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THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: Community Services Agency

BOARD AGENDA # *B-5

Urgent

Routine

AGENDA DATE May 20, 2008

CEO Concurs with Recommendation YES NO

4/5 Vote Required YES NO

(Information Attached)

SUBJECT:

Approval of a Contract Amendment with the Alliance Worknet to Provide Employment Services-Community Services Agency

STAFF RECOMMENDATIONS:

1. Approve the contract amendment with the Alliance Worknet to provide employment services.
2. Authorize the Director of the Community Services Agency or her Designee to execute the amended agreement.
3. Direct the Auditor Controller to increase appropriations and estimated revenues in the amount of \$141,600 as detailed in the Community Services Agency and Alliance Worknet Budget Journals.

FISCAL IMPACT:

The contract amendment for \$141,600 increases the total amount of this contract from \$1,636,900 to \$1,778,500. Appropriations and estimated revenues of \$141,600 to increase the Community Services Agency Program Services and Support budget for Fiscal Year 2007-2008 are identified in the attached budget journal. Appropriations and estimated revenues of \$141,600 to augment Alliance Worknet's Budget Unit 1317 Program Services and Support Fund for the current year are identified in the attached budget journal. There is no additional cost to the County General Fund associated with this agreement.

BOARD ACTION AS FOLLOWS:

No. 2008-352

On motion of Supervisor Grover, Seconded by Supervisor DeMartini
and approved by the following vote,

Ayes: Supervisors: O'Brien, Grover, DeMartini and Chairman Mayfield

Noes: Supervisors: None

Excused or Absent: Supervisors: Monteith

Abstaining: Supervisor: None

- 1) X Approved as recommended
- 2) _____ Denied
- 3) _____ Approved as amended
- 4) _____ Other:

MOTION:

Christine Ferraro

ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

DISCUSSION:

The California Department of Social Services has recently increased the Community Services Agency's StanWORKs division allocation for the Fiscal Year 2007-2008 Food Stamp Program. As a result of these additional funds, the CalWORKs funding, which had been set aside to fund Food Stamp costs, is now available to fund startup costs as part of the Community Services Agency/Alliance Worknet's Welfare to Work (WTW) service model redesign. In this model Job Search, Job Readiness, Community Service Placement, Paid Work Experience and Customer Advocacy through Family Resource Centers will be provided to Temporary Assistance to Needy Families (TANF) recipients to move families towards self-sufficiency more quickly, and raise work participation rates (WPR) to meet the Federal requirements.

The Community Services Agency (CSA) and Alliance Worknet have partnered to develop a plan for building an infrastructure that will support the new WTW model, and increase service capacity to accommodate a greater number of work participants needed to meet the Federal requirements. CSA and Alliance Worknet determined that \$141,600 in additional startup funds will allow Alliance Worknet to purchase startup equipment for student workstations and data systems infrastructure needed to serve approximately 70 TANF WTW customers per month at four community locations (Hackett, Turlock, Patterson and Riverbank/Oakdale).

POLICY ISSUE:

Approval of this request will allow the Community Services Agency to provide Welfare to Work services that promote personal responsibility and self-sufficiency to achieve a healthy community. In addition, this request will build infrastructure support in the WTW model for increased customer service at four community locations demonstrating effective partnerships and efficient delivery of public services.

STAFFING IMPACT:

There is no staffing impact associated with this item.

AMENDMENT NUMBER 2

COUNTY OF STANISLAUS
COMMUNITY SERVICES AGENCY
CONTRACT TO PROVIDE
WELFARE-TO-WORK/STANWORKS PROGRAM SERVICES
JULY 1, 2007 THROUGH JUNE 30, 2008

It is hereby mutually agreed between the County of Stanislaus, Community Services Agency, hereinafter referred to as "CSA" and COUNTY OF STANISLAUS, ALLIANCE WORKNET, hereinafter referred to as "AW", that the Agreement entered into on July 1, 2007 for the purpose of providing a Welfare-to-Work/StanWORKS program services is hereby amended as follows:

FIRST: 2. GENERAL PROVISIONS:, C. Term:, Paragraph 1. is hereby deleted and replaced with the following:

1. The term of this Agreement shall be from July 1, 2007 until June 30, 2008.

SECOND: EXHIBIT I is hereby deleted and replaced with EXHIBIT J.

All other terms and conditions of the Agreement shall remain in full force and effect.

//

IN WITNESS WHEREOF, the parties have executed this Agreement in Modesto, California.

APPROVED AS TO CONTENT:

APPROVED AS TO FORM:
STANISLAUS COUNTY COUNSEL

BY

Leah S. Nagy 5-12-08

COMMUNITY SERVICES AGENCY

ALLIANCE WORKNET

By: _____

By: _____

Jeffrey Rowe

Title: Director

Title: Director

Dated: _____

Dated: _____

**ALLIANCE WORKNET
CONTRACT TO PROVIDE
WTW/STANWORKS PROGRAM SERVICES
JULY 1, 2007 THROUGH JUNE 30, 2008**

BUDGET CATEGORY(1)

Salaries & Benefits	\$ 1,114,782
Services & Supplies	\$ 198,540
Mobile Computer Lab	\$ 28,590
Equipment under \$1,000 and software	\$ 113,010
Family Resource Center Contracts	\$ 90,771
Other Charges	<u>\$ 81,637</u>
Subtotal StanWORKs budget	\$ 1,627,330
Special Program	\$ 103,554
OJT, Drug Tests and Supportive Services	<u>\$ 47,616</u>
TOTAL:	\$ 1,778,500

**AUDITOR-CONTROLLER
BUDGET JOURNAL**



Balance Type	Budget
Category	Budget - Upload
Source	
Currency	USD
Budget Name	LEGAL BUDGET
Batch Name	
Journal Name	
Journal description	CSA FY 2007/08 Budget Adjustment
Period	MAY 2008
Organization	Stanislaus Budget Org Fund 1631 - Org 0045051

Line	Coding Structure						Debit		Credit		Description
	Fund 4	Org 7	Account 5	G/L Proj 7	Loc 6	Misc 6	incr appropriations decr est revenue	decr appropriations incr est revenue			
1	1631	45051	21050	0	0	0 0			28,320.00	ST ADMIN CALWORKS	
2	1631	45051	27060	0	0	0 0			113,280.00	FED ADMIN CALWKS	
3	1631	45051	73750	0	0	0 0	141,600.00			GOV'T FUND-GAIN DET	
4											
5											
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31											
Totals							141,600.00		141,600.00		

Explanation: Appropriations and estimated revenue necessary due to proposed increase to FY 07/08 AWN contract for StanWORKs

Requesting Department		CEO		Auditors Office Only	
<i>Charles Davis</i>		<i>April</i>		<i>Deless</i>	
Signature		Signature		Prepared By	
5/6/08		5/13/08		5/8/08	
Date		Date		Date	

Angelica Ramos 558-2420
Contact Person & Phone Number

**AUDITOR-CONTROLLER
BUDGET JOURNAL**



Balance Type	Budget	
Category	Budget - Upload	
Source		
Currency	USD	
Budget Name	LEGAL BUDGET	
Batch Name	Budget JV 94692	BO#
Journal Name		
Journal description		
Period	05/08	
Organization	Stanislaus Budget Org	

Line	Coding Structure						Misc		Debit		Credit		Description
	Fund	Org	Account	G/L Proj	Loc				incr appropriations	decr appropriations	decr est revenue	incr est revenue	
	4	7	5	7	6	6							
1	1317	33901	38000	0000000	000000	000000	.0				141,600.00	Inc est rev STW LBU	
2	1317	33901	62860	0000000	000000	000000	0	41,600.00				Inc appr STW LBU	
3	1317	33901	62980	0000000	000000	000000	.0	99,000.00				Inc appr STW LBU	
4	1317	33901	62990	0000000	000000	000000	.0	1,000.00				Inc appr STW LBU	
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Totals									141,600.00		141,600.00		

Explanation: Increase estimate revenue and appropriate for additional funds from CSA for STW.

Requesting Department		CEO		Auditors Office Only			
Signature		Signature		Prepared By		Admin Approval (\$75K+)	
05/02/08		5/13/08				5/8/08	
Date		Date		Date		Date	

Blanca Rivera 558-2120
Contact Person & Phone Number



COMMUNITY SERVICES AGENCY

Christine C. Applegate
Director

251 E Hackett Road
P.O. Box 42, Modesto, CA 95353-0042

Phone: 209 558 2500 Fax: 209 558 2558

BOARD OF SUPERVISORS
2009 DEC 29 1 A 8:08

MEMO TO: SUZI SEIBERT
CLERK TO THE BOARD OF SUPERVISORS

FROM: SHANNEN LOVE
CONTRACTS ADMINISTRATION

DATE: DECEMBER 22, 2008

SUBJECT: FULLY EXECUTED CONTRACTS

Enclosed for your record is one (1) original of each of the following fully executed contract & amendments 1 & 2:

- ◆ STANISLAUS COUNTY ALLIANCE WORKNET to provide Welfare-to-Work/StanoWORKs Program Services effective July 1, 2007 through March 31, 2008.
◆ STANISLAUS COUNTY ALLIANCE WORKNET amendment #1 & #2 to provide Welfare-to-Work/StanoWORKs Program Services effective July 1, 2007 though June 30, 2009.

The above mentioned original contract was not approved by the Board of Supervisors; however Amendment #1 was approved by the Board of Supervisors with Action #2008-041, Board Agenda #B-11 on January 15, 2008 and Amendment #2 was approved with Action #2008-352, Board Agenda #B-5 on May 20, 2008.

If you have, any questions regarding these documents please contact Pam Thompson at 558-3986.

Thank you.

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COUNTY OF STANISLAUS BOARD OF SUPERVISORS
COMMUNITY SERVICES AGENCY
CONTRACT TO PROVIDE
WELFARE-TO-WORK/STANWORKS PROGRAM SERVICES A 8:08
JULY 1, 2007 THROUGH MARCH 31, 2008

This Agreement is made and entered into this first day of July 2007 by and between the County of Stanislaus, Community Services Agency, (hereinafter referred to as CSA) and the County of Stanislaus, Alliance WorkNet (hereinafter referred to as **ALLIANCE WORKNET**).

INTRODUCTION

This Agreement is let in accordance with Title XX, of the Social Security Act, California State Welfare and Institutions Code (WIC), sections 12300, et seq.; California Department of Social Services (CDSS) Manual of Policy and Procedures (MPP), divisions 10, 19, 21, 22, 25, 30, and 46 et seq.; The Personal Responsibility and Work Opportunity Reconciliation Act (HR3437) and the California Work Opportunity and Responsibility to Kids Act (AB 1542) for the purpose of administering the CalWORKs program.

WHEREAS, the California Department of Social Services (CDSS) is the state agency responsible for administration of the CalWORKs program;

WHEREAS, the Stanislaus County CSA is responsible for administering the CalWORKs program in Stanislaus County (hereinafter referred to as StanWORKs);

WHEREAS, certain portions of the StanWORKs program may be contracted out under specific criteria;

NOW, THEREFORE, in consideration of the mutual promises, covenants, terms, and conditions hereinafter contained, the parties hereby agree as follows:

TERMS AND CONDITIONS

1. DUTIES AND RESPONSIBILITIES:

- A. ALLIANCE WORKNET agrees to provide Welfare-To-Work (WtW)/StanWORKs direct program services in accordance with Exhibit A - Description of Services, the Stanislaus County StanWORKs County Plan, the CSA StanWORKs Policy Manual, CDSS Eligibility and Assistance Standards (EAS) Manual of Policies and Procedures (MPP) 42-700, et. seq., CDSS Fiscal Management and Control MPP Division 25, et. seq., Federal TANF requirements, which are hereby incorporated by this reference.
- B. CSA agrees to reimburse ALLIANCE WORKNET for WtW/StanWORKs direct program services, as detailed in Exhibit A - Description of Services, Exhibit B - Contract Budget and Cost Allocation Methodology for FY 2007/2008, and Exhibit C - Time Study and Instructions hereby incorporated by this reference.
- C. ALLIANCE WORKNET and CSA shall provide, in writing, to the Department Heads of the respective agencies, the name of the Manager III who has primary responsibility to act on behalf of their respective organizations to ensure compliance with all contract provisions.

2. GENERAL PROVISIONS:

A. Availability of Funds:

Payment of all services provided in accordance with the provisions of this Agreement is contingent upon the availability of County and other local funds, State and Federal funds.

B. General Accountability:

1. In the event of an audit exception or exceptions, or any other kind of sanction, the party responsible for not meeting the program requirement or requirements shall be responsible for the deficiency.
2. In the event of any State hearings, cash grant award or lawsuit award resulting from ALLIANCE WORKNET's failure to perform as required by this Agreement, reimbursement shall be made to the damaged party by ALLIANCE WORKNET.
3. Additional costs to CSA for maintaining any portion of the Agreement as a result of ALLIANCE WORKNET's failure to perform, as required by this Agreement, are subject to recoupment by CSA through withholding from billings.
4. It is agreed that Workforce Investment Act (WIA) funds can not be used to reimburse CSA for instances detailed in items B.1. through B.3, above. Any necessary adjustments will be made by journal entry charge to the ALLIANCE WORKNET - StanWORKs Legal Budget Unit.

C. Term:

1. The term of this Agreement shall be from July 1, 2007 until March 31, 2008, with the option of extending for an additional two (2) months.
2. This Agreement may be terminated with Stanislaus County Board of Supervisors' approval, when a thirty (30) day written notice is provided to the other party.

D. Equipment and Supplies:

All equipment purchased by ALLIANCE WORKNET, including the Welfare-to-Work (WtW) C-IV must be depreciated in accordance with 45 CFR 95.705. All equipment, materials, supplies or property of any kind purchased from funds reimbursed or furnished by CSA under the terms of this Agreement shall be fully consumed or aged out in the course of the Agreement/program. CSA reserves the right to physically reclaim any/all such property at the conclusion of the Agreement in accordance with 45 Code of Federal Regulations, Part 74, Administration of Grants.

