Services:  
  
Union County Department of Social Services  
P.O. Box 489  
Monroe, North Carolina 28111-0489

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**II. Fiscal Provisions**

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**A. Amount of Reimbursement:**

Reimbursement under the terms of this agreement will be limited to a maximum of:

\$47,015.00 TOTAL = \$\_\_\_\_\_ SSBG + \$\_\_\_\_\_ IV-B +  
\$\_\_\_\_\_ RAP + \$\_\_\_\_\_ State + \$ 47,015.00 (MOE) County +  
\$\_\_\_\_\_ Other (identify):

(Optional: County funds consist of \$\_\_\_\_\_ for \_\_\_\_\_ and \$\_\_\_\_\_ for \_\_\_\_\_.)  
(funding source) (funding source)

**B. Method of Reimbursement:**

1. For Purchase Contract (DSS-2497) Total and Unit Cost:

- (X) a. Reimbursement will be made in accordance with the current budget approved by the Department and on file with both parties. The amount of reimbursement will be based on allowable expenditures made in behalf of eligible clients, determined in accordance with acceptable cost allocation methods. The Provider will report all expenditures made under the terms of the contract.
- ( ) b. Reimbursement will be made at a unit cost rate of \$\_\_\_\_\_ per unit of reimbursement delivered to eligible clients for an estimated number of \_\_\_\_\_ units. The Provider will document total expenditures made under the terms of the contract to the Department within thirty days after the termination of this contract, or as instructed by the Department. Reimbursement which exceeds actual allowable cost will be adjusted to actual allowable cost.

2. For Vendor Agreements (DSS-2252) Fixed Rate Reimbursement will be based on:

- ( ) a. a standard fixed rate or
- ( ) b. an individual fixed rate

- c. Reimbursement will be made at a fixed rate of \$\_\_\_\_\_ per unit of \_\_\_\_\_ (define) for an estimated number of \_\_\_\_\_ units. Reimbursement will be based on the actual number of units delivered whether over or under the estimated number. If multiple components are being purchased, additional rates and units can be identified as follows:

C. Reimbursement Reporting:

1. Expenditures

The Provider will report expenditures monthly in accordance with policy set forth by the Controller's Office, Division of Social Services, issued via the Fiscal Manual. Expenditures are to be reported on the DSS Administrative Costs Report (Form DSS-1571, Part III). Reports are to be submitted to the Department by the 15th working day of the month following the month in which services were delivered. The Department will reimburse the Provider monthly, usually by check, upon receipt of a completed and correctly filed report. Errors will be corrected in the following month. Payment for services will be made within 10 business days of date of receipt of invoice.

2. Reporting for the Statewide Services Information System (SIS)

In addition to the Administrative Cost Report (DSS-1571, Part III), the Provider will submit to the Department the Monthly Report of Service Delivery (DSS Form 1571, Part IV). This should be submitted along with the Administrative Cost Report by the 15th working day of the month following the month in which services were delivered. The units reported in Column 12 of the 1571 Part IV are the units of service defined in Column 5 of I. C. of this Attachment. Service definition and reporting instructions are found in Family Services Manual, Volume VI, Chapter IV.

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D. Audit Requirements

The Provider shall be responsible for compliance with the audit requirements of Department of Health and Human Services federal regulation 45 CFR Part 74, Administration of Grants, or State Administrative Procedures Manual for Federal Block Grant Funds, whichever is applicable.

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These regulations stipulate that an annual audit be performed for the fiscal year in which contract funds were received.

- ( ) 1. NA  
Private, Non-Profit if amount of reimbursement received is under \$1,000;  
Private, for profit or individual

- ( ) 2. (Applicable to Private, Non-Profit Providers if reimbursement \$1,000 or over)

An annual audit is to be performed in accordance with OMB Circular A-110 by an "independent auditor." "Independent auditor" means either: (a) a state government auditor from the Department of Human Resources or the Department of Administration, Office of the State Auditor; or (b) a certified public accountant. Upon completion of the audit, a copy of the audit report must be forwarded to the Department.

- ( ) 3. (Applicable to Public Hospitals, Colleges, and Universities)

The annual audit must be performed in accordance with OMB Circular A-110. It is not necessary for the institution to program audits performed separately from an all-inclusive single audit which entails all revenues and expenditures of the public agency. However, it is the responsibility of the contractor to insure that the contract program is included in the institution's single annual audit.

