

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

August 6, 2024

**FROM**

**JAMES LOCURTO, Director, Transitional Assistance Department**

**SUBJECT**

Non-Financial Memorandum of Understanding Template for Work Experience and Community Service Training for California Work Opportunity and Responsibility to Kids Participants

**RECOMMENDATION(S)**

1. Approve revised standard Non-Financial Memorandum of Understanding template for utilization with public and private nonprofit agencies to provide non-salaried work experience and community service training for California Work Opportunity and Responsibility to Kids participants, updating program terminology and standard contract language.
2. Authorize the Assistant Executive Officer, Deputy Executive Officer of Human Services, or Director of Transitional Assistance Department to execute the standard Non-Financial Memorandum of Understanding template with public and private nonprofit agencies on behalf of the County.

(Presenter: James LoCurto, Director, 388-0245)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Create, Maintain and Grow Jobs and Economic Value in the County.**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.**

**FINANCIAL IMPACT**

Approval of this item does not impact Discretionary General Funding (Net County Cost) as the recommended Memorandum of Understanding (MOU) is nonfinancial in nature.

**BACKGROUND INFORMATION**

The recommended MOU template will allow the Transitional Assistance Department (TAD) to partner with community agencies to provide unpaid work experience, job training, and placement opportunities to San Bernardino County California Work Opportunity and Responsibility to Kids (CalWORKs) participants. TAD currently has active MOUs with 19 public and private non-profit agencies. The revised MOU template will allow TAD to enter into agreements containing current program terminology and standard contract language with agencies as the current MOUs expire, and to execute the template MOU with additional providers on an ongoing basis. TAD has been providing these services via a template MOU since 2004.

In August 1996, the President signed the Personal Responsibility and Work Opportunity Reconciliation Act changing the focus of the nation's welfare system from entitlement to that of responsibility, accountability, and self-sufficiency. California Assembly Bill 1542 (Chapter 270,

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Statutes of 1997) requires County Welfare Departments to provide transitional services, including unpaid work experience and community service training, to assist CalWORKs recipients in obtaining economic self-sufficiency through unsubsidized employment. TAD administers the CalWORKs program throughout the county with the overall goal of assisting participants in obtaining jobs that lead to self-sufficiency.

The length of each participant's Work Experience/Community Service assignment varies depending upon the participant's individual circumstances but will not exceed 32 hours per week. Participants do not receive any monetary compensation for work performed but gain valuable work experience and job references while continuing to receive CalWORKs benefits. Additionally, Workers' Compensation insurance coverage for participants in Work Experience/Community Service employment activities is provided by the California Department of Social Services. Under the terms of the MOU, program participants may not displace existing workers or otherwise interfere with the normal hiring process of the community partners. However, participants are encouraged to compete for job openings equivalent to the positions they occupy within these agencies.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on June 27, 2024; County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on July 15, 2024; Finance (John Hallen, Administrative Analyst, 388-0208) on July 22, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on July 22, 2024.

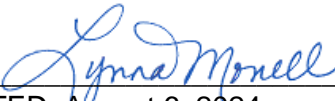
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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Curt Hagman  
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY  \_\_\_\_\_  
DATED: August 6, 2024



cc: File - Transitional Assistance Department w/ attachment  
JLL 08/9/2024