E. Records and Audit:

1. ALLIANCE WORKNET shall maintain all writings, documents, and records prepared or compiled in connection with the performance of this Agreement for a minimum of five (5) years from the termination or completion of this Agreement or until such records and their supporting documentation are released due to closure of Federal/State audit, whichever is longer. This includes any handwriting, typewriting, printing, photostatic, photographing, electronic data, and every other means of recording upon any tangible thing, any form of communication or representation including letters, words, pictures, sounds, or symbols or any combination thereof.
2. Records shall be destroyed in accordance with California Department of Social Services (CDSS) Manual of Policy and Procedures (MPP) Division 23, Section 350.

3. Any authorized representative of CSA shall have access to any writings as defined above for the purposes of making audit, evaluation, examination, excerpts, and transcripts during the period such records are to be maintained by ALLIANCE WORKNET. Further, CSA has the right at all reasonable times to audit, inspect, or otherwise evaluate the work performed or being performed under this Agreement.
4. ALLIANCE WORKNET shall provide all required records and information to CSA within seven (7) working days of the request to enable CSA to prepare and present the County's position at State Hearings.
5. ALLIANCE WORKNET shall comply with the decision of CSA and/or the Administrative Law Judge. Upon determination that corrective action is needed, CSA shall return case records to ALLIANCE WORKNET for implementation.
6. ALLIANCE WORKNET shall submit billings, statistical reports and other information as requested by CSA.
7. CSA shall have the right to audit all billings and records of ALLIANCE WORKNET related to this Agreement as required by State law.
8. Monitoring by CSA may be accomplished by the following means: field reviews, audit claims, monthly review of records, case reviews, electronic review, etc.
9. ALLIANCE WORKNET agrees that their financial records shall contain itemized records of all costs and be available for inspection in Stanislaus County by County, State or Federal agencies.

F. Grievance:

ALLIANCE WORKNET shall provide a system by which recipients of service shall have the opportunity to express and have considered their views, grievances, and complaints regarding ALLIANCE WORKNET's delivery of services. A copy of the grievance policy shall be submitted to CSA for approval within fifteen (15) days of execution of this Agreement.

G. Subcontracting:

ALLIANCE WORKNET shall not assign or subcontract this Agreement without the express written consent of CSA. Further, ALLIANCE WORKNET shall not assign any monies due or to become due under this Agreement without the prior written consent of CSA. All subcontracts must be let in accordance with CDSS MPP Section 23-600, et seq.

H. Confidentiality:

ALLIANCE WORKNET shall comply and require its officers and employees to comply with the provisions of Section 10850 of the Welfare and Institutions Code and Division 19 of the CDSS Manual of Policies and Procedures to assure that:

1. All applications and records concerning any individual made or kept by a public officer or agency in connection with the administration of the provision of the Welfare and Institutions Code relating to any form of public social services for which grants in aid are received by this State or by the Federal government will be confidential and will not be open to examination for any purpose not directly connected with the administration of public social services.

- 2. No person will publish or disclose, or use or permit, or cause to be published, disclosed or used, any confidential information pertaining to an applicant or customer.
- 3. ALLIANCE WORKNET shall inform all of its employees, agents, subcontractors and partners of the above provision and that any person knowingly and intentionally violating the provisions of said state law is guilty of misdemeanor.

I. Amendment:

This Agreement may be modified, amended, changed, added to, or subtracted from by the mutual consent of the parties hereto if such amendment (including line item budget amendments) and change must be in written form and executed with the same formalities as this Agreement and attached to the original agreement to maintain continuity.

J. Attachments:

This Agreement is supported by Exhibit A - H, which are hereby incorporated by this reference.



IN WITNESS WHEREOF, the parties have executed this Agreement in Modesto, California.

APPROVED AS TO CONTENT:

COMMUNITY SERVICES AGENCY

ALLIANCE WORKNET

By: 
Ken R. Patterson

By: 
Jeffrey Rowe

Title: Director

Title: Director

Dated: 10/9/07

Dated: 10/2/07

**ALLIANCE WORKNET
CONTRACT TO PROVIDE
WTW/STANWORKS PROGRAM SERVICES
JULY 1, 2007 THROUGH MARCH 31, 2008**

A. SCOPE OF WORK

ALLIANCE WORKNET shall have the following responsibilities:

1. Provide direct customer services, including, Job Club/Job Search, Community Service Program, job referral or job placement, and expedited supportive services to customers referred by CSA within the fiscal restraints, in accordance with CDSS CalWORKs Regulations, the State-approved Stanislaus County StanWORKs Plan, the StanWORKs Policy Manual and any subsequent revisions. Paid Work Experience may be offered on a limited basis contingent on an assessment of how the services will benefit the customer, and the availability of funds, with or without co-enrollment in the WIA program with ALLIANCE WORKNET.
 - a. Job Club/Job Search Workshop, an intensive four week (32-35 hours/week) program.
 - Job site expectations and behavior.
 - Provide daily supervised job search.
 - Provide daily or as needed, no less than weekly communication with CSA case managers and supervisors through utilization of:
 - phone calls
 - face to face meetings
 - e-mails
 - C-IV Journal documentation
 - ALLIANCE WORKNET to enter attendance in C-IV on a daily basis
 - ALLIANCE WORKNET will notify CSA case managers regarding customers attendance on the following:
 - attendance/non attendance of day one
 - attends an activity
 - drops out
 - no shows
 - stops attending
 - Curriculum will be formatted to accommodate different learning styles. The curriculum for the Workshop shall include but not be limited to:

Job Applications:

 - Apply previous work experience to the position the customer is applying for.

- The ability to complete a variety of job application types, including but not limited to, on line applications.
 - Collect, organize and maintain employment history and personal information pertinent to an application e.g., references, driver's license.
- Do's and Don'ts on appropriateness of questions.
- How to address the issues of convictions and other legal issues.
- Receive written instructional materials and resources to assist customer with post Job Club/Job Search.

Resumes:

- Ability to complete a basic position appropriate resume including an online resume.
 - Ability to apply appropriate information and language to a resume.
 - Ability to format a resume.
 - Ability to modify a resume.
- Customers complete Job Club with a hard copy Job Search ready Resume.

Interview Skills:

Ability to:

- Professional letter writing including, but not limited to, letters of introduction, cover letters, thank you letters, etc.
- Provide letter of recommendation.
- Interview before an individual or panel.
 - Mock interview.
- Identify the do's and don'ts on appropriateness of questions.
- Know what is appropriate dress and appearance.
- ALLIANCE WORKNET to evaluate and rate the interview on a pass or fail scale. Expectation 80% of customers will pass a mock interview.

Customers will leave Job Club with a hard copy of a Job Search ready Resume, job search skills, and knowledge about how to adapt their skills to match the position for which they are applying.

Job Search Skills to include but not be limited to:

- Phone calling skills including cold calling and calling scripts.
- The ability to Job search using the internet.
- Life skills including but not limited to arriving to work on time, problem solving, identifying skills, how to project a positive attitude, budgeting, goal setting, etc.

- Job Search techniques including but not limited to cold calling, internet, and networking.
 - Community Resources information that the customer can take with them and knowledge of online CVIR.
 - Recognition- for example certificates of completion at completion of activity.
- b. Develop a variety of Community Service Program (CSP) sites that addresses the different diversity of customer skill levels. Develop and maintain appropriate sites that will accommodate the customer's needs. Provide orientation and placement at a work site including customer contact and monitoring of customer performance at a minimum of every thirty (30) days including a minimum of one (1) site visit every thirty (30) days. ALLIANCE WORKNET will record a journal entry reflecting the customer's progress at their CSP site including a ranking of one (1) through ten (10) as the customer's progress at their CSP site.

- Provide a minimum of two (2) English CSP orientations per week at Hackett and a minimum of one (1) per month in Turlock.
- Assyrian CSP orientations scheduled as needed at Hackett or Turlock.
- A minimum of one (1) Spanish CSP orientation per month as needed at Hackett.
- Spanish CSP orientations in Turlock scheduled as needed.
- Refer customers to job opening as appropriate.

Skills: ALLIANCE WORKNET, in conjunction with CSP sites, will ensure that customers develop the following life skills during assignment at CSP sites including, but not limited to:

- Attendance, punctuality, cooperation, attitude, quality of work, ability to follow instructions, overall job performance.
- Develop other job related responsibilities such as but not limited to: keeping site supervisor aware of any occurrence that might effect their work site participation.
- Arrange child care and transportation (including a back up plan).
- Appropriate dress.
- Completing assigned tasks, staying focused on task and keeping busy.
- Conflict resolution and communication.
- Follow all work place rules, regulations (including safety and health codes).

- c. Job referral services and job development shall be provided for all customers beginning in orientation and through out participation in an ALLIANCE WORKNET activity matching customer's skill with unsubsidized jobs. Job development services will include but not be limited to:

- ALLIANCE WORKNET will provide a minimum of five (5) job referrals to an unsubsidized employment for each customer per month while in CSP.
- ALLIANCE WORKNET will provide a minimum of five (5) job referrals to an unsubsidized employment for each customer per month while in Job Club/Job Search.

- d. Provide recommendations to CSA case manager for referral to the WIA program for On the Job Training (OJT) for StanWORKs customers. Documentation of these

activities will be provided through completion of OJT forms designated by ALLIANCE WORKNET and attached in Exhibit G.

- e. Customer Survey: ALLIANCE WORKNET and CSA will develop and implement a Customer survey that will measure effectiveness of service/information and value of information and/or services provided. Customer surveys will be distributed to customers at the end of the following activities: Job Club/Job Search, CSP orientation, and quarterly to all participants in CSP. ALLIANCE WORKNET will provide to CSA a survey report on a monthly basis for Job Club/Job Search, CSP orientation, and quarterly for CSP.
 - f. ALLIANCE WORKNET will provide daily or immediate notification to CSA in customer employment placements.
 - g. ALLIANCE WORKNET will provide designated CSA staff with materials and notification of job opportunities (e.g., job fairs, open recruitment etc). This will be provided as they occur ALLIANCE WORKNET will provide job leads to CSA staff through electronic access of the ALLIANCE WORKNET homepage.
 - h. Provide access to One Stop Centers/Career Resource Centers to TANF customers.
 - i. ALLIANCE WORKNET staff will participate as an active member on the CSA WTW Technical Team, Coordinated case planning and staffing, and on the Learning Disabilities committee.
2. To the extent possible within the fiscal constraints of this Agreement, provide direct customer services as outlined in #1 above for limited and non-English speaking customers. Ensure that bi-lingual staff and/or interpreters are available to assist non-English or limited English speaking customers.
 3. Schedule workshops and other activities and to comply with StanWORKs work participation requirements.
 4. Inform CSA within twenty-four (24) hours of any non-compliance, such as, any customer who is not attending scheduled activity for the required weekly/monthly scheduled hours, not making satisfactory progress, or not otherwise complying with program requirements.
 5. Maintain documentation of staff activity consistent with reporting requirement of the Agreement. ALLIANCE WORKNET shall develop the Time Study Forms and Instructions to ensure all staff time and activities are consistently and appropriately recorded. Welfare-to-Work/StanWORKs Program Services must be in accordance with CDSS Casework Program Code Descriptions. The Time Study Form and related CDSS instructions are attached as Exhibit C, which is hereby incorporated by reference.
 6. Cooperate with CSA contract monitoring staff and provide on a monthly basis all outcomes-based information requested by CSA.
 7. Comply with all Court Orders related to the administration of the WtW/ StanWORKs Programs, as directed by CSA regulations.
 8. Adhere to the C-IV Policy and Security Agreement and guidelines established to ensure the protection of Stanislaus County CSA and customer records in accordance with all Federal and State Regulations. (Exhibit D, E, and F)

9. Enter C-IV attendance, activities and journals as appropriate for provided services as outlined in the state and federal legislation as established within the scope of work.
10. Develop and provide services to customers who are actively participating in Behavioral Health Services (BHS) activities. ALLIANCE WORKNET will participate in case staffing.
11. Arrange for Expedited Supportive Services, Drug Testing, and Fingerprinting of customers as required for participation in a specified activity. These services are limited by fiscal constraints of the Agreement.

B. FISCAL PROVISIONS:

ALLIANCE WORKNET shall be compensated for the services provided under this Agreement as follows:

1. Costs:

- A. This is a cost reimbursement contract. The rates and all costs attendant to the provision of service are described in Exhibit B- Fiscal Year 2007/2008 Contract Budget and Cost Allocation Methodology which are hereby incorporated by reference.
- B. Costs must conform with federal Costs regulation: OMB Circular A-87, A Guide for State and Local Government Agencies, 48 CFR, Part 31, Subpart 31.2 (for profit agencies), and OMB Circular A-122 (for nonprofit agencies). All equipment purchased by Contractor must be depreciated in accordance with 45 CFR 95.705. All equipment, materials, supplies or property of any kind purchased from funds reimbursed or furnished by County under the terms of this Agreement shall be fully consumed or aged out in the course of the Agreement/program. County reserves the right to physically reclaim any/all such property at the conclusion of the Agreement in accordance with 45 Code of Federal Regulations, Part 74, Administration of Grants.
- C. A separate legal budget for StanWORKs shall be used to accumulate all direct casework staff salaries, direct support costs and direct customer charges for subsidized employment and drug testing. All indirect charges including County Service Department allocated costs, rent and other related space costs for the Community Services Facility, and general operating costs will be charged to ALLIANCE WORKNET and allocated to StanWORKs based on time studies and/or other acceptable cost allocation methods (sq. footage, enrollments).

1. In addition, ALLIANCE WORKNET may charge this legal budget unit for Accounting staff based on the same ratio of casework time studies as described above. Director's Salary is distributed on number of staff less exceptions. Other Administrative Costs are based on time studies. It is the responsibility of ALLIANCE WORKNET to ensure that the cost allocation methodology and resulting charges to StanWORKs are in accordance with OASC 10 - The Guide for State & Local Agencies - Cost Principles and Procedures for Establishing Cost Allocation Plans and Indirect Cost Rates for Grants and Contracts with the Federal Government.

The final Contract Budget and Cost Allocation Methodology are described in Exhibit B. ALLIANCE WORKNET charges to the Contract Budget will be held to the account category level, not individual line items. Funds budgeted for Direct

customer support costs: drug testing fees, subsidized employment payments are separate from the balance of the contract budget funds and not allowable for transfer or any other purpose.