A copy of the audit report must be provided to the Department upon completion of the annual audit.

- (X) 4. (Applicable to State or Local Government Agencies)

An annual audit is to be performed in accordance with OMB Circular A-128 by an independent auditor. Upon completion of the audit, a copy of the audit report must be forwarded to the Department.

E. Client Fees for Service

- 1. No fees will be charged to individuals determined to be eligible for services by the Department.
- 2. The service(s) under contract with the Provider are services for which a client fee may be assessed. Policy regarding the assessment and collection of fees is contained in Family Services Manual, Volume VI, Chapter III. If a client is to be charged a fee, the Department will inform the Provider of the amount of the fee to be charged and of any subsequent changes by way of the Purchase of Service Referral and Authorization (DSS Form 1360). The Provider will establish a plan with the client for collecting the fee on at least a monthly basis; and when fees are not paid within ten days of the due date, will bill the client in writing and send a copy of the bill to the Department. **NO OTHER FEES FOR SERVICES MAY BE CHARGED TO THE CLIENT.** Client fees are to be reported on the Monthly Report of Service Delivery (DSS Form 1571, Part IV).

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F. Management of the Funding/Matching Share Requirement

- 1. A cash transfer of the matching share will be made to the Department in accordance with the terms specified in the Donation Agreement (DSS-1319).
- 2. The Provider certifies through the contract budget attached to this contract that the matching share is available. Further, it is agreed that the Provider will report all program costs incurred each month relating to this contract on the DSS-1571. However, reimbursement will be limited to the federal/state financial participation rate.
- 3. The Department is providing the match.

**G. Provider Fees (For Purchase Contracts Only)**

- ( ) 1. The Provider agrees to pay the Department/Division up to \$\_\_\_\_\_ Administrative Fee as payment in full for the administration of the contract. The amount of the fee is five percent of the matching share contributed by the Provider.
- ( ) 2. The Provider agrees to pay the Department up to \$\_\_\_\_\_ Certification Fee as payment is full for the determination and certification of client eligibility. The amount of the fee is five percent of the matching share contributed by the Provider.
- N/A Monitoring and Certification Fees, when applicable, will be deducted from the amount to be reimbursed.

**III. Service Program Description**

The Union County Department of Social Services (DSS) is contracting with the N.C. Employment Security Commission (ESC) for the services of an Employment Consultant I. The contract period will begin July 1, 2006 thru June 30, 2007. The ESC Consultant will continue to provide either totally or in part the following services.

- 1) First Stop
- 2) Job Development and Placement
- 3) Job Search
- 4) Orientation

1) **FIRST STOP**

The ESC Consultant I will complete First Stop registration for adult Work First/TANF applicants, unless exempt, who make application at the Department of Social Services. The applicant will be referred via a phone call and the 1360-1 from the caseworker. In case of absence of this worker, individuals will be referred to the Job Link Center for registration. The ESC Consultant will be responsible for First Stop registration for Work First/TANF Employment recipients.

- a) Complete client data screen, client characteristic screen, occupational code and assign D.O.T. code.
- b) Complete First Stop data and First Stop notes.
- c) Refer First Stop applicant on the day of application if appropriate
- d) Determine if there is a need for child care and/or transportation
- e) Do WOTC if appropriate
- f) Follow-up on referrals to supportive services, ESC Services and employment.
- g) Notify caseworker of actions.

2) **JOB DEVELOPMENT AND PLACEMENT**

The ESC Consultant will provide the following activities as part of the Job Development and placement service.

- a) Research the local labor market to identify employment trend and job opportunities for the purpose of job development and placement
- b) Select employers to target for referrals based on the local labor market demand and the qualifications of Work First/TANF participants. Visit at least four employers monthly.
- c) Educate employers about the Work First/TANF Program in order to develop training opportunities for Work First/TANF participants and to mobilize support. This will be accomplished through presentations to employers and employer organizations, the distribution of materials, employer visits, promotional telephone contacts and extending invitations to the Work First Task Force meetings.
- d) Develop, monitor, and foster relationships with employers in the community. Solicit job slots and interviews for Work First/TANF participant from public and private employers.
- e) Once the placement has been made, the ESC Employment Consultant will follow-up with the employer on a monthly basis for the remainder of the 1360 contract period to discuss the Work First/TANF participant's employment.
- f) Assist in facilitating Job Fair.

