

MEMBERS PRESENT: Chairman Bennett Mr. Brady  
Mr. Chaney Mrs. Cavnar  
Mr. Craddock Mr. Getto  
Mr. Glover

GUESTS PRESENT: Sam Mamet, Clark County  
Verlia Davis, Clark County  
Gene Clock, Washoe County District Health Depart.  
Al Edmundson, Nevada Health Division  
Assemblyman FitzPatrick  
George Miller State Welfare

Chairman Bennett Convened the meeting at 5:03 P.M.

AB 708

Gene Clock, Washoe County District Health Department stated they had no objections to addition that allows district boards of health to abate conditions dangerous to public health.

Mr. Craddock asked, in regard to type of conditions referred to in paragraph 8, if they did not now have authority to abate dangerous conditions.

Mr. Clock replied by citing examples of possible conditions not now covered such as overflowing septic tanks and dangerous excavations.

Mr. Craddock commented excavations would be covered by NIC or OSHA.

Sam Mamet, Clark County representative stated he had been under the impression the health districts had the authority specified in AB 708. Whereas Clark County did not object to the measure, the language was broad.

Saide Fielding, Nevada Nurses Association, said they did not understand the need for the measure; also it appeared the bill required funds to implement.

Committee discussion resulted in decision to hold AB 708 until further information as to the need for the measure was obtained.

AB 707

Gene Clock, Washoe County District Health Department said the purpose was to allow the state health officer to delegate responsibilities for inspections of certain meats. This involves only those areas of intrastate activities. The district health departments feel their environmental staff can regulate and enforce infractions of these regulations as well or better than the State Health Officer. They have more men in the field and less travel time involved. They are already doing this type of inspection but cannot now become involved

(Committee Minutes)

AB 707 - continued

in the area of poultry inspection. Utilization of local district health department personnel would eliminate duplication of efforts; possibly result in faster complaint resolution; may reduce costs in enforcement; and provide more efficient service to entities involved. Any costs resulting from change of responsibility would be worked out between the State and local health departments. There is now one person in Washoe who works under Nevada Health Division. There may be a trade off in responsibilities.

Mrs. Cavnar questioned changing fiscal responsibilities and commented she would like specific details prior to committee action. If there is a decrease in responsibility, budgets should be decreased.

Mr. Clock responded there would be an increase in responsibility in the local health department in that they would be assuming an additional program. It involves inspection for wholesomeness and proper labeling of meat and poultry products, only. The State does this inspection now. The local entity is involved in very similar activities. They both deal with same type of complaints and discovery of infractions now. It is felt it can be done better by just the local health departments. Local personnel already in the field would be trained in the regulatory portion that the State is doing now. This pertains to flesh of animals that is not processed by slaughter houses which are under federal jurisdiction.

Mr. Getto said he thought the measure would actually save money because in the areas where there was a local health department the local people could perform the function under the auspices of the State Health Department. Clark County had a very competent local health board. Carson City, Washoe, and Clark Counties were the only counties with district boards of health.

Mr. Clock in response to a question from Mr. Craddock stated they did not now have definite cost transfer figures but estimated \$200 to \$300 a year. There are perhaps 10 or 15 wholesale establishments in Washoe County.

Al Edmundson, Bureau Chief of Consumer Health Protection Services read a prepared statement supporting AB 707. (EXHIBIT # 1)

Mr. Edmundson added AB 707 would release sanitarian's for utilization in small areas that do not have local health boards. These inspections would be done at the State level.

Chairman Bennett asked if agreements between Sate and local Health Departments could be worked out before the committee acted on the bill. They did not wish to create additional burdens for counties in terms of expenditures.

AB 707 - continued

Mr. Edmundson stated AB 707 had been requested by the counties.

Mrs. Cavnar said some of the counties had only part-time health officers. She doubted they could assume these additional responsibilities without increasing their work load. It appeared the State Health Department was attempting, in this budget cutting year, to expand responsibilities in one area at the expense of another. She would like to see in writing agreements worked out with local areas.