2. Invoicing:

- A. ALLIANCE WORKNET shall not bill CSA for services that would otherwise be available to WtW and StanWORKs registrants free of charge in the absence of available WtW and StanWORKs funding.
- B. ALLIANCE WORKNET shall invoice CSA in accordance with the information requirements specified in Exhibit B - Contract Budget and Cost Allocation FY 2007/2008. The Invoice format shall be designed by ALLIANCE WORKNET staff and approved by CSA Accounting Staff. Invoice and back-up documentation (time studies, time study summary, customer listing and expenditure summary) must be submitted to CSA within twenty (20) working days following the month in which services were provided.

Please note: Welfare programs are accounted for on a CASH BASIS method of accounting; invoices should be completed in accordance with this method (MPP Fiscal Management Control 25-801.2).

3. Payments:

- A. If the conditions set forth in this Agreement are met, CSA shall, on or before the thirtieth (30th) day of each month following the month of billing, transfer the sum of money claimed by the approved billings, (less any credit due CSA for adjustments of prior billing) to ALLIANCE WORKNET via Auditor-Controller's Office Journal Voucher. If the conditions are not met, CSA shall pay when the necessary processing is completed.

Reimbursement shall be made as follows:

Debit : 1631 45301 73750 CSA StanWORKs/ALLIANCE WORKNET Contract
Credit : 1317 33901 38000 ALLIANCE WORKNET StanWORKs Revenue

- B. CSA retains the right to withhold payment on disputed claims.
- C. Final payment under Agreement may be held until a termination audit is completed.
- D. ALLIANCE WORKNET, through the County General Fund, is responsible for the repayment of all audit exceptions and disallowances taken by CSA, State or Federal agencies related to this Agreement.

4. Local Match Participation:

This Agreement does not include any revenue sharing agreements between the two agencies which will be covered in a separate agreement.

5. Outcomes:

- A. Contractor shall meet the following Outcomes during the term of this Agreement:

- See Exhibit H, Contractor Scorecard, for outline of Expected Outcomes, which is hereby incorporated by reference and made a part hereof.

B. Contractor shall establish an Internal Monitoring Plan to monitor and meet the outcomes set forth in this Agreement.

6. Reporting:

A. Contractor shall submit the Scorecards as specified in Exhibit H, which is incorporated by this reference, within thirty (30) days of the end of the quarter period. Methods for submittal of the report are in order of preference and will depend on Contractor available access:

- 1) Email
- 2) Hardcopy

Scorecards should be submitted to:

Community Services Agency
PO Box 42
Modesto, CA 95353
(209) 558-3986
E-mail [_CSARreport@co.stanislaus.ca.us](mailto:CSARreport@co.stanislaus.ca.us)

B. Semi-Annual Program Narrative – Contractor shall submit a semi-annual narrative within thirty (30) days of the end of semi-annual period, to the County detailing Contractor's progress towards the outcomes established in Exhibit H, which is incorporated by this reference.

C. Annual Reporting – Due within thirty (30) days of the end of the Program/Contract Year as follows:

- i. Program Narrative - Contractor shall submit an annual narrative to the County describing if the expected outcomes of the program were met and the current status of the program, including recommended revisions of the scope of work, measurement tools, and outcomes.
- ii. Annual Scorecard - Contractor will submit an annual scorecard which will include year to date outcomes.
- iii. Result of Contractor Customer Satisfaction Survey – Contractor will submit a summary report of the results of the Contractor's Customer Satisfaction Survey.

**ALLIANCE WORKNET
CONTRACT TO PROVIDE
WTW/STANWORKS PROGRAM SERVICES
JULY 1, 2007 THROUGH MARCH 31, 2008**

BUDGET CATEGORY(1)

Salaries & Benefits	\$1,004,635
Services & Supplies	\$ 47,258
Other Charges	<u>\$ 55,260</u>
Subtotal StanWORKs budget	\$1,107,153
OJT, Drug Tests and Supportive Services	<u>\$ 42,616</u>
 TOTAL:	 <u>\$1,149,769</u>

(1) Line Item Budget included in contract file

**ALLIANCE WORKNET
CONTRACT TO PROVIDE
WTW STANWORKS PROGRAM SERVICES
EMPLOYMENT SERVICES TIME STUDY AND INSTRUCTIONS
JULY 1, 2007 THROUGH MARCH 31, 2008**

A time study is to be completed monthly by ALLIANCE WORKNET staff engaged in WtW/StanWORKs Employment training services to StanWORKs applicants/customers and other eligible customers to enable them to obtain employment. These include the following:

1. All caseworkers and their first line supervisors* who directly provide WtW/ StanWORKs employment training services.
2. Fiscal administrative staff in support of the WtW/StanWORKs program, assigned to ALLIANCE WORKNET/WtW/StanWORKs.
3. Time study will be developed by ALLIANCE WORKNET based on the codes provided by CSA.

GENERAL INSTRUCTIONS FOR COMPLETING THE TIME STUDY

ALLIANCE WORKNET is responsible for providing time study instructions to all staff; necessary instructions include but are not limited to the following:

- A. Complete the time study on a continuous basis throughout the day.
- B. Round hours to the nearest quarter hour.
- C. Record the total hours worked for each day.
- D. Record travel time to the program with which it is associated.
- E. Record holidays, jury duty, military leave, sick leave, and vacation as nonallocable. Lunch, dock time and normal days off are not recorded.
- F. Record time spent in continuing training to the associated program; if not identifiable to a program (Generic) record as nonallocable. (Generic training examples include stress management, time management, back safety, etc.)
- G. Record time for conferences and staff meetings to the associated program or function; if not identifiable to either, record as nonallocable.
- H. First-line supervisors of caseworkers record their nonallocable time and any direct time spent on casework activity on a daily basis. Time spent on supervision is allocated to the appropriate programs at the end of the time study period based on the allocable time of their staff.

* First line supervisors will not time study unless direct time is spent on casework. General WtW Caseworker Activities include: time spent arranging for the customer's entry into the WtW/StanWORKs component; tracking and monitoring customer activities; arranging for or providing

employment or training-related counseling; completing subsequent Activity Agreements, preparing for and presenting information at hearings, and providing customer services.

CODE DEFINITIONS

CODE 6201 WtW PRE-ASSESSMENT: (JOB CLUB, JOB READINESS, ORIENTATION AND CASAS)

Includes providing a StanWORKs applicant/customer with WtW Program appraisal orientation to the WtW Program and conducting the available supportive services; advising the customer of his/her rights and responsibilities; conducting activities associated with the Welfare Tax Credit (WOTC) Program; administering the basic skills screening tests; developing and documenting the preliminary employment goal; completing the General Agreement, and referring the customer to the initial assignment; referral to job readiness workshop (JOB CLUB) and activities related to supervised/unsupervised job search. Also includes Program Operations, including supportive services as needed and documenting narratives with C-IV, as appropriate.

CODE 6781 WtW STATE-ONLY TWO-PARENT FAMILIES: PRE-ASSESSMENT will be allocated based on a percentage provided by CSA.

CODE 6211 WtW POST-ASSESSMENT: COMMUNITY SERVICE

CODE 6791 WtW STATE-ONLY TWO-PARENT FAMILIES: COMMUNITY SERVICE will be allocated based on a percentage provided by CSA.

CODE 6221 WtW POST-ASSESSMENT: OTHER (WEX)
Includes any WtW activities other than those related to either the Vocational Education or Community Service WtW components.

CODE 6821 WtW STATE-ONLY TWO-PARENT FAMILIES: POST-ASSESSMENT OTHER (WEX) will be allocated based on a percentage provided by CSA.

CODE 6221 WtW POST-ASSESSMENT: OTHER (OJT)
Includes any WtW activities other than those related to either the Vocational Education or Community Service WtW components.

CODE 6821 WtW STATE-ONLY TWO-PARENT FAMILIES: POST-ASSESSMENT OTHER (OJT) will be allocated based on a percentage provided by CSA.

NONALLOCABLE

All other time; paid time not specifically associated with direct WtW/StanWORKs or other program time.



Please Print
 Last name _____, First name _____
 Dist # _____ Telephone # _____

POLICY – SECURITY AGREEMENT FOR USE OF THE C-IV SYSTEM

Anyone who is approved for access to the C-IV system is bound by the policies and procedures stated in this document.

These guidelines are established to ensure the protection of Stanislaus County Community Services Agency (CSA) and customer records in accordance with all Federal and State regulations.

All documents stored in the C-IV system are the property of CSA. To properly maintain and manage these resources, C-IV Administration has the right to examine all data stored on this system.

A. File Use

- The C-IV system is intended for appropriate business use. An individual's signature on this document verifies knowledge of this requirement.
- Files containing offensive or harassing material are strictly prohibited.

B. Privacy

- Disclosure of information on the C-IV system to law enforcement – CSA may be required, based on a subpoena, to release personal files to law enforcement agencies in criminal investigations.

C. C-IV System Connection

- Anyone wishing to receive a C-IV User Password must have a "Request for Connection to C-IV System" form completed with the appropriate signatures. This signed security agreement must also accompany all requests.
- When a password for C-IV is no longer necessary, a "Request for Disconnection from C-IV System" form must be completed. The contracted department must have a designated staff person responsible for such requests.

REQUEST FOR CONNECTION TO C-IV SYSTEM

CONNECTION FOR: _____ CSP PARTICIPANT? Y N

AGENCY/DEPT.: _____ JOB TITLE: _____

PHONE NUMBER: _____ DISTRICT NUMBER, IF APPLICABLE: _____

NETWORK ID: _____

LOCATION: _____

COMMUNITY SERVICES FACILITY: COLOR/POD: _____ LOCATION NUMBER: _____

OTHER ADDRESS: _____

CHECK ALL THINGS THIS PERSON WILL BE DOING ON C-IV.

- | | |
|---|---|
| <input type="checkbox"/> Viewing narratives and other screens, but not making entries in them | <input type="checkbox"/> Registering customers |
| <input type="checkbox"/> Making narrative entries | <input type="checkbox"/> Entering Activity information |
| <input type="checkbox"/> Running ad hoc reports (please specify which menu) | <input type="checkbox"/> Entering Attendance information |
| | <input type="checkbox"/> Case management |
| | <input type="checkbox"/> Printing letters for classes |
| | <input type="checkbox"/> Making fiscal payments (account clerk) |

DATE THE CONNECTION IS NEEDED BY? _____

DESIGNATED SIGNATURE: _____ DATE: _____

TITLE: _____

PSS USE ONLY

GROUP: _____

UAF: _____

MENU NEEDED:

- PSS
- CLERICAL
- CASE MANAGEMENT

USERNAME: _____

- Approved Password
- Denied Password

CSA T02 Manager

Date

REQUEST FOR DISCONNECTION FROM C-IV SYSTEM

DISCONNECTION FOR: _____

CSA EMPLOYEE DISTRICT #: _____ PHONE #: _____

NON-CSA EMPLOYEE AGENCY/DEPT: _____

PHONE#: _____

C-IV USER PASSWORD YES NO

PHYSICAL CONNECTION YES NO

LOCATION:

COMMUNITY CENTER VI: POD _____ LOCATION # _____

JACK # _____

OTHER ADDRESS: _____

DESIGNATED SIGNATURE: _____

DATE: _____

TITLE: _____

**Stanislaus County
Alliance WorkNet (AW)
On-the-Job (OJT) Agreement**

In conformance with the Workforce Investment Act (WIA) and Federal, State and local Welfare to Work Laws and regulations, the goals of the AW OJT are: 1) to provide Trainees with the skills essential to the full and adequate performance of the job, 2) to reimburse employers up to 50% of the wage rate of a participant, for the extraordinary costs of providing and supervising training, 3) to be of limited duration appropriate to the occupation being trained.

The Stanislaus County Alliance WorkNet (hereafter, County); and _____
_____ (hereafter, Employer) enter into this agreement in the city of Modesto, County of Stanislaus.

County and Employer agree to the terms and conditions outlined below.

1. The term of this agreement is from _____ through _____.
2. Employer shall employ and train County referred employee: _____
SSN# _____ (hereafter, Trainee) in the occupation(s) and in accordance with the OJT training outline(s) attached as Exhibit A.
3. This is a cost-reimbursement contract. The County will reimburse Employer up to 50% of the agreed wage rate for the time the Trainee actually works. Employer may invoice the County on a weekly, bi-weekly, monthly or other basis as arranged at contract signing. Reimbursement cannot exceed the "hourly rate" or "total cost" identified in Exhibit A. County will reimburse Employer at the agreed hourly rates only. Any differential (for overtime, holiday time, etc.) is the responsibility of the employer.
4. The Employer shall not subcontract any portion of the OJT training.
5. During the training, the Employer shall insure that each Trainee 1) is on the Employer's payroll, 2) receives all benefits that accrue to other employees in the same or similar work, 3) receives compensation as outlined in Exhibit A, 4) receives appropriate company orientation, clothing, tools and safety training afforded to other employees performing the same or similar work.
6. The Employer shall hire the Trainee as a regular member of the work force and shall continue to employ the Trainee after successful completion of the training, subject to the same conditions of employment as all other employees.
7. The County has the right to observe and monitor the performance of this agreement and has the right to verify costs or charges invoiced according to the agreement. County may do this by examining the Employer's books, records or documents solely pertaining to this agreement during the Employer's normal business hours.
8. Training location will be: _____
9. Training Supervisor will be: _____
10. Either party may terminate this agreement upon ten days written notice or in the event that funding is not available to AW to carry out the agreement. No alteration or variation of the terms of this agreement shall be valid and/or binding unless made in writing and signed by the parties hereto; no oral understandings or agreements are a part of this agreement. Pages one, two and Exhibit A on page three, constitute the entire agreement.
11. The Employer's federal identification number is: _____
12. Employer guarantee not to use any Trainee to displace any employee performing substantially the same or similar function. Furthermore, this OJT Trainee will not infringe in any way upon the promotional opportunities of current employees.
13. The Employer shall comply with all applicable federal, state and local laws and ordinances in the conduct of this training agreement.