PERFORMANCE EXPECTATIONS RELATING TO  
JOB DEVELOPMENT AND PLACEMENT

The ESC Consultant will be expected to enable participants to be employed full-time after participating in Work First/TANF activities. The salary goal for each job placement will be at least one dollar above the minimum hourly wage. This should average 35 or more hours per week during the twelve months.

3) **JOB SEARCH**

The ESC Consultant will provide the following activities as part of the Job Search activity per Work First/TANF eligibility which is limited to four consecutive weeks per participant and a maximum of six weeks. The ESC Consultant will manage the participation of each participant.

- a) Continue to assist in the development of Job Search activities to include such things as participant personal development.
- b) Establish an intense and structured plan for Job Search participants.
- c) Recommend when a participant is Job Search ready.
- d) Will meet with each individual Job Search participant once a week, unless special request by social worker. Will be responsible for working with, tracking hours and participation for job search participants.
- e) Provide career counseling and written career plan for each client in accordance with the MRA.
- f) Social Workers will be notified of the Work First/TANF participant's progress in writing, monthly (ESC-1). This will be due by 10th of each month with timecards. All time-cards will be signed off by the ESC Worker. This worker will track participation until notified by 1360 to stop.
- g) The ESC Consultant will notify Social Workers, in writing immediately, when a client misses their appointment on the same day.

- h) The ESC Consultant will notify the Work First/TANF Social Worker in writing, using employment form within five days when a participant begins employment. This will include the start date, name of employer, number of hours/weeks scheduled, type of work and salary. The Social Worker will notify the ESC Consultant via the 6904 when participant becomes employed. This also shall include information as stated above.
- i) Provide intense support to participants as they begin and achieve their employment goals. This will include arranging interviews, submitting resumes, completing applications, reviewing, interviewing tips, and getting individuals hired. All Job Search participants will attend weekly Job Search classes conducted by the ESC Worker.
- j) Notify employers of Social Worker support

The ESC Consultant will be expected to provide intense and structured job search for each participant. He/she will need to serve at least 300 participants in Job Search and First Stop during this contract period.

### **SERVICE PROVIDER EXPECTATIONS**

The ESC Consultant will have a basic understanding of the Work First/TANF Programs along with the knowledge and skills necessary to perform the above named services. It is expected that the ESC Consultant will abide by the philosophy of the Work First/TANF Programs to provide the opportunities and resources to motivate and encourage parents to obtain the education and skills needed to become and remain employed. The ESC Consultant while stationed at DSS will spend 100% of their time providing services to Work First/TANF participants. They will attend a weekly meeting at the Employment Security Commission for staff meetings. The ESC Consultant will work as a team member of the Work First/TANF Units by aiding in activities such as the Job Fair, workshops, etc.

### **REPORTS**

The ESC Consultant will be responsible for completing and keying a Daily Report (DSS-4263) each Monday by 12:00.

The ESC Consultant will be responsible for turning in time cards to the Social Workers no later than the 10th of each month for full time job search participants. A list will be made of time cards not received by the 11th and forwarded to the supervisor and Social Workers.

The ESC Consultant will complete monthly reports of activity and submit it to the WF Supervisor.

Only Work First/TANF participants will be served under this contract. Referrals to the ESC Consultant will be made by the Work First/TANF staff (via the Union Co. 1360) and shall be documented in the Work First/TANF participant's case record. The ESC Consultant will share case records with the Work First/TANF staff.

### **STAFF DEVELOPMENT TRAINING**

The ESC Consultant may attend related workshops and/or conference during the course of the contract period. The meals, lodging expenses, and registration fees are included in the DSS-6844 (Purchase Contract Budget).

### **PROGRESS REPORTS**

Monthly conferences will be held between the ESC Consultant and the Work First/TANF Staff. The purpose of these meetings will be to track progress on goals and to reinforce involvement with the overall program. The ESC Consultant will be responsible for reporting progress and discussing specific case needs with the Work First/TANF staff. Through documentation of each client, contact will be reported in the individual case record of the Work First/TANF participant.