Mr. Edmundson said the only areas to be effected would be Washoe, Clark and possibly Carson City. These inspections would occur mainly at the meat markets because processors of wholesale meat were federally inspected and slaughter houses were federally inspected. The only ones that come under AB 707 is the meat market itself. At this time local health department inspectors do not have authority to take sampling of meat to see if it meets standards, or check accuracy of labeling. The State inspectors have to come behind the local health officer. In the rural counties the State inspector performs the entire function at one inspection. The Washoe or Clark County officer, at their regular inspection, will have the authority under AB 707 to make the correction rather than having to call in the State health authority. The financial difference, he does not believe, would actually be any extra for the county. Required laboratory work would be done by the State.

Mrs. Cavnar stated this bill opened all the counties for assumption of the duties outlined. The bill did not specify application to specific counties. This specific designation plus letters of agreement from each of the counties involved, was in order. The proposed law was too broad.

Mr. Edmundson commented the words "health district" were the key words. And the wording was also "may". The delegation of these duties would have to be agreed upon bilaterally.

Mr. Craddock suggested that on line 15, after the word "may" insert "with the approval of the local jurisdiction" that might resolve the problem.

Mr. Bennett commented that would solve all the problems. It was a good, a simple amendment.

Mr. Edmundson said he would concur with the suggested amendment.

Sam Mamet, representing Clark County, stated since this was permissive legislation, they had no objections, but the suggested amendment was needed and also another change. He suggested addition of amendment reading "provided that such designation carries with it mutually agreed upon compensation for costs incurred in carrying out the responsibility on behalf of the State". They did not wish to see any county enter into an agreement in which they may have to

AB 707 - continued

assume additional financial burdens. The agreement should specify how the costs are to be apportioned.

Chairman Bennett said the amendment suggested by Mr. Craddock should negate the objections of the Clark County representative because if they did not agree to the adoption of the program, it would not be implemented.

AB 539

Assemblyman FitzPatrick, Clark County, District 12, sponsor of AB 539, said this was a bill that would require welfare recipients to seek employment, and also, at the discretion of the board of county commissions to assign them work, to work off their benefits. There have been two other counties within the United States where this plan has been successful, one in Los Angeles, EXHIBIT # 2, shows information and basic forms involved, EXHIBIT # 3, shows eligibility as to residential requirements, income, assets, responsible relatives, and employability. EXHIBIT # 4 describes general relief work projects, calling attention to paragraph 4 of first page dealing with purpose work projects, which is to repay monthly general relief grant. He also referenced the last paragraph of the first page. The last page of Exhibit # 4 outlines educational opportunities and provides statistical data. (EXHIBITS 2, 3, & 4)

The purpose of the introduction of the bill is that it is believed welfare should be temporary assistance and not a permanent condition. There are people who do not have training, education or skills to enter the job market. They have no work habits. Implementation of this measure would put welfare recipients in self-sustaining category.

Assemblyman FitzPatrick addressing the bill, said lines 1 through 13 of page 1 were presently being implemented in Clark County, in that the county did ask people to actively seek employment. Line 14, page 1, continuing on page 2 through line 14, is not being done now.

Assemblyman FitzPatrick presented EXHIBIT # 5, pertaining to welfare recipient work program in Allen County, Ohio, stressing on first page, part "B.". "Does not, shall not, and cannot replace any state, county, city, or township payroll employee. This is the assurance sought by union officials;". "D.....Work is limited by aid given. More work does not generate more public assistance." He continued discussing portions of Exhibit # 5. Welfare recipients engaged in the work program would be covered by NIC. They would receive an hourly rate equivalent to prevailing scales for time worked. Funds for NIC coverage would be county obligation.

AB 539 - continued (Mr. FitzPatrick speaking)

The costs for the program are detailed in Section E, Mr. FitzPatrick commented taking the people off welfare roles would decrease county expenses while accomplishing needed services in the community. In the future, in view of Proposition 6, the governmental entities will be extremely limited in type of services provided. He compared cost expenditure and savings to Allen County as result of these programs, as outlined on page following "Section E". (EXHIBIT 5)

The only comparison between Allen County, Ohio and Nevada was in Clark County where presently there are between 500 and 600 welfare recipients. He did not know the cost of the program.

Mr. Glover questioned the section that reads "the county commissioners shall determine which of the recipients of the grant, if any, are employable." He asked the basis upon which these determinations were made, and was informed there were standards formulated to determine persons classifiable as "employable."

Mr. Chaney questioned the rationale of comparing Nevada welfare to California and Ohio welfare. He objected to menial tasks that would be assigned welfare recipients.