Agreement No: _____
Fund: 0907

**Stanislaus County
Alliance WorkNet (AW)
On-the-Job (OJT) Agreement**

In the performance of this agreement, the Employer, its agents and employees, shall act in an independent capacity and not as officers, employees, or agents of the County, nor the State of California.

In witness whereof, this agreement has been executed in triplicate, in and on behalf of the parties hereto, the day and the year first above written.

Employer

_____	_____
Name and Title	Signature
_____	_____
Name and Title	Signature (Alternate)
_____	_____
Firm Name	Mailing Address and Telephone

Type of Organization	

Reviewed By: _____
Employment and Training Program Manager

The County of Stanislaus

_____	_____
Name and Title	Signature

Additional Signatory Authorities (if desired):

_____	_____
Name and Title	Signature

_____	_____
Name and Title	Signature

**Stanslaus County
Alliance WorkNet (AW)
On-the-Job (OJT) Agreement**

Exhibit A

1. On-the-Job Training Description

- a. Occupation: Stock Clerks-Stockroom, Warehouse, or Storage Yard
- b. O*NET Code: 43-5081.03
- c. Job Zone: 2
- d. Hourly Starting Wage: \$7.00

2. OJT Cost

Hourly Reimbursement Rate \$3.50

Total Hours of the OJT 320

Total Contract Amount \$1,120

3. OJT Outline and Trainee Assessment

Training Element Briefly describe the critical job function to be learned.	Trainee experience before OJT			Supervisor's Certification of OJT Goals/Objectives	
	1=no experience	2=limited experience	3=experienced	date attained/initials	
	Int	Rvw	Rvw		
1. Unload trucks, sort and hang donated materials by different Categories such as gender, usable and unusable items.	1				
2. Inspect clothing for any damages and price accordingly.	1				
3. Separate, label clothes and price according to pricing chart.	1				
4. Operate cash register, processing credit card payments and Balance cash drawer daily.	1				
5. Set up advertising displays of merchandise on shelves, counters or tables to attract more business and promote sales, dress mannequins.	1				

4. Brief description of training method:
Learn by observation, instruction and hands on experience.
5. Employer must notify County in the event that employee does not complete any of the training elements described. Employer will attach a copy of this completed form (Exhibit A) to final invoice.
6. Unless Employer stipulates otherwise, submission of final invoice in accordance with the provisions of this contract will serve as the employer's certification of completion of training and fulfillment of the training obligation. Upon verification of completion of training, signature of trainee and receipt of final invoice, County will issue Trainee a certificate of completion.
7. Unless otherwise amended under provisions of paragraph 10 above, this contract ends on the term date stipulated in paragraph 1. Employer must submit all invoices for reimbursement within 60 days of the last day worked. County is not obligated to process any claims beyond that date.

OUTCOME - BASED CONTRACT SCORECARD AND PROGRAM LOGIC MODEL

Agency Alliance Worknet Program Name: Community Service Program Date: _____ Service Month: _____

Goal: Build America's Best Workforce, One Success At A Time

WHY? To assist customer to achieve financial self-sufficiency, assist employers to maintain a competitive advantage, and to improve the quality of life in Stanislaus County

WHAT?

HOW?

WHAT IF?

EXPECTED OUTCOMES	INPUTS OR RESOURCES	ACTIVITIES	OUTPUTS	MEASUREMENTS & INDICATORS	ACTUAL OUTCOMES
<p>Short Term:</p> <ul style="list-style-type: none"> The average CSP Orientation evaluation rating will be 4 (scale 1-5). <p>Intermediate:</p> <ul style="list-style-type: none"> The average CSP placed customers' evaluation rating will be 4 (scale 1-5). 100% of CSP customers will be provided Job Development services. <p>Long Term:</p> <ul style="list-style-type: none"> The average rating score of all CSP customers (per Site Sup) placed at a worksite will be 7 (scale 1-10). 10% of customers who attend CSP Orientation will gain employment. 	<p>Resources:</p> <ul style="list-style-type: none"> 4 Staff members to provide CSP placements and Job Development services 1 Supervisor 1/2 Lead Worker Approx. 800 CSP positions with a variety of required skill levels available for placement in non-profit, public sector sites throughout the county <p>Services:</p> <ul style="list-style-type: none"> English, Assyrian, and Spanish CSP Orientations Ongoing placement, monitoring, and case management services to customers Individual Job Development services 	<ul style="list-style-type: none"> Resume updating, job coaching, and referral to jobs and job orders. 	<ul style="list-style-type: none"> 2 English CSP orientations per week and 1 Spanish CSP orientation per month in Modesto 1 English CSP orientation per month and 1 Spanish CSP orientation every 2 months in Turlock Assyrian CSP orientations scheduled as needed At least 1 face to face contact with placed CSP customer per month 	<p>Monthly Statistical Reports:</p> <ul style="list-style-type: none"> # of customers referred from CSA # of customers attended CSP orientation # of customers placed in CSP sites # of customers employed CSP Customer Improvement Rating CSP Orientation Evaluation Placed CSP Customers' Evaluation 	<ul style="list-style-type: none"> The average CSP Orientation evaluation rating was 4.9 (scale 1-5). The average CSP placed customers' evaluation rating was 4.5 (scale 1-5). 100% of CSP customers were provided Job Development services. The average rating score of all CSP customers (per Site Sup) placed at a worksite was 7.2 (scale 1-10). 26% of customers who attended CSP Orientation gained employment.

COMMENTS: _____



OUTCOME - BASED CONTRACT SCORECARD AND PROGRAM LOGIC MODEL



Agency: Alliance Worknet ___ Program Name: Welfare to Work Orientation/ Job Club ___ Date: ___ Service Month: ___

Goal: Build America's Best Workforce, One Success At A Time

WHY: Assist customers to achieve financial self-sufficiency, Assist employers to maintain a competitive advantage, and Improve the quality of life in Stanislaus Co.

EXPECTED OUTCOMES	INPUTS OR RESOURCES	ACTIVITIES	HOW?	MEASUREMENTS & INDICATORS	WHAT IF?
<p>Short Term: 30% of TANF customers who attend Job Club (day 1) will gain employment or complete the full 4 weeks.</p> <p>Intermediate: Customers will obtain a minimum average Job Club Post Test score of 20.3 (75%) out of 27 possible points - covering Resume, Interview, & Applications skills (English only)</p> <p>85% of Job Club attendees will have a minimum of two skill appropriate job leads*.</p> <p>80% of JC customers will pass their Mock Interview</p> <p>Customer satisfaction results for JC & WTWO will have a minimum rating of 70%</p>	<p>6 FSS Ills to provide WTWO, Job Club instruction and Job Development, on a rotational basis. 1 Admin Clerk II 1/2 FSS IV 1 FS Sup.</p> <p>Services: 1/2 day WTWO (English, Assyrian) covering general WTW responsibilities, rights, & guidelines, CC & BHS presentations, time limits info, supportive services info, transportation info, parenting, & job resources. Paperwork: WtW1, Stan WtW 3, Stan GEN 48, CCP 7, DET Questionnaire, DET half sheet for post Job Search</p> <p>Recommendations: ESL Orientations for non-English speakers (other than Assyrian) <ul style="list-style-type: none"> ▪ DET will coordinate interpreters with CSA for languages other than Assyrian </p>	<p>Job Club Modules:</p> <ul style="list-style-type: none"> • Job search skills • Interviewing skills • Resume creation • Applications • Goal Setting • LMI • Resource Centers • Career Exploration • Basic Computer skills • Career Assessment • Professional letter writing • Money Management • Motivation • Trouble-shooting • Problem solving • Community services <p>JDServices include one-on-one intensive counseling, research on customer's behalf, job and resource referrals, and follow up. Alternative Job Search provided with JD services for guided job search over 4 weeks.</p>	<p>Minimum Services</p> <ul style="list-style-type: none"> • One WTWO each week in Turlock • Three WTWO each week in Modesto • One Assyrian WTWO every six weeks • One "other language" orientation per week • Two Modesto Job Clubs per month • One Turlock Job Club per month • One Assyrian Job Club per every six weeks • JD Contact for each Job Club group • Alternative Job Search scheduled each week <p>Monthly reports including:</p> <ul style="list-style-type: none"> • # referred to each activity • # attended WTWO • # attended first day of Job Club • #completed Job Club • # attended Alternative Job Search • # gained employment • customer satisfaction summary statistics 	<ul style="list-style-type: none"> • Statistical reports • DetNet reports: customer satisfaction, post test scores, Job Club completed, attendance results, & employment statistics 	<ul style="list-style-type: none"> • Statistical report provided to CSA on a monthly basis. • ###% of customers that attended Day 1 of Job Club (JC) completed. • The average JC Post Test score was ### (###%). • The majority of JC customers (over ###%) received a minimum of 2 job referrals. • ###% of customers passed the JC Mock Interview • Customer satisfaction rating for Job Club was ###. • ###% of customers who attended Job Club (Day 1) obtained employment.



OUTCOME - BASED CONTRACT SCORECARD AND PROGRAM LOGIC MODEL



Agency: Alliance Worknet ___ Program Name: Welfare to Work Orientation/ Job Club ___ Date: _____ Service Month: _____

Goal: Build America's Best Workforce, One Success At A Time _____

WHY: Assist customers to achieve financial self-sufficiency, Assist employers to maintain a competitive advantage, and Improve the quality of life in Stanislaus Co. _____

<p>Long Term: 10% of customers that attended Day 1 of Job Club will be employed *.</p> <p>*May not be available to non-English customers or those without HS Dip/GED</p>	<p>Job Club comprehensive job search skill instruction including (English & Assyrian):</p> <ul style="list-style-type: none"> • 4 weeks Job Club curriculum & supervised job search • Job Development with an assigned point of contact • Alternative Job Search 4 week job search activity for the rare customers who can not be accommodated by JC (English Only) 	<p>Job Search follow-up for 90 days after completion of JC.</p> <p><i>(CVOC provides job search for Spanish speaking customers)</i></p> <p>All customers receive written materials and resources to assist them with their post Job Club job search.</p>	<ul style="list-style-type: none"> • % increase/decrease in pre/post test results • Average post test results 		<ul style="list-style-type: none"> • ##% of JC customers completed without obtaining a job. • Customer satisfaction rating for WtWO was ##%.
---	--	--	---	--	--

COMMENTS: _____

I certify that the data provided is a true and accurate report of our organization's activities for the service month listed above.

Authorized Signature _____

Date _____

Prepared by _____

Phone _____

ALLIANCE WORKNET
FY 07-08 PROPOSED BUDGET

		Column D	REVISED 9/20/07
		Proposed	Comment
		07-08	
Name/Acct	Position		
<i>Program Manager/Clerical Support</i>			
Steve Hopkins	Program Manager	56,378	
Maria Luna	7263/AdmClerk II	41,746	
Yolanda Rameno	8438/AdmClerk II	27,909	
		126,033	
<i>Supervisor/IV</i>			
Martha Armstrong	2248/FSS Sup	56,450	
Bruce Merchant	6219/FSS Sup	56,100	
Moona Givargis	337/FSSIV	49,773	
		162,322	
<i>Line Staff</i>			
Brenda Aust	1073/FSS III	29,507	
Virginia Bork	6569/FSSIII	44,600	
Michelle Campunar	135/FSS III	0	
Silvia Cockrell	129/FSS III	44,507	
Gwen Edmondson	8233/FSS III	44,600	
Teresa Green	8622/FSS III	48,392	
Cynthia Homen	6149/FSS III	47,514	
Joan Ingram	6568/FSS III	48,392	
Pamela Kinser	1050/FSS III	48,392	
Vivian Francis (Lazar)	702 FSS III	52,464	
Margarita Ramos	6153/FSS III	52,464	
Wutha Seng	8232/FSS III	47,218	
		508,051	
Sub-Total Salaries		796,406	
Move to SW from other units		0	Move to 6328/6595 Rec. Ctr
Proj inc due to contract negotiation		40,298	
Move to CMS			
Sub-Total Salaries		836,704	
<i>Extra Help</i>			
		836,704	
50010	Overtime/Comp Time Paid		
50020	Extra help		
50100	Comp Time Taken		
50210	Vac/Holiday Cash Out	1,098	
50220	Term Cash Out		
53000	Grp Health Ins.- <i>INCREASE ONLY</i>	10,025	
53020	Unemployment	2,210	
53051	Administrative Fee \$2 pp/pay	612	
54000	Worker Compensation	18,132	
55200	Employee Assistance	1,001	
Total of Sals and Fringes		869,782	

ALLIANCE WORKNET
FY 07-08 PROPOSED BUDGET

			Column D	
			Proposed	Comment
			07-08	
Staff Operational Cost				
60400	Commuincation		7,382	
60850	Janitorial		0	
61600	Maint-Equip		1,585	
61800	Maint-Stuct		385	
62200	Membership		0	
62210	Annual Lic-Software		1,577	
62400	Misc Exp		150	
62420	TQM Staff Recognition		200	
62601	Safety Eq und 1000		150	
62600	Office Suplies		3,000	
62630	Printing		1,875	
62730	Postage		375	
62780	Books		100	
62790	Subscription		100	
62840	Computer Software		0	
62860	Equipment <\$1000		0	
62980	PC Equipment > \$1000 < \$5000		0	
62990	Oth Equip > \$1000 <\$5000		0	
63000	Professional Services		525	
63280	Contracts (Other Staff costs)		87,465	
63500	Security		1,103	
65000	Publication		0	
65100	Rent-equip		2,880	
65300	Rent-Struct		337	
65600	Special Departmental Expense		0	
65780	Ed & Trng		2,000	
65940	Library & Ref Book		50	
66170	Training Material		500	
67040	Travel		2,000	
		Sub-total 60000	113,738	
73509	Rent-Struct		10,389	
73510	Grand Jury		247	
73511	Cty Auditor		10,977	
73512	Cty Dept Billing		1,168	
73513	Cty Bldg Maint		0	
73514	Cty Risk Management		2,888	
73516	BLDG Mtc-MTC Labor Charges		490	
73517	Bldg Mtc-Mtc Supplies		98	
73520	A-87 Charges		13,643	
73521	A-87 CarryF		-1,125	
73540	County Counsel		520	
73550	Utilities		3,152	
73560	Janitorial		1,907	
73660	Govt Fingerprintin		0	

