

Placer County Human Services

EFFECTIVE DATE:	REVISION DATE:	TITLE:	PROGRAM:
5/16/11	2/1/14	Community Volunteer Participation	ES

Overview	<p>Employment Services (ES) participants are required to engage in ES activities for 20, 30 or 35 hours per week, of which 20 to 30 must be in a core activity. ES participants who are exempt from the core requirements due to their SIP status must still participate at least 20, 30 or 35 hours per week of non-core hours.</p> <p>Many ES participants are working, in school, or in other activities for most of those hours and need only a few hours to meet the remainder of their participation requirements.</p> <p>The activity "Community Volunteer" has been established to allow the ES Counselor to allow the ES participant to engage in and count the hours spent volunteering in the community.</p> <p>The Community Volunteer is distinguished from Community Service and Work Experience in that:</p> <ol style="list-style-type: none"> 1. The participant has found their own volunteer site. 2. The participant does not need core hours, and the hours in this activity cannot count toward core. 3. The hours of participation are verified by the participant only with their P224-41. 4. The WEX/BAN staff are not involved in the development, placement, or monitoring of the volunteer site. 5. The requirements of site supervision by the CWD present for WEX and Community Service do not apply. 6. Workers' compensation and Liability Insurance are covered by the Non-Profit Community Volunteer site alone, whereas WEX and Community Service sites have workers' comp provided by York and arranged through the CWD.
References	<p>Placer County Volunteer Policy EAS 42-711.4 participation hours required EAS 42-711.544 SIP hour requirements</p>
Process	<ol style="list-style-type: none"> 1. Review the Processing Chart attached to determine if the community volunteer activity applies to the participant. 2. Determine whether or not the volunteer activity is appropriate to ES. 3. If yes, add the activity to the WTW2 and collect the verification on the P224. 4. In CalWIN, refer the participant to the activity Community Volunteer (not Community Service). Schedule the activity with the location: SUNSET, AUBURN, or TAHOE – Community Volunteer.
NOAs	The following Notices of Action or Forms should be used

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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 25%;">Action</th> <th style="width: 40%;">CalWIN Reason Code</th> <th style="width: 35%;">Purpose</th> </tr> </thead> <tbody> <tr> <td>WTW2</td> <td>ES Plan Tab or Correspondence - Forms</td> <td>Establish the participation agreement</td> </tr> <tr> <td>P224-41</td> <td>N/A</td> <td>Verification of participation hours</td> </tr> </tbody> </table>	Action	CalWIN Reason Code	Purpose	WTW2	ES Plan Tab or Correspondence - Forms	Establish the participation agreement	P224-41	N/A	Verification of participation hours
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Community Volunteer - WEX - Community Service

