

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

February 27, 2024

FROM

JAMES LOCURTO, Interim Director, Transitional Assistance Department

SUBJECT

Revised Standard Contract Templates for Outstationed Eligibility Worker and Employment Services Specialist Services

RECOMMENDATION(S)

1. Approve revised standard contract template, for use with non-County agencies or organizations, to provide Eligibility Worker services to assist eligible County customers apply for benefits, updating insurance language and minimum computer and software requirements, effective upon execution through February 27, 2029.
2. Approve revised standard contract template for use with non-County agencies or organizations, to provide Employment Services Specialist services to assist eligible County customers in obtaining economic self-sufficiency, updating insurance language and minimum computer and software requirements, effective upon execution through February 27, 2029.
3. Authorize the Assistant Executive Officer of Human Services, Deputy Executive Officer of Human Services, or Director of the Transitional Assistance Department to execute the revised standard contract templates for Eligibility Worker and Employment Services Specialist services on behalf of the County.

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

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

This item does not require additional Discretionary General Funding (Net County Cost). The cost of the Eligibility Worker (EW) and Employment Services Specialist (ESS) salaries and benefits have been included in the Human Services Administrative Claim 2023-24 Budget and are funded through the California Work Opportunity and Responsibility to Kids (CalWORKs), Medi-Cal, and CalFresh allocations. The Medi-Cal allocation is 100% federal/state funded. The CalWORKs and CalFresh allocations require a fixed Maintenance of Effort (MOE) Net County Cost. The Net County Cost is a component of the already existing MOE required to fund these programs. No additional Net County Cost is required beyond the fixed MOE. In the event federal/state funding is decreased or withdrawn, the contracted agencies or organizations will retain the EW and/or ESS at the non-County agency site and reimburse the County at the hourly rate of salary, benefits, and overhead to be calculated at the time the decreased/withdrawn funding occurs; or remove the EW and/or ESS from the Agency site and terminate the contract.

BACKGROUND INFORMATION

The standard contract templates will allow the Transitional Assistance Department (TAD) to provide EW and ESS services at non-County agencies and organizations' sites throughout county on an as requested basis, as approved and executed by the Director of TAD.

The State of California permits a County EW to be stationed in a non-County agency or organization to assist eligible county residents apply for CalWORKs, CalFresh, or Medi-Cal benefits to improve the quality of life, health, and welfare of children and their families.

Since 1986, the Board of Supervisors (Board) has approved contract templates to be used between TAD and non-County agencies or organizations for EWs to accept and assist in the completion of CalWORKs, CalFresh, or Medi-Cal benefits applications for eligible county residents. The EWs perform their normal job function of accepting and processing benefit applications at the point of intake rather than at TAD district offices.

The State of California permits an ESS to be stationed in a non-County agency or organization to assist eligible parents/families who are county residents with Welfare-to-Work (WtW) benefits to become self-sufficient and enhance their economic success and quality of life. The ESS will provide WtW case management services, such as referring customers to available job openings, job fairs and other employment opportunities at the agency or organization site for the purpose of helping CalWORKs customers remove barriers to employment, develop self-esteem, and prepare to find and retain employment, thereby moving toward self-sufficiency and a better future for their families.

On April 8, 2014 (Item No. 59), the Board approved the latest version of the standard contract template for Outstationed EW and ESS services. It is necessary to revise the standard contract templates to include updating the computer and software minimum specifications, insurance requirements, and other standard contract language.

The non-County agencies or organizations will not be required to reimburse the County for the cost of the EW and ESS staff unless federal/state funding for the applicable benefit program is decreased or withdrawn.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on January 17, 2024; County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on January 25, 2024; Finance (John Hallen, Administrative Analyst, 388-0208) on February 5, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on February 8, 2024.

**Revised Standard Contract Templates for Outstationed Eligibility
Worker and Employment Services Specialist Services
February 27, 2024**

Record of Action of the Board of Supervisors
San Bernardino County

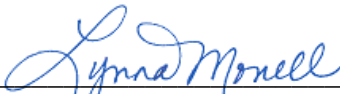
APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.

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

Lynna Monell, CLERK OF THE BOARD

BY



DATED: February 27, 2024



cc: File - Transitional Assistance Department w/ attachments

JLL 02/29/2024