ALLIANCE WORKNET
FY 07-08 PROPOSED BUDGET

74011	Telecommunication		3,101	
74050	Auto Liability		432	
74060	Self Ins General Liability		3,176	
74080	Central Service Prtg		8	
74090	Quick Copy		0	
74100	Mail room Postage Meter		933	
74102	Presort Postage		19	
74110	Mailroom Services		121	
74120	Messenger Serv		520	
74123	Salvage Disposal		112	
74130	Data Processing		0	100 % FACT
74131	Dove		0	100 % FACT
74132	PeopleSoft		0	100 % FACT
74162	Morgan Shop Fuel		75	
74172	Fleet Svc - Repair & Maint		128	
74173	Fleet Svc-Fuel		75	
74174	Fleet Svc-Damaged Vech L		12	
74175	Fleet Svc - Motor Pool		750	
74180	Cty Gas		0	
74190	Pick Up & Delivery		87	
74370	Storage-Office Suppl		866	
74700	Commercial Insurance		434	
74701	Fire & Property Deductible		29	
75040	Fiduciary Liability Ins		27	
		Subtotal 7000	55,259	
81000	EQUIPMENT		0	
81830	PC Computer System > \$ 5000		0	
82770	Computer Software		0	
84420	PC Hardware Equipment > \$5000		0	
		Subtotal 8000	0	
	Total Operating Cost		168,997	
	Total Stanwork Operating Budget		1,038,780	
	Client Services			
65950	Resource Center		68,373	
50090	Enrollee Wages			
52030	Enrollee Benefits			
54100	Worker Comp			
63275	OJT Contracts		33,366	
63340	Drug Tests		5,250	
65660	Supportive Services		4,000	
			110,989	
	Total StanWorks Budget		1,149,769	1149769 Check
5000	Clerical Project			
63280	Salaries		15,000	Adm Support
50090	Adm. Cost (direct Staff)		19,232	Direct Staff
52030	Enrollee Wages		179,715	
54010	Enrollee Benefits			
	Worker Comp			
	Total Clerical Project		213,947	

COUNTY OF STANISLAUS
COMMUNITY SERVICES AGENCY
CONTRACT TO PROVIDE
WELFARE-TO-WORK/STANWORKS PROGRAM SERVICES
JULY 1, 2007 THROUGH JUNE 30, 2008

It is hereby mutually agreed between the County of Stanislaus, Community Services Agency, hereinafter referred to as "CSA" and STANISLAUS COUNTY ALLIANCE WORKNET, hereinafter referred to as "AW", that the Agreement entered into on July 1, 2007 for the purpose of providing a Welfare-to-Work/StanWORKS program services is hereby amended as follows:

FIRST: C. Term:, Paragraph 1. is hereby deleted and replaced with the following:

- 1. The term of this Agreement shall be from July 1, 2007 until June 30, 2008.

SECOND: EXHIBIT B is hereby deleted and replaced with EXHIBIT I

THIRD: All references to Agreement ending date of March 31, 2008 are hereby deleted and replaced with June 30, 2008.

All other terms and conditions of the Agreement shall remain in full force and effect.

////////////////////////////////////
IN WITNESS WHEREOF, the parties have executed this Agreement in Modesto, California.

APPROVED AS TO CONTENT:

COMMUNITY SERVICES AGENCY

ALLIANCE WORKNET

By: 
Patrice Dietrich

By: 
Jeffrey Rowe

Title: 1
Interim Director

Title: Director

Dated: 5/15/08

Dated: 5/6/08

BOARD OF SUPERVISORS
2008 DEC 29 A 8:08

**ALLIANCE WORKNET
CONTRACT TO PROVIDE
WTW/STANWORKS PROGRAM SERVICES
JULY 1, 2007 THROUGH JUNE 30, 2008**

BUDGET CATEGORY(1)

Salaries & Benefits	\$ 1,114,782
Services & Supplies	\$ 198,540
Mobile Computer Lab	\$ 28,590
Family Resource Center Contracts	\$ 62,181
Other Charges	<u>\$ 81,637</u>
Subtotal StanWORKs budget	\$1,485,730
Special Program	\$ 103,554
OJT, Drug Tests and Supportive Services	<u>\$ 47,616</u>
TOTAL:	\$ 1,636,900



COMMUNITY SERVICES AGENCY

Christine C. Applegate
Director

251 E Hackett Road
P.O. Box 42, Modesto, CA 95353-0042

Phone: 209 558 2500 Fax: 209 558 2558

BOARD OF SUPERVISORS
2008 DEC 29 11 A 8:08

MEMO TO: SUZI SEIBERT
CLERK TO THE BOARD OF SUPERVISORS

FROM: SHANNEN LOVE
CONTRACTS ADMINISTRATION

DATE: DECEMBER 22, 2008

SUBJECT: FULLY EXECUTED CONTRACTS

Enclosed for your record is one (1) original of each of the following fully executed contract & amendments 1 & 2:

- ◆ **STANISLAUS COUNTY ALLIANCE WORKNET** to provide Welfare-to-Work/StanWORKs Program Services effective July 1, 2007 through March 31, 2008.
- ◆ **STANISLAUS COUNTY ALLIANCE WORKNET** amendment #1 & #2 to provide Welfare-to-Work/StanWORKs Program Services effective July 1, 2007 though June 30, 2009.

The above mentioned original contract was not approved by the Board of Supervisors; however Amendment #1 was approved by the Board of Supervisors with Action #2008-041, Board Agenda #B-11 on January 15, 2008 and Amendment #2 was approved with Action #2008-352, Board Agenda #B-5 on May 20, 2008.

If you have, any questions regarding these documents please contact Pam Thompson at 558-3986.

Thank you.

G:\MSword\Shannen\BOS Fully Executed Contract.doc



COUNTY OF STANISLAUS
COMMUNITY SERVICES AGENCY
CONTRACT TO PROVIDE
WELFARE-TO-WORK/STANWORKS PROGRAM SERVICES
JULY 1, 2007 THROUGH MARCH 31, 2008

BOARD OF SUPERVISORS
2007 DEC 26 A 8:08

This Agreement is made and entered into this first day of July 2007 by and between the County of Stanislaus, Community Services Agency, (hereinafter referred to as CSA) and the County of Stanislaus, Alliance WorkNet (hereinafter referred to as **ALLIANCE WORKNET**).

INTRODUCTION

This Agreement is let in accordance with Title XX, of the Social Security Act, California State Welfare and Institutions Code (WIC), sections 12300, et seq.; California Department of Social Services (CDSS) Manual of Policy and Procedures (MPP), divisions 10, 19, 21, 22, 25, 30, and 46 et seq.; The Personal Responsibility and Work Opportunity Reconciliation Act (HR3437) and the California Work Opportunity and Responsibility to Kids Act (AB 1542) for the purpose of administering the CalWORKs program.

WHEREAS, the California Department of Social Services (CDSS) is the state agency responsible for administration of the CalWORKs program;

WHEREAS, the Stanislaus County CSA is responsible for administering the CalWORKs program in Stanislaus County (hereinafter referred to as StanWORKs);

WHEREAS, certain portions of the StanWORKs program may be contracted out under specific criteria;

NOW, THEREFORE, in consideration of the mutual promises, covenants, terms, and conditions hereinafter contained, the parties hereby agree as follows:

TERMS AND CONDITIONS

1. DUTIES AND RESPONSIBILITIES:

- A. ALLIANCE WORKNET agrees to provide Welfare-To-Work (WtW)/StanWORKs direct program services in accordance with Exhibit A - Description of Services, the Stanislaus County StanWORKs County Plan, the CSA StanWORKs Policy Manual, CDSS Eligibility and Assistance Standards (EAS) Manual of Policies and Procedures (MPP) 42-700, et. seq., CDSS Fiscal Management and Control MPP Division 25, et. seq., Federal TANF requirements, which are hereby incorporated by this reference.
- B. CSA agrees to reimburse ALLIANCE WORKNET for WtW/StanWORKs direct program services, as detailed in Exhibit A - Description of Services, Exhibit B - Contract Budget and Cost Allocation Methodology for FY 2007/2008, and Exhibit C - Time Study and Instructions hereby incorporated by this reference.
- C. ALLIANCE WORKNET and CSA shall provide, in writing, to the Department Heads of the respective agencies, the name of the Manager III who has primary responsibility to act on behalf of their respective organizations to ensure compliance with all contract provisions.

2. GENERAL PROVISIONS:

A. Availability of Funds:

Payment of all services provided in accordance with the provisions of this Agreement is contingent upon the availability of County and other local funds, State and Federal funds.

B. General Accountability:

1. In the event of an audit exception or exceptions, or any other kind of sanction, the party responsible for not meeting the program requirement or requirements shall be responsible for the deficiency.
2. In the event of any State hearings, cash grant award or lawsuit award resulting from ALLIANCE WORKNET's failure to perform as required by this Agreement, reimbursement shall be made to the damaged party by ALLIANCE WORKNET.
3. Additional costs to CSA for maintaining any portion of the Agreement as a result of ALLIANCE WORKNET's failure to perform, as required by this Agreement, are subject to recoupment by CSA through withholding from billings.
4. It is agreed that Workforce Investment Act (WIA) funds can not be used to reimburse CSA for instances detailed in items B.1. through B.3, above. Any necessary adjustments will be made by journal entry charge to the ALLIANCE WORKNET - StanWORKs Legal Budget Unit.

C. Term:

1. The term of this Agreement shall be from July 1, 2007 until March 31, 2008, with the option of extending for an additional two (2) months.
2. This Agreement may be terminated with Stanislaus County Board of Supervisors' approval, when a thirty (30) day written notice is provided to the other party.

D. Equipment and Supplies:

All equipment purchased by ALLIANCE WORKNET, including the Welfare-to-Work (WtW) C-IV must be depreciated in accordance with 45 CFR 95.705. All equipment, materials, supplies or property of any kind purchased from funds reimbursed or furnished by CSA under the terms of this Agreement shall be fully consumed or aged out in the course of the Agreement/program. CSA reserves the right to physically reclaim any/all such property at the conclusion of the Agreement in accordance with 45 Code of Federal Regulations, Part 74, Administration of Grants.

E. Records and Audit:

1. ALLIANCE WORKNET shall maintain all writings, documents, and records prepared or compiled in connection with the performance of this Agreement for a minimum of five (5) years from the termination or completion of this Agreement or until such records and their supporting documentation are released due to closure of Federal/State audit, whichever is longer. This includes any handwriting, typewriting, printing, photostatic, photographing, electronic data, and every other means of recording upon any tangible thing, any form of communication or representation including letters, words, pictures, sounds, or symbols or any combination thereof.
2. Records shall be destroyed in accordance with California Department of Social Services (CDSS) Manual of Policy and Procedures (MPP) Division 23, Section 350.

3. Any authorized representative of CSA shall have access to any writings as defined above for the purposes of making audit, evaluation, examination, excerpts, and transcripts during the period such records are to be maintained by ALLIANCE WORKNET. Further, CSA has the right at all reasonable times to audit, inspect, or otherwise evaluate the work performed or being performed under this Agreement.
4. ALLIANCE WORKNET shall provide all required records and information to CSA within seven (7) working days of the request to enable CSA to prepare and present the County's position at State Hearings.
5. ALLIANCE WORKNET shall comply with the decision of CSA and/or the Administrative Law Judge. Upon determination that corrective action is needed, CSA shall return case records to ALLIANCE WORKNET for implementation.
6. ALLIANCE WORKNET shall submit billings, statistical reports and other information as requested by CSA.
7. CSA shall have the right to audit all billings and records of ALLIANCE WORKNET related to this Agreement as required by State law.
8. Monitoring by CSA may be accomplished by the following means: field reviews, audit claims, monthly review of records, case reviews, electronic review, etc.
9. ALLIANCE WORKNET agrees that their financial records shall contain itemized records of all costs and be available for inspection in Stanislaus County by County, State or Federal agencies.

F. Grievance:

ALLIANCE WORKNET shall provide a system by which recipients of service shall have the opportunity to express and have considered their views, grievances, and complaints regarding ALLIANCE WORKNET's delivery of services. A copy of the grievance policy shall be submitted to CSA for approval within fifteen (15) days of execution of this Agreement.

G. Subcontracting:

ALLIANCE WORKNET shall not assign or subcontract this Agreement without the express written consent of CSA. Further, ALLIANCE WORKNET shall not assign any monies due or to become due under this Agreement without the prior written consent of CSA. All subcontracts must be let in accordance with CDSS MPP Section 23-600, et seq.

H. Confidentiality:

ALLIANCE WORKNET shall comply and require its officers and employees to comply with the provisions of Section 10850 of the Welfare and Institutions Code and Division 19 of the CDSS Manual of Policies and Procedures to assure that:

1. All applications and records concerning any individual made or kept by a public officer or agency in connection with the administration of the provision of the Welfare and Institutions Code relating to any form of public social services for which grants in aid are received by this State or by the Federal government will be confidential and will not be open to examination for any purpose not directly connected with the administration of public social services.

**ALLIANCE WORKNET
CONTRACT TO PROVIDE
WTW/STANWORKS PROGRAM SERVICES
JULY 1, 2007 THROUGH MARCH 31, 2008**

A. SCOPE OF WORK

ALLIANCE WORKNET shall have the following responsibilities:

1. Provide direct customer services, including, Job Club/Job Search, Community Service Program, job referral or job placement, and expedited supportive services to customers referred by CSA within the fiscal restraints, in accordance with CDSS CalWORKs Regulations, the State-approved Stanislaus County StanWORKs Plan, the StanWORKs Policy Manual and any subsequent revisions. Paid Work Experience may be offered on a limited basis contingent on an assessment of how the services will benefit the customer, and the availability of funds, with or without co-enrollment in the WIA program with ALLIANCE WORKNET.
 - a. Job Club/Job Search Workshop, an intensive four week (32-35 hours/week) program.
 - Job site expectations and behavior.
 - Provide daily supervised job search.
 - Provide daily or as needed, no less than weekly communication with CSA case managers and supervisors through utilization of:
 - phone calls
 - face to face meetings
 - e-mails
 - C-IV Journal documentation
 - ALLIANCE WORKNET to enter attendance in C-IV on a daily basis
 - ALLIANCE WORKNET will notify CSA case managers regarding customers attendance on the following:
 - attendance/non attendance of day one
 - attends an activity
 - drops out
 - no shows
 - stops attending
 - Curriculum will be formatted to accommodate different learning styles. The curriculum for the Workshop shall include but not be limited to:

Job Applications:

 - Apply previous work experience to the position the customer is applying for.