### **LEAVE**

The Department will only reimburse for leave earned during the period covered by this contract. Accrued leave will not be reimbursed to Provider for the service of an ESC Employment Consultant unless the Provider can provide a qualified substitute while the person is out. This means Department will reimburse 8 hours of sick leave and 9.17 hours of vacation leave per month during the fiscal year July 1, 2006 - June 30, 2007. Any other leave will be the responsibility of the Provider. Department will also not cover time the person might be out on family medical leave unless there is a substitute provided by the Provider.

### **SUPERVISION**

The ESC Consultant will be an employee of the Provider and not the Department. The Work First/TANF Social Work Supervisor will supervise the daily activities and the performance of the ESC Consultant's duties. The Department will continue to provide office space, desk, chair, supplies and telephone. Close contact will be made between the Job Link Manager and Work First Supervisor.

**MAINTENANCE OF EFFORT**

Provider certifies that the above named services are not otherwise available on a non-reimbursable basis. Provider understands that they must comply with the maintenance of effort level requirements in that they must maintain their pre-existing level of services (effort) to TANF recipients without cost to the Work First/TANF Programs. It is also understood by both parties that Work First/TANF funds will only be used to provide services for Work First/TANF participants.

Continuation of this contract will be based on performance, documented need and the availability of funds.

**DETAIL OF COST PROJECTION  
MONROE/UNION COUNTY DSS**

	RATE	AMOUNT
<b><u>SALARIES</u></b>		
Annual Salary		\$30,415
Estimated Legislative Increase	5%	\$1,521
Longevity	0.00%	\$0
Percentage of time worked	100%	
<b>SALARIES TOTAL:</b>		<b>\$31,936</b>

<b><u>FRINGE BENEFITS</u></b>		
FICA	7.65%	\$2,443
UI	0.75%	\$240
WC	0.75%	\$240
State Retirement	6.82%	\$2,178
Health Insurance - Annual Cost	\$3,854	\$3,854
<b>FRINGE BENEFITS TOTAL:</b>		<b>\$8,955</b>

<b>TRAVEL</b>	<b>\$1,500</b>
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<b>COST of SPACE - NON-RESIDENTIAL</b>	<b>\$0</b>
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<b><u>OTHER</u></b>		
Supplies		\$0
Communications		\$0
Equipment Maintenance		\$0
Premises Expense		\$0
Miscellaneous		\$0
<b>OTHER TOTAL:</b>		<b>\$0</b>

<b>INDIRECT</b>	14.48%	<b>\$4,624</b>
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**GRAND TOTAL: \$47,015**

**EMPLOYMENT SECURITY COMMISSION OF NORTH CAROLINA  
M E M O R A N D U M**

April 27, 2006

**TO:** Randali Darnell, Manager, Monroe Local Office  
**FROM:** Joy Parks, ES Operations Analyst, Finance & Budget  
**SUBJECT:** Estimated PY06 Cost Projection  
 Original       Revised

(1) LOCAL OFFICE <b>MONROE</b>	(2) COUNTY <b>UNION</b>	(3) CONTRACT PERIOD <b>July 1, 2006 - June 30, 2007</b>
(4) EMPLOYEE <b>WALTER E. MESSER</b>		(5) POSITION TITLE <b>EMPLOYMENT CONSULTANT I</b>
(6) POSITION <b>1.00</b>	(7) JOB LOCATION <input type="checkbox"/> ESC LOCAL OFFICE <input checked="" type="checkbox"/> DSS <input type="checkbox"/> OTHER	(8) CODING <b>05909 - 4538</b>

**Part 1 - Estimated Expenditures**

OBJECT OF EXPENDITURE	TOTAL PROGRAM COSTS (1)	NON-MATCHABLE COSTS (2)	TOTAL MATCH COSTS (3)
A. Salaries	\$31,936		\$31,936
B. Fringe Benefits	\$8,955		\$8,955
C. Staff Development - Services			
D. Travel	\$1,500		\$1,500
E. Equipment Purchases - Tangible Property			
F. Transportation - Recipient			
G. Medical Supplies and Expense			
H. Cost of Space-Non-Residential	\$0		\$0
I. Room & Board - Residential Treatment			
J. Service Payments			
K. Other	\$0		\$0
L. Indirect Cost	\$4,624		\$4,624
<b>M. TOTAL COSTS</b>	<b>\$47,015</b>	<b>\$0</b>	<b>\$47,015</b>

- The Agency's projected Indirect Rate for 2006/2007 is 14.48%.

- Effective January 1, 2006, the standard business mileage rate set by the IRS is \$.445/mile.