Assemblyman FitzPatrick said the number of people involved in Allen County, 438, compared to the number that would be involved in Clark County - 400 to 500 persons. For the time period covered, May of 1977 to December 1978, the case load dropped to 224 and cost to Allen County had dropped from \$41,820.00 to \$16,469.00. He added the greatest expense to the county was medical costs and savings in Allen County were detailed on the last page of Exhibit # 5. General information contained in EXHIBIT # 6. (see EXHIBITS # 5 and EXHIBIT # 6)

Mr. George Miller, State Welfare Director, stated he was neutral on the measure because it was a county bill. It is a legal act and he concurs with the concept of work fare, where possible. He and his expert in the area had examined the bill and found no technical difficulties. The State could not operate such a program because they have to adhere to federal guidelines and there are no options. He could not estimate costs to the State of such a program.

Chairman Bennett cited a case in which the costs of administration of such a program exceeded the money saved, and this could well be the outcome in Clark County.

Mr. Chaney said he did not believe there would be enough people effected to generate a savings.

AB 539 - continued

Mr. Glover asked how long it would take the county to implement such a program and was informed it would take one or two months. He then asked if there were an objection to sunset type legislation. There were no objections to this concept.

Sam Mamet, representing Clark County stated they strongly opposed AB 539 and other counties through State Association of Welfare Directors also opposed the measure, for the following reasons: 1) The group to be affected was a limited number of employable people; 2) the significant liability problems that would inure to county; 3) the administrative costs would be borne by every county; 4) States surveyed have mixed reactions; 5) it has a statewide applicability; 6) the question of value - costs versus benefits - 7) most importantly, it is another mandated program for counties with spending caps imminent.

Verlia Davis, Clark County Social Services, stated Clark County now utilized following procedures to determine eligibility for county general assistance - 1) requirement to regularly register at Employment Security; 2) they must register prior to certification for assistance; 3) they must complete job hunting forms supplied them; 4) when forms are completed they are verified; 5) a period of ineligibility assessed against any client that refuses bona fide job offer or is terminated for misconduct; 6) require attendance at special employment programs such as vocational rehabilitations; 7) undertake employment counseling conducted by County Welfare Department; 8) mandatory attendance at alcoholic rehabilitation programs; 9) issue short term grants to employables to permit workable monitoring of job seeking efforts; 10) the screeners routinely supply forms and verify job seeking efforts - EXHIBIT # 7.

Ms. Davis, continuing, said their experience had been only one out of five employable welfare recipients returned for further assistance. The total amount spent fiscal 77-78 was \$430,000. From a sample month, 63% of money for particular month went to ADC pending cases, disabled people. Single employable people receiving general assistance from Clark County receive \$105.00 per month. People who are truly employable receive assistance for only short periods of time. People who are technically employable, people who have worked on a fairly constant basis, probably would not be good candidates for jobs available through type of work program envisioned by sponsors of AB 539. There are socially unemployable people with few work skills such as borderline mental cases, those with arrests records, those with minor medical problems in combination that render them unemployable. Development of this type program would cost a lot of money. Additional staff to supervise and monitor the jobs, to develop the jobs, provide transportation to job site or a gasoline allowance and additional compensation for lunches and special clothing. How will

AB 539 - continued (Verlia Davis speaking)

the unions react to this sort of thing? Clark County does not have enough money to operate now so they cannot see how they could implement such a program as mandated by this measure.

Ms. Davis said the Director of the Washoe County Welfare Department indicated they have so few cases such a program would not be worthwhile.

Sam Mamet added the liability problems that could occur in a program like this could be significant. The administrative costs would be large, in that supervisors and councilors would have to be hired; they would need space, office supplies, various forms of capital outlay for housing, transportation costs. They estimate several hundred thousand dollars. It will take considerably longer than one month to implement the program. Some of these programs implemented elsewhere have been failures, in particular, Utah. This is a mandated program on the county. "Is it the value of the program to put these people in any job, or is to give them meaningful employment. Is the value of the program just to make these people pick up trash or give them meaningful employment. With all due respect I think that is a significant policy question that has to be addressed and I don't see this legislation doing that."