- The ability to complete a variety of job application types, including but not limited to, on line applications.
 - Collect, organize and maintain employment history and personal information pertinent to an application e.g., references, driver's license.
- Do's and Don'ts on appropriateness of questions.
- How to address the issues of convictions and other legal issues.
- Receive written instructional materials and resources to assist customer with post Job Club/Job Search.

Resumes:

- Ability to complete a basic position appropriate resume including an online resume.
 - Ability to apply appropriate information and language to a resume.
 - Ability to format a resume.
 - Ability to modify a resume.
- Customers complete Job Club with a hard copy Job Search ready Resume.

Interview Skills:

Ability to:

- Professional letter writing including, but not limited to, letters of introduction, cover letters, thank you letters, etc.
- Provide letter of recommendation.
- Interview before an individual or panel.
 - Mock interview.
- Identify the do's and don'ts on appropriateness of questions.
- Know what is appropriate dress and appearance.
- ALLIANCE WORKNET to evaluate and rate the interview on a pass or fail scale. Expectation 80% of customers will pass a mock interview.

Customers will leave Job Club with a hard copy of a Job Search ready Resume, job search skills, and knowledge about how to adapt their skills to match the position for which they are applying.

Job Search Skills to include but not be limited to:

- Phone calling skills including cold calling and calling scripts.
- The ability to Job search using the internet.
- Life skills including but not limited to arriving to work on time, problem solving, identifying skills, how to project a positive attitude, budgeting, goal setting, etc.

- Job Search techniques including but not limited to cold calling, internet, and networking.
 - Community Resources information that the customer can take with them and knowledge of online CVIR.
 - Recognition- for example certificates of completion at completion of activity.
- b. Develop a variety of Community Service Program (CSP) sites that addresses the different diversity of customer skill levels. Develop and maintain appropriate sites that will accommodate the customer's needs. Provide orientation and placement at a work site including customer contact and monitoring of customer performance at a minimum of every thirty (30) days including a minimum of one (1) site visit every thirty (30) days. ALLIANCE WORKNET will record a journal entry reflecting the customer's progress at their CSP site including a ranking of one (1) through ten (10) as the customer's progress at their CSP site.
- Provide a minimum of two (2) English CSP orientations per week at Hackett and a minimum of one (1) per month in Turlock.
 - Assyrian CSP orientations scheduled as needed at Hackett or Turlock.
 - A minimum of one (1) Spanish CSP orientation per month as needed at Hackett.
 - Spanish CSP orientations in Turlock scheduled as needed.
 - Refer customers to job opening as appropriate.

Skills: ALLIANCE WORKNET, in conjunction with CSP sites, will ensure that customers develop the following life skills during assignment at CSP sites including, but not limited to:

- Attendance, punctuality, cooperation, attitude, quality of work, ability to follow instructions, overall job performance.
 - Develop other job related responsibilities such as but not limited to: keeping site supervisor aware of any occurrence that might effect their work site participation.
 - Arrange child care and transportation (including a back up plan).
 - Appropriate dress.
 - Completing assigned tasks, staying focused on task and keeping busy.
 - Conflict resolution and communication.
 - Follow all work place rules, regulations (including safety and health codes).
- c. Job referral services and job development shall be provided for all customers beginning in orientation and through out participation in an ALLIANCE WORKNET activity matching customer's skill with unsubsidized jobs. Job development services will include but not be limited to:
- ALLIANCE WORKNET will provide a minimum of five (5) job referrals to an unsubsidized employment for each customer per month while in CSP.
 - ALLIANCE WORKNET will provide a minimum of five (5) job referrals to an unsubsidized employment for each customer per month while in Job Club/Job Search.
- d. Provide recommendations to CSA case manager for referral to the WIA program for On the Job Training (OJT) for StanWORKs customers. Documentation of these

activities will be provided through completion of OJT forms designated by ALLIANCE WORKNET and attached in Exhibit G.

- e. Customer Survey: ALLIANCE WORKNET and CSA will develop and implement a Customer survey that will measure effectiveness of service/information and value of information and/or services provided. Customer surveys will be distributed to customers at the end of the following activities: Job Club/Job Search, CSP orientation, and quarterly to all participants in CSP. ALLIANCE WORKNET will provide to CSA a survey report on a monthly basis for Job Club/Job Search, CSP orientation, and quarterly for CSP.
 - f. ALLIANCE WORKNET will provide daily or immediate notification to CSA in customer employment placements.
 - g. ALLIANCE WORKNET will provide designated CSA staff with materials and notification of job opportunities (e.g., job fairs, open recruitment etc). This will be provided as they occur ALLIANCE WORKNET will provide job leads to CSA staff through electronic access of the ALLIANCE WORKNET homepage.
 - h. Provide access to One Stop Centers/Career Resource Centers to TANF customers.
 - i. ALLIANCE WORKNET staff will participate as an active member on the CSA WTW Technical Team, Coordinated case planning and staffing, and on the Learning Disabilities committee.
2. To the extent possible within the fiscal constraints of this Agreement, provide direct customer services as outlined in #1 above for limited and non-English speaking customers. Ensure that bi-lingual staff and/or interpreters are available to assist non-English or limited English speaking customers.
 3. Schedule workshops and other activities and to comply with StanWORKs work participation requirements.
 4. Inform CSA within twenty-four (24) hours of any non-compliance, such as, any customer who is not attending scheduled activity for the required weekly/monthly scheduled hours, not making satisfactory progress, or not otherwise complying with program requirements.
 5. Maintain documentation of staff activity consistent with reporting requirement of the Agreement. ALLIANCE WORKNET shall develop the Time Study Forms and Instructions to ensure all staff time and activities are consistently and appropriately recorded. Welfare-to-Work/StanWORKs Program Services must be in accordance with CDSS Casework Program Code Descriptions. The Time Study Form and related CDSS instructions are attached as Exhibit C, which is hereby incorporated by reference.
 6. Cooperate with CSA contract monitoring staff and provide on a monthly basis all outcomes-based information requested by CSA.
 7. Comply with all Court Orders related to the administration of the WtW/ StanWORKs Programs, as directed by CSA regulations.
 8. Adhere to the C-IV Policy and Security Agreement and guidelines established to ensure the protection of Stanislaus County CSA and customer records in accordance with all Federal and State Regulations. (Exhibit D, E, and F)

9. Enter C-IV attendance, activities and journals as appropriate for provided services as outlined in the state and federal legislation as established within the scope of work.
10. Develop and provide services to customers who are actively participating in Behavioral Health Services (BHS) activities. ALLIANCE WORKNET will participate in case staffing.
11. Arrange for Expedited Supportive Services, Drug Testing, and Fingerprinting of customers as required for participation in a specified activity. These services are limited by fiscal constraints of the Agreement.

B. FISCAL PROVISIONS:

ALLIANCE WORKNET shall be compensated for the services provided under this Agreement as follows:

1. Costs:
 - A. This is a cost reimbursement contract. The rates and all costs attendant to the provision of service are described in Exhibit B- Fiscal Year 2007/2008 Contract Budget and Cost Allocation Methodology which are hereby incorporated by reference.
 - B. Costs must conform with federal Costs regulation: OMB Circular A-87, A Guide for State and Local Government Agencies, 48 CFR, Part 31, Subpart 31.2 (for profit agencies), and OMB Circular A-122 (for nonprofit agencies). All equipment purchased by Contractor must be depreciated in accordance with 45 CFR 95.705. All equipment, materials, supplies or property of any kind purchased from funds reimbursed or furnished by County under the terms of this Agreement shall be fully consumed or aged out in the course of the Agreement/program. County reserves the right to physically reclaim any/all such property at the conclusion of the Agreement in accordance with 45 Code of Federal Regulations, Part 74, Administration of Grants.
 - C. A separate legal budget for StanWORKs shall be used to accumulate all direct casework staff salaries, direct support costs and direct customer charges for subsidized employment and drug testing. All indirect charges including County Service Department allocated costs, rent and other related space costs for the Community Services Facility, and general operating costs will be charged to ALLIANCE WORKNET and allocated to StanWORKs based on time studies and/or other acceptable cost allocation methods (sq. footage, enrollments).
 1. In addition, ALLIANCE WORKNET may charge this legal budget unit for Accounting staff based on the same ratio of casework time studies as described above. Director's Salary is distributed on number of staff less exceptions. Other Administrative Costs are based on time studies. It is the responsibility of ALLIANCE WORKNET to ensure that the cost allocation methodology and resulting charges to StanWORKs are in accordance with OASC 10 - The Guide for State & Local Agencies - Cost Principles and Procedures for Establishing Cost Allocation Plans and Indirect Cost Rates for Grants and Contracts with the Federal Government.

The final Contract Budget and Cost Allocation Methodology are described in Exhibit B. ALLIANCE WORKNET charges to the Contract Budget will be held to the account category level, not individual line items. Funds budgeted for Direct

customer support costs: drug testing fees, subsidized employment payments are separate from the balance of the contract budget funds and not allowable for transfer or any other purpose.

2. Invoicing:

- A. ALLIANCE WORKNET shall not bill CSA for services that would otherwise be available to WtW and StanWORKs registrants free of charge in the absence of available WtW and StanWORKs funding.
- B. ALLIANCE WORKNET shall invoice CSA in accordance with the information requirements specified in Exhibit B - Contract Budget and Cost Allocation FY 2007/2008. The Invoice format shall be designed by ALLIANCE WORKNET staff and approved by CSA Accounting Staff. Invoice and back-up documentation (time studies, time study summary, customer listing and expenditure summary) must be submitted to CSA within twenty (20) working days following the month in which services were provided.

Please note: Welfare programs are accounted for on a CASH BASIS method of accounting; invoices should be completed in accordance with this method (MPP Fiscal Management Control 25-801.2).

3. Payments:

- A. If the conditions set forth in this Agreement are met, CSA shall, on or before the thirtieth (30th) day of each month following the month of billing, transfer the sum of money claimed by the approved billings, (less any credit due CSA for adjustments of prior billing) to ALLIANCE WORKNET via Auditor-Controller's Office Journal Voucher. If the conditions are not met, CSA shall pay when the necessary processing is completed.

Reimbursement shall be made as follows:

Debit : 1631 45301 73750 CSA StanWORKs/ALLIANCE WORKNET Contract
Credit : 1317 33901 38000 ALLIANCE WORKNET StanWORKs Revenue

- B. CSA retains the right to withhold payment on disputed claims.
- C. Final payment under Agreement may be held until a termination audit is completed.
- D. ALLIANCE WORKNET, through the County General Fund, is responsible for the repayment of all audit exceptions and disallowances taken by CSA, State or Federal agencies related to this Agreement.

4. Local Match Participation:

This Agreement does not include any revenue sharing agreements between the two agencies which will be covered in a separate agreement.

5. Outcomes:

- A. Contractor shall meet the following Outcomes during the term of this Agreement:

- See Exhibit H, Contractor Scorecard, for outline of Expected Outcomes, which is hereby incorporated by reference and made a part hereof.

B. Contractor shall establish an Internal Monitoring Plan to monitor and meet the outcomes set forth in this Agreement.

6. Reporting:

A. Contractor shall submit the Scorecards as specified in Exhibit H, which is incorporated by this reference, within thirty (30) days of the end of the quarter period. Methods for submittal of the report are in order of preference and will depend on Contractor available access:

- 1) Email
- 2) Hardcopy

Scorecards should be submitted to:

Community Services Agency
PO Box 42
Modesto, CA 95353
(209) 558-3986
E-mail CSARreport@co.stanislaus.ca.us

B. Semi-Annual Program Narrative – Contractor shall submit a semi-annual narrative within thirty (30) days of the end of semi-annual period, to the County detailing Contractor’s progress towards the outcomes established in Exhibit H, which is incorporated by this reference.

C. Annual Reporting – Due within thirty (30) days of the end of the Program/Contract Year as follows:

- i. Program Narrative - Contractor shall submit an annual narrative to the County describing if the expected outcomes of the program were met and the current status of the program, including recommended revisions of the scope of work, measurement tools, and outcomes.
- ii. Annual Scorecard - Contractor will submit an annual scorecard which will include year to date outcomes.
- iii. Result of Contractor Customer Satisfaction Survey – Contractor will submit a summary report of the results of the Contractor’s Customer Satisfaction Survey.

**ALLIANCE WORKNET
CONTRACT TO PROVIDE
WTW/STANWORKS PROGRAM SERVICES
JULY 1, 2007 THROUGH MARCH 31, 2008**

BUDGET CATEGORY(1)

Salaries & Benefits	\$1,004,635
Services & Supplies	\$ 47,258
Other Charges	<u>\$ 55,260</u>
Subtotal StanWORKs budget	\$1,107,153
OJT, Drug Tests and Supportive Services	<u>\$ 42,616</u>
TOTAL:	<u>\$1,149,769</u>

(1) Line Item Budget included in contract file

**ALLIANCE WORKNET
CONTRACT TO PROVIDE
WTW STANWORKS PROGRAM SERVICES
EMPLOYMENT SERVICES TIME STUDY AND INSTRUCTIONS
JULY 1, 2007 THROUGH MARCH 31, 2008**

A time study is to be completed monthly by ALLIANCE WORKNET staff engaged in WtW/StanWORKs Employment training services to StanWORKs applicants/customers and other eligible customers to enable them to obtain employment. These include the following:

1. All caseworkers and their first line supervisors* who directly provide WtW/ StanWORKs employment training services.
2. Fiscal administrative staff in support of the WtW/StanWORKs program, assigned to ALLIANCE WORKNET/WtW/StanWORKs.
3. Time study will be developed by ALLIANCE WORKNET based on the codes provided by CSA.

GENERAL INSTRUCTIONS FOR COMPLETING THE TIME STUDY

ALLIANCE WORKNET is responsible for providing time study instructions to all staff; necessary instructions include but are not limited to the following:

- A. Complete the time study on a continuous basis throughout the day.
- B. Round hours to the nearest quarter hour.
- C. Record the total hours worked for each day.
- D. Record travel time to the program with which it is associated.
- E. Record holidays, jury duty, military leave, sick leave, and vacation as nonallocable. Lunch, dock time and normal days off are not recorded.
- F. Record time spent in continuing training to the associated program; if not identifiable to a program (Generic) record as nonallocable. (Generic training examples include stress management, time management, back safety, etc.)
- G. Record time for conferences and staff meetings to the associated program or function; if not identifiable to either, record as nonallocable.
- H. First-line supervisors of caseworkers record their nonallocable time and any direct time spent on casework activity on a daily basis. Time spent on supervision is allocated to the appropriate programs at the end of the time study period based on the allocable time of their staff.

* First line supervisors will not time study unless direct time is spent on casework. General WtW Caseworker Activities include: time spent arranging for the customer's entry into the WtW/StanWORKs component; tracking and monitoring customer activities; arranging for or providing

employment or training-related counseling; completing subsequent Activity Agreements, preparing for and presenting information at hearings, and providing customer services.

CODE DEFINITIONS

CODE 6201 WtW PRE-ASSESSMENT: (JOB CLUB, JOB READINESS, ORIENTATION AND CASAS)

Includes providing a StanWORKs applicant/customer with WtW Program appraisal orientation to the WtW Program and conducting the available supportive services; advising the customer of his/her rights and responsibilities; conducting activities associated with the Welfare Tax Credit (WOTC) Program; administering the basic skills screening tests; developing and documenting the preliminary employment goal; completing the General Agreement, and referring the customer to the initial assignment; referral to job readiness workshop (JOB CLUB) and activities related to supervised/unsupervised job search. Also includes Program Operations, including supportive services as needed and documenting narratives with C-IV, as appropriate.

CODE 6781 WtW STATE-ONLY TWO-PARENT FAMILIES: PRE-ASSESSMENT will be allocated based on a percentage provided by CSA.

CODE 6211 WtW POST-ASSESSMENT: COMMUNITY SERVICE

CODE 6791 WtW STATE-ONLY TWO-PARENT FAMILIES: COMMUNITY SERVICE will be allocated based on a percentage provided by CSA.

CODE 6221 WtW POST-ASSESSMENT: OTHER (WEX)
Includes any WtW activities other than those related to either the Vocational Education or Community Service WtW components.

CODE 6821 WtW STATE-ONLY TWO-PARENT FAMILIES: POST-ASSESSMENT OTHER (WEX) will be allocated based on a percentage provided by CSA.

CODE 6221 WtW POST-ASSESSMENT: OTHER (OJT)
Includes any WTW activities other than those related to either the Vocational Education or Community Service WTW components.

CODE 6821 WtW STATE-ONLY TWO-PARENT FAMILIES: POST-ASSESSMENT OTHER (OJT) will be allocated based on a percentage provided by CSA.

NONALLOCABLE

All other time; paid time not specifically associated with direct WtW/StanWORKs or other program time.



Please Print
 Last name _____, First name _____
 Dist # _____ Telephone # _____

POLICY – SECURITY AGREEMENT FOR USE OF THE C-IV SYSTEM

Anyone who is approved for access to the C-IV system is bound by the policies and procedures stated in this document.

These guidelines are established to ensure the protection of Stanislaus County Community Services Agency (CSA) and customer records in accordance with all Federal and State regulations.

All documents stored in the C-IV system are the property of CSA. To properly maintain and manage these resources, C-IV Administration has the right to examine all data stored on this system.

A. File Use

- The C-IV system is intended for appropriate business use. An individual's signature on this document verifies knowledge of this requirement.
- Files containing offensive or harassing material are strictly prohibited.

B. Privacy

- Disclosure of information on the C-IV system to law enforcement – CSA may be required, based on a subpoena, to release personal files to law enforcement agencies in criminal investigations.

C. C-IV System Connection

- Anyone wishing to receive a C-IV User Password must have a "Request for Connection to C-IV System" form completed with the appropriate signatures. This signed security agreement must also accompany all requests.
- When a password for C-IV is no longer necessary, a "Request for Disconnection from C-IV System" form must be completed. The contracted department must have a designated staff person responsible for such requests.

REQUEST FOR CONNECTION TO C-IV SYSTEM

CONNECTION FOR: _____ CSP PARTICIPANT? Y N

AGENCY/DEPT.: _____ JOB TITLE: _____

PHONE NUMBER: _____ DISTRICT NUMBER, IF APPLICABLE: _____

NETWORK ID: _____

LOCATION: _____

COMMUNITY SERVICES FACILITY: COLOR/POD: _____ LOCATION NUMBER: _____

OTHER ADDRESS: _____

CHECK ALL THINGS THIS PERSON WILL BE DOING ON C-IV.

- | | |
|---|---|
| <input type="checkbox"/> Viewing narratives and other screens, but not making entries in them | <input type="checkbox"/> Registering customers |
| <input type="checkbox"/> Making narrative entries | <input type="checkbox"/> Entering Activity information |
| <input type="checkbox"/> Running ad hoc reports (please specify which menu) | <input type="checkbox"/> Entering Attendance information |
| | <input type="checkbox"/> Case management |
| | <input type="checkbox"/> Printing letters for classes |
| | <input type="checkbox"/> Making fiscal payments (account clerk) |

DATE THE CONNECTION IS NEEDED BY? _____

DESIGNATED SIGNATURE: _____ DATE: _____

TITLE: _____

PSS USE ONLY

GROUP: _____

UAF: _____

MENU NEEDED:

- PSS
- CLERICAL
- CASE MANAGEMENT

USERNAME: _____

- Approved Password
- Denied Password

CSA T02 Manager

Date

REQUEST FOR DISCONNECTION FROM C-IV SYSTEM

DISCONNECTION FOR: _____

CSA EMPLOYEE DISTRICT #: _____ PHONE #: _____

NON-CSA EMPLOYEE AGENCY/DEPT: _____

PHONE#: _____

C-IV USER PASSWORD YES NO

PHYSICAL CONNECTION YES NO

LOCATION:

COMMUNITY CENTER VI: POD _____ LOCATION # _____

JACK # _____

OTHER ADDRESS: _____

DESIGNATED SIGNATURE: _____

DATE: _____

TITLE: _____

**Stanislaus County
Alliance WorkNet (AW)
On-the-Job (OJT) Agreement**

In conformance with the Workforce Investment Act (WIA) and Federal, State and local Welfare to Work Laws and regulations, the goals of the AW OJT are: 1) to provide Trainees with the skills essential to the full and adequate performance of the job, 2) to reimburse employers up to 50% of the wage rate of a participant, for the extraordinary costs of providing and supervising training, 3) to be of limited duration appropriate to the occupation being trained.

The Stanislaus County Alliance WorkNet (hereafter, County); and _____
_____ (hereafter, Employer) enter into this agreement in the city of Modesto, County of Stanislaus.

County and Employer agree to the terms and conditions outlined below.

1. The term of this agreement is from _____ through _____.
2. Employer shall employ and train County referred employee: _____
SSN# _____ (hereafter, Trainee) in the occupation(s) and in accordance with the OJT training outline(s) attached as Exhibit A.
3. This is a cost-reimbursement contract. The County will reimburse Employer up to 50% of the agreed wage rate for the time the Trainee actually works. Employer may invoice the County on a weekly, bi-weekly, monthly or other basis as arranged at contract signing. Reimbursement cannot exceed the "hourly rate" or "total cost" identified in Exhibit A. County will reimburse Employer at the agreed hourly rates only. Any differential (for overtime, holiday time, etc.) is the responsibility of the employer.
4. The Employer shall not subcontract any portion of the OJT training.
5. During the training, the Employer shall insure that each Trainee 1) is on the Employer's payroll, 2) receives all benefits that accrue to other employees in the same or similar work, 3) receives compensation as outlined in Exhibit A, 4) receives appropriate company orientation, clothing, tools and safety training afforded to other employees performing the same or similar work.
6. The Employer shall hire the Trainee as a regular member of the work force and shall continue to employ the Trainee after successful completion of the training, subject to the same conditions of employment as all other employees.
7. The County has the right to observe and monitor the performance of this agreement and has the right to verify costs or charges invoiced according to the agreement. County may do this by examining the Employer's books, records or documents solely pertaining to this agreement during the Employer's normal business hours.
8. Training location will be: _____
9. Training Supervisor will be: _____
10. Either party may terminate this agreement upon ten days written notice or in the event that funding is not available to AW to carry out the agreement. No alteration or variation of the terms of this agreement shall be valid and/or binding unless made in writing and signed by the parties hereto; no oral understandings or agreements are a part of this agreement. Pages one, two and Exhibit A on page three, constitute the entire agreement.
11. The Employer's federal identification number is: _____
12. Employer guarantee not to use any Trainee to displace any employee performing substantially the same or similar function. Furthermore, this OJT Trainee will not infringe in any way upon the promotional opportunities of current employees.
13. The Employer shall comply with all applicable federal, state and local laws and ordinances in the conduct of this training agreement.

Agreement No: _____
Fund: 0907

**Stanslaus County
Alliance WorkNet (AW)
On-the-Job (OJT) Agreement**

In the performance of this agreement, the Employer, its agents and employees, shall act in an independent capacity and not as officers, employees, or agents of the County, nor the State of California.

In witness whereof, this agreement has been executed in triplicate, in and on behalf of the parties hereto, the day and the year first above written.

Employer

Name and Title

Signature

Name and Title

Signature (Alternate)

Firm Name

Mailing Address and Telephone

Type of Organization

Reviewed By: _____
Employment and Training Program Manager

The County of Stanislaus

Name and Title

Signature

Additional Signatory Authorities (if desired):

Name and Title

Signature

Name and Title

Signature

**Stanslaus County
Alliance WorkNet (AW)
On-the-Job (OJT) Agreement**

Exhibit A

1. On-the-Job Training Description

- a. Occupation: Stock Clerks-Stockroom, Warehouse, or Storage Yard
- b. O*NET Code: 43-5081.03
- c. Job Zone: 2
- d. Hourly Starting Wage: \$7.00

2. OJT Cost

Hourly Reimbursement Rate \$3.50

Total Hours of the OJT 320

Total Contract Amount \$1,120

3. OJT Outline and Trainee Assessment

Training Element Briefly describe the critical job function to be learned.	Trainee experience before OJT			Supervisor's Certification of OJT Goals/Objectives	
	1=no experience	2=limited experience	3=experienced	date attained/initials	
	Int	Rvw	Rvw		
1. Unload trucks, sort and hang donated materials by different Categories such as gender, usable and unusable items.	1				
2. Inspect clothing for any damages and price accordingly.	1				
3. Separate, label clothes and price according to pricing chart.	1				
4. Operate cash register, processing credit card payments and Balance cash drawer daily.	1				
5. Set up advertising displays of merchandise on shelves, counters or tables to attract more business and promote sales, dress mannequins.	1				

4. Brief description of training method:
Learn by observation, instruction and hands on experience.
5. Employer must notify County in the event that employee does not complete any of the training elements described. Employer will attach a copy of this completed form (Exhibit A) to final invoice.
6. Unless Employer stipulates otherwise, submission of final invoice in accordance with the provisions of this contract will serve as the employer's certification of completion of training and fulfillment of the training obligation. Upon verification of completion of training, signature of trainee and receipt of final invoice, County will issue Trainee a certificate of completion.
7. Unless otherwise amended under provisions of paragraph 10 above, this contract ends on the term date stipulated in paragraph 1. Employer must submit all invoices for reimbursement within 60 days of the last day worked. County is not obligated to process any claims beyond that date.



OUTCOME - BASED CONTRACT SCORECARD AND PROGRAM LOGIC MODEL



Agency Alliance Worknet Program Name: Community Service Program Date: _____ Service Month: _____

Goal: Build America's Best Workforce, One Success At A Time

WHY? To assist customer to achieve financial self-sufficiency, assist employers to maintain a competitive advantage, and to improve the quality of life in Stanislaus County

WHAT?

HOW?

WHAT IF?

EXPECTED OUTCOMES	INPUTS OR RESOURCES	ACTIVITIES	OUTPUTS	MEASUREMENTS & INDICATORS	ACTUAL OUTCOMES
<p>Short Term:</p> <ul style="list-style-type: none"> The average CSP Orientation evaluation rating will be 4 (scale 1-5). <p>Intermediate:</p> <ul style="list-style-type: none"> The average CSP placed customers' evaluation rating will be 4 (scale 1-5). 100% of CSP customers will be provided Job Development services. <p>Long Term:</p> <ul style="list-style-type: none"> The average rating score of all CSP customers (per Site Sup) placed at a worksite will be 7 (scale 1-10). 10% of customers who attend CSP Orientation will gain employment. 	<p>Resources:</p> <ul style="list-style-type: none"> 4 Staff members to provide CSP placements and Job Development services 1 Supervisor 1/2 Lead Worker Approx. 800 CSP positions with a variety of required skill levels available for placement in non-profit, public sector sites throughout the county <p>Services:</p> <ul style="list-style-type: none"> English, Assyrian, and Spanish CSP Orientations Ongoing placement, monitoring, and case management services to customers Individual Job Development services 	<ul style="list-style-type: none"> Resume updating, job coaching, and referral to jobs and job orders. 	<ul style="list-style-type: none"> 2 English CSP orientations per week and 1 Spanish CSP orientation per month in Modesto 1 English CSP orientation per month and 1 Spanish CSP orientation every 2 months in Turlock Assyrian CSP orientations scheduled as needed At least 1 face to face contact with placed CSP customer per month 	<p>Monthly Statistical Reports:</p> <ul style="list-style-type: none"> # of customers referred from CSA # of customers attended CSP orientation # of customers placed in CSP sites # of customers employed CSP Customer Improvement Rating CSP Orientation Evaluation Placed CSP Customers' Evaluation 	<ul style="list-style-type: none"> The average CSP Orientation evaluation rating was 4.9 (scale 1-5). The average CSP placed customers' evaluation rating was 4.5 (scale 1-5). 100% of CSP customers were provided Job Development services. The average rating score of all CSP customers (per Site Sup) placed at a worksite was 7.2 (scale 1-10). 26% of customers who attended CSP Orientation gained employment.

COMMENTS: _____



OUTCOME - BASED CONTRACT SCORECARD AND PROGRAM LOGIC MODEL



Agency Alliance Worknet Program Name: Community Service Program Date: _____ Service Month: _____

Goal: Build America's Best Workforce, One Success At A Time

WHY? To assist customer to achieve financial self-sufficiency, assist employers to maintain a competitive advantage, and to improve the quality of life in Stanislaus County

I certify that the data provided is a true and accurate report of our organization's activities for the service month listed above.

Authorized Signature

Date

Prepared by

Phone

OUTCOME - BASED CONTRACT SCORECARD AND PROGRAM LOGIC MODEL

Agency: Alliance Worknet___ Program Name: Welfare to Work Orientation/ Job Club_____ Date:_____ Service Month: _____

Goal: Build America's Best Workforce, One Success At A Time

WHY: Assist customers to achieve financial self-sufficiency, Assist employers to maintain a competitive advantage, and Improve the quality of life in Stanislaus Co.

EXPECTED OUTCOMES	INPUTS OR RESOURCES	ACTIVITIES	HOW?	MEASUREMENTS & INDICATORS	WHAT IF?
<p>Short Term: 30% of TANF customers who attend Job Club (day 1) will gain employment or complete the full 4 weeks.</p> <p>Intermediate: Customers will obtain a minimum average Job Club Post Test score of 20.3 (75%) out of 27 possible points - covering Resume, Interview, & Applications skills (English only)</p> <p>85% of Job Club attendees will have a minimum of two skill appropriate job leads*.</p> <p>80% of JC customers will pass their Mock Interview</p> <p>Customer satisfaction results for JC & WTWO will have a minimum rating of 70%</p>	<p>6 FSS IIIs to provide WTWO, Job Club instruction and Job Development, on a rotational basis. 1 Admin Clerk II 1/2 FSS IV 1 FS Sup.</p> <p>Services: 1/2 day WTWO (English, Assyrian) covering general WTW responsibilities, rights, & guidelines, CC & BHS presentations, time limits info, supportive services info, transportation info, parenting, & job resources. Paperwork: WtW1, Stan WtW 3, Stan GEN 48, CCP 7, DET Questionnaire, DET half sheet for post Job Search</p> <p>Recommendations: ESL Orientations for non-English speakers (other than Assyrian)</p> <ul style="list-style-type: none"> ▪ DET will coordinate interpreters with CSA for languages other than Assyrian 	<p>Job Club Modules:</p> <ul style="list-style-type: none"> • Job search skills • Interviewing skills • Resume creation • Applications • Goal Setting • LMI • Resource Centers • Career Exploration • Basic Computer skills • Career Assessment • Professional letter writing • Money Management • Motivation • Trouble-shooting • Problem solving • Community services <p>JDServices include one-on-one intensive counseling, research on customer's behalf, job and resource referrals, and follow up. Alternative Job Search provided with JD services for guided job search over 4 weeks.</p>	<p>Minimum Services</p> <ul style="list-style-type: none"> • One WTWO each week in Turlock • Three WTWO each week in Modesto • One Assyrian WTWO every six weeks • One "other language" orientation per week • Two Modesto Job Clubs per month • One Turlock Job Club per month • One Assyrian Job Club per every six weeks • JD Contact for each Job Club group • Alternative Job Search scheduled each week <p>Monthly reports including:</p> <ul style="list-style-type: none"> • # referred to each activity • # attended WTWO • # attended first day of Job Club • #completed Job Club • # attended Alternative Job Search • # gained employment • customer satisfaction summary statistics 	<ul style="list-style-type: none"> • Statistical reports • DetNet reports: customer satisfaction, post test scores, Job Club completed, attendance results, & employment statistics 	<ul style="list-style-type: none"> • Statistical report provided to CSA on a monthly basis. • ###% of customers that attended Day 1 of Job Club (JC) completed. • The average JC Post Test score was ### (###%). • The majority of JC customers (over ##%) received a minimum of 2 job referrals. • ##% of customers passed the JC Mock Interview • Customer satisfaction rating for Job Club was ##%. • ###% of customers who attended Job Club (Day 1) obtained employment.



OUTCOME - BASED CONTRACT SCORECARD AND PROGRAM LOGIC MODEL



Agency: Alliance Worknet ___ Program Name: Welfare to Work Orientation/ Job Club ___ Date: ___ Service Month: ___

Goal: Build America's Best Workforce, One Success At A Time

WHY: Assist customers to achieve financial self-sufficiency, Assist employers to maintain a competitive advantage, and Improve the quality of life in Stanislaus Co.

<p>Long Term: 10% of customers that attended Day 1 of Job Club will be employed *.</p> <p>*May not be available to non-English customers or those without HS Dip/GED</p>	<p>Job Club comprehensive job search skill instruction including (English & Assyrian):</p> <ul style="list-style-type: none"> • 4 weeks Job Club curriculum & supervised job search • Job Development with an assigned point of contact • Alternative Job Search 4 week job search activity for the rare customers who can not be accommodated by JC (English Only) 	<p>Job Search follow-up for 90 days after completion of JC.</p> <p><i>(CVOC provides job search for Spanish speaking customers)</i></p> <p>All customers receive written materials and resources to assist them with their post Job Club job search.</p>	<ul style="list-style-type: none"> • % increase/decrease in pre/post test results • Average post test results 	<ul style="list-style-type: none"> • ##% of JC customers completed without obtaining a job. • Customer satisfaction rating for WtWO was ##%.
---	--	--	---	--

COMMENTS: _____

I certify that the data provided is a true and accurate report of our organization's activities for the service month listed above.

Authorized Signature _____

Date _____

Prepared by _____

Phone _____

ALLIANCE WORKNET
FY 07-08 PROPOSED BUDGET

		Column D	REVISED 9/20/07
		Proposed	Comment
		07-08	
Name/Acct	Position		
<i>Program Manager/Clerical Support</i>			
Steve Hopkins	Program Manager	56,378	
Maria Luna	7263/AdmClerk II	41,746	
Yolanda Rameno	8438/AdmClerk II	27,909	
		126,033	
<i>Supervisor/IV</i>			
Martha Armstrong	2248/FSS Sup	56,450	
Bruce Merchant	6219/FSS Sup	56,100	
Moona Givargis	337/FSSIV	49,773	
		162,322	
<i>Line Staff</i>			
Brenda Aust	1073/FSS III	29,507	
Virginia Bork	6569/FSSIII	44,600	
Michelle Campunar	135/FSS III	0	
Silvia Cockrell	129/FSS III	44,507	
Gwen Edmondson	8233/FSS III	44,600	
Teresa Green	8622/FSS III	48,392	
Cynthia Homen	6149/FSS III	47,514	
Joan Ingram	6568/FSS III	48,392	
Pamela Kinser	1050/FSS III	48,392	
Vivian Francis (Lazar)	702 FSS III	52,464	
Margarita Ramos	6153/FSS III	52,464	
Wutha Seng	8232/FSS III	47,218	
		508,051	
Sub-Total Salaries		796,406	
Move to SW from other units		0	Move to 6328/6595 Rec. Ctr
Proj inc due to contract negotiation		40,298	
Move to CMS			
Sub-Total Salaries		836,704	
Extra Help			
		836,704	
50010	Overtime/Comp Time Paid		
50020	Extra help		
50100	Comp Time Taken		
50210	Vac/Holiday Cash Out	1,098	
50220	Term Cash Out		
53000	Grp Health Ins. -INCREASE ONLY	10,025	
53020	Unemployment	2,210	
53051	Administrative Fee \$2 pp/pay	612	
54000	Worker Compensation	18,132	
55200	Employee Assistance	1,001	
Total of Sals and Fringes		869,782	

ALLIANCE WORKNET
FY 07-08 PROPOSED BUDGET

			Column D	
			Proposed	Comment
			07-08	
Staff Operational Cost				
60400	Commuincation		7,382	
60850	Janitorial		0	
61600	Maint-Equip		1,585	
61800	Maint-Stuct		385	
62200	Membership		0	
62210	Annual Lic-Software		1,577	
62400	Misc Exp		150	
62420	TQM Staff Recognition		200	
62601	Safety Eq und 1000		150	
62600	Office Suplies		3,000	
62630	Printing		1,875	
62730	Postage		375	
62780	Books		100	
62790	Subscription		100	
62840	Computer Software		0	
62860	Equipment <\$1000		0	
62980	PC Equipment > \$1000 < \$5000		0	
62990	Oth Equip > \$1000 <\$5000		0	
63000	Professional Services		525	
63280	Contracts (Other Staff costs)		87,465	
63500	Security		1,103	
65000	Publication		0	
65100	Rent-equip		2,880	
65300	Rent-Struct		337	
65600	Special Departmental Expense		0	
65780	Ed & Trng		2,000	
65940	Library & Ref Book		50	
66170	Training Material		500	
67040	Travel		2,000	
		Sub-total 60000	113,738	
73509	Rent-Struct		10,389	
73510	Grand Jury		247	
73511	Cty Auditor		10,977	
73512	Cty Dept Billing		1,168	
73513	Cty Bldg Maint		0	
73514	Cty Risk Management		2,888	
73516	BLDG Mtc-MTC Labor Charges		490	
73517	Bldg Mtc-Mtc Supplies		98	
73520	A-87 Charges		13,643	
73521	A-87 CarryF		-1,125	
73540	County Counsel		520	
73550	Utilities		3,152	
73560	Janitorial		1,907	
73660	Govt Fingerprintin		0	

ALLIANCE WORKNET
FY 07-08 PROPOSED BUDGET

74011	Telecommunication		3,101	
74050	Auto Liability		432	
74060	Self Ins General Liability		3,176	
74080	Central Service Prtg		8	
74090	Quick Copy		0	
74100	Mail room Postage Meter		933	
74102	Presort Postage		19	
74110	Mailroom Services		121	
74120	Messenger Serv		520	
74123	Salvage Disposal		112	
74130	Data Processing		0	100 % FACT
74131	Dove		0	100 % FACT
74132	PeopleSoft		0	100 % FACT
74162	Morgan Shop Fuel		75	
74172	Fleet Svc - Repair & Maint		128	
74173	Fleet Svc-Fuel		75	
74174	Fleet Svc-Damaged Vech L		12	
74175	Fleet Svc - Motor Pool		750	
74180	Cty Gas		0	
74190	Pick Up & Delivery		87	
74370	Storage-Office Suppl		866	
74700	Commercial Insurance		434	
74701	Fire & Property Deductible		29	
75040	Fiduciary Liability Ins		27	
		Subtotal 7000	55,259	
81000	EQUIPMENT		0	
81830	PC Computer System > \$ 5000		0	
82770	Computer Software		0	
84420	PC Hardware Equipment > \$5000		0	
		Subtotal 8000	0	
	Total Operating Cost		168,997	
	Total Stanwork Operating Budget		1,038,780	
	Client Services			
65950	Resource Center		68,373	
50090	Enrollee Wages			
52030	Enrollee Benefits			
54100	Worker Comp			
63275	OJT Contracts		33,366	
63340	Drug Tests		5,250	
65660	Supportive Services		4,000	
			110,989	
	Total StanWorks Budget		1,149,769	1149769 Check
5000	Clerical Project			
63280	Salaries		15,000	Adm Support
50090	Adm. Cost (direct Staff)		19,232	Direct Staff
52030	Enrollee Wages		179,715	
54010	Enrollee Benefits			
	Worker Comp			
	Total Clerical Project		213,947	

COUNTY OF STANISLAUS
COMMUNITY SERVICES AGENCY
CONTRACT TO PROVIDE
WELFARE-TO-WORK/STANWORKS PROGRAM SERVICES
JULY 1, 2007 THROUGH JUNE 30, 2008

It is hereby mutually agreed between the County of Stanislaus, Community Services Agency, hereinafter referred to as "CSA" and COUNTY OF STANISLAUS, ALLIANCE WORKNET, hereinafter referred to as "AW", that the Agreement entered into on July 1, 2007 for the purpose of providing a Welfare-to-Work/StanoWORKS program services is hereby amended as follows:

FIRST: 2. GENERAL PROVISIONS:, C. Term:, Paragraph 1. is hereby deleted and replaced with the following:

1. The term of this Agreement shall be from July 1, 2007 until June 30, 2008.

SECOND: EXHIBIT I is hereby deleted and replaced with EXHIBIT J.

All other terms and conditions of the Agreement shall remain in full force and effect.



IN WITNESS WHEREOF, the parties have executed this Agreement in Modesto, California

2008 DEC 29 A 8:08
BOARD OF SUPERVISORS

APPROVED AS TO CONTENT:

COMMUNITY SERVICES AGENCY

ALLIANCE WORKNET

By: Christina C. Applegate

By: Jeffrey Rowe
Jeffrey Rowe

Title: Director

Title: Director

Dated: 6/4/08

Dated: 5/20/08

**ALLIANCE WORKNET
CONTRACT TO PROVIDE
WTW/STANWORKS PROGRAM SERVICES
JULY 1, 2007 THROUGH JUNE 30, 2008**

BUDGET CATEGORY⁽¹⁾

Salaries & Benefits	\$ 1,114,782
Services & Supplies	\$ 198,540
Mobile Computer Lab	\$ 28,590
Equipment under \$1,000 and software	\$ 113,010
Family Resource Center Contracts	\$ 90,771
Other Charges	<u>\$ 81,637</u>
Subtotal StanWORKs budget	\$ 1,627,330
Special Program	\$ 103,554
OJT, Drug Tests and Supportive Services	<u>\$ 47,616</u>
TOTAL:	\$ 1,778,500