Mr. Brady commented a lot of people did not like the work they did but the work was valuable, it would get welfare people off public assistance. In response to a question he was informed the \$430,000 was the total amount of general assistance issued by Clark County for fiscal year 77-78. That does not include medical expenditures. \$24.50 per week was the maximum dispensed to any one person. The average length of time for assistance is four weeks. Those pending SSI or Title 19 may stay on the roles as long as a year.

Mr. Brady said this was a good program with merit.

Mrs. Cavnar said there were people on the welfare roles longer than the four week average and these were the people this bill addressed. Social workers in Clark County were overworked. If the case load were reduced better services could be afforded those who need more attention. The county may not be able to afford to hire people for needed jobs and some of this work could be taken over by welfare recipients who would receive wages rather than a dole. If the State mandates the program and the counties do not like it, they will find every possible reason, real or not, why the program cannot work.

Mr. Craddock said liability for injuries would be covered by NIC and would not be a county responsibility; housing would not be required. This is an idea worth exploring.

Mr. Miller commented it was his opinion there were no demeaning jobs. Wages were the criteria of meaningful employment.

AB 508

Chairman Bennett said AB 508 had been amended to limit the measure to provide for a study only, the original intent of the bill. There is no fiscal impact on the State.

Mr. Glover moved to Do Pass AB 508 as amended; Mrs. Cavnar seconded the motion; Chairman Bennett, Mr. Glover, Mr. Craddock, Mr. Brady Mrs. Cavnar and Mr. Getto voted "yes"; Mr. Chaney voted "No". The Chairman declared the Bill, having received a constitutional majority, as passed.

AB 431

Mr. Craddock moved to Do Pass AB 431; Mrs. Cavnar seconded the motion; Chairman Bennett, Mr. Chaney, Mr. Craddock, Mr. Brady and Mrs. Cavnar voted "yes"; Mr. Getto and Mr. Glover voted "No"; The Chairman declared the Bill, having received a constitutional majority, as passed.

AB 667

Mr. Brady read proposed amendment (Exhibit # 2, minutes of April 11). Mr. Craddock moved to Do Pass as amended; Mrs. Cavnar seconded the motion; motion carried unanimously.

SB 117

Mr. Chaney moved to Do Pass SB 117; Mrs. Cavnar seconded the motion; motion carried unanimously.

SB 142

Mr. Glover moved to Do Pass SB 142; Mr. Getto seconded the motion; motion carried unanimously.

Chairman Bennett adjourned the meeting at 6:45 P.M.

Respectfully submitted:

*M Robertson*

MARJORIE D. ROBERTSON, Secretary



60th NEVADA LEGISLATURE

HEALTH AND WELFARE COMMITTEE

LEGISLATIVE ACTION

DATE April 18, 1979

SUBJECT AB 508

MOTION:

Do Pass XX Amend XXX Indefinitely Postpone \_\_\_\_\_ Reconsider \_\_\_\_\_

Moved By MR. GLOVER Seconded By MRS. CAVNAR

AMENDMENT:

Moved By \_\_\_\_\_ Seconded By \_\_\_\_\_

AMENDMENT:

Moved BY \_\_\_\_\_ Seconded By \_\_\_\_\_

MOTION

AMEND

AMEND

VOTE:	<u>MOTION</u>		<u>AMEND</u>		<u>AMEND</u>	
	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>No</u>
BENNETT	X					
CHANEY		X				
CRADDOCK	X					
GLOVER	X					
BRADY	X					
CAVNAR	X					
GETTO	X					

ORIGINAL MOTION: Passed  Defeated  Withdrawn

AMENDED & PASSED \_\_\_\_\_ AMENDED & DEFEATED \_\_\_\_\_

AMENDED & PASSED \_\_\_\_\_ AMENDED & DEFEATED \_\_\_\_\_

Attached to Minutes \_\_\_\_\_

60th NEVADA LEGISLATURE

HEALTH AND WELFARE COMMITTEE

LEGISLATIVE ACTION

April 18, 1979

SUBJECT AB 431

MOTION:

Do Pass XX Amend \_\_\_\_\_ Indefinitely Postpone \_\_\_\_\_ Reconsider \_\_\_\_\_

Moved By Mr. Craddock Seconded By Mrs. Cavnar

AMENDMENT:

Moved By \_\_\_\_\_ Seconded By \_\_\_\_\_

AMENDMENT:

Moved BY \_\_\_\_\_ Seconded By \_\_\_\_\_

MOTION

AMEND

AMEND

VOTE:

Yes

No

Yes

No

Yes

No

BENNETT

X

CHANEY

X

CRADDOCK

X

GLOVER

X

BRADY

X

CAVNAR

X

GETTO

X

ORIGINAL MOTION: Passed XX Defeated \_\_\_\_\_ Withdrawn \_\_\_\_\_

AMENDED & PASSED \_\_\_\_\_ AMENDED & DEFEATED \_\_\_\_\_

AMENDED & PASSED \_\_\_\_\_ AMENDED & DEFEATED \_\_\_\_\_

Attached to Minutes \_\_\_\_\_

60th NEVADA LEGISLATURE

HEALTH AND WELFARE COMMITTEE

LEGISLATIVE ACTION

DATE April 18, 1979

SUBJECT AB 667

MOTION:

Do Pass xx Amend xx Indefinitely Postpone \_\_\_\_\_ Reconsider \_\_\_\_\_

Moved By Mr. Craddock Seconded By Mrs. Cavnar

AMENDMENT:

Moved By \_\_\_\_\_ Seconded By \_\_\_\_\_

AMENDMENT:

Moved BY \_\_\_\_\_ Seconded By \_\_\_\_\_

MOTION

AMEND

AMEND

VOTE:

Yes

No

Yes

No

Yes

No

BENNETT	<u>X</u>	_____
CHANEY	<u>X</u>	_____
CRADDOCK	<u>X</u>	_____
GLOVER	<u>X</u>	_____
BRADY	<u>X</u>	_____
CAVNAR	<u>X</u>	_____
GETTO	<u>X</u>	_____

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ORIGINAL MOTION: Passed ✓ Defeated \_\_\_\_\_ Withdrawn \_\_\_\_\_

AMENDED & PASSED \_\_\_\_\_ AMENDED & DEFEATED \_\_\_\_\_

AMENDED & PASSED \_\_\_\_\_ AMENDED & DEFEATED \_\_\_\_\_

Attached to Minutes \_\_\_\_\_

60th NEVADA LEGISLATURE

HEALTH AND WELFARE COMMITTEE

LEGISLATIVE ACTION

April 18, 1979

SUBJECT SB 117

MOTION:

Do Pass xx Amend \_\_\_\_\_ Indefinitely Postpone \_\_\_\_\_ Reconsider \_\_\_\_\_

Moved By Mr. Chaney Seconded By Mrs. Cavnar

AMENDMENT:

Moved By \_\_\_\_\_ Seconded By \_\_\_\_\_

AMENDMENT:

Moved BY \_\_\_\_\_ Seconded By \_\_\_\_\_

MOTION

AMEND

AMEND

VOTE:

	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>No</u>
BENNETT	X					
CHANEY	X					
CRADDOCK	X					
GLOVER	X					
BRADY	X					
CAVNAR	X					
GETTO	X					

ORIGINAL MOTION: Passed xx Defeated \_\_\_\_\_ Withdrawn \_\_\_\_\_

AMENDED & PASSED \_\_\_\_\_ AMENDED & DEFEATED \_\_\_\_\_

AMENDED & PASSED \_\_\_\_\_ AMENDED & DEFEATED \_\_\_\_\_

Attached to Minutes \_\_\_\_\_

60th NEVADA LEGISLATURE

HEALTH AND WELFARE COMMITTEE

LEGISLATIVE ACTION

April 18, 1979

SUBJECT SB 142

MOTION:

Do Pass xx Amend \_\_\_\_\_ Indefinitely Postpone \_\_\_\_\_ Reconsider \_\_\_\_\_

Moved By Glover Seconded By Mr. Getto

AMENDMENT:

Moved By \_\_\_\_\_ Seconded By \_\_\_\_\_

AMENDMENT:

Moved BY \_\_\_\_\_ Seconded By \_\_\_\_\_

MOTION

AMEND

AMEND

VOTE:

Yes

No

Yes

No

Yes

No

BENNETT	<u>X</u>	_____	_____	_____	_____	_____	_____
CHANEY	<u>X</u>	_____	_____	_____	_____	_____	_____
CRADDOCK	<u>X</u>	_____	_____	_____	_____	_____	_____
GLOVER	<u>X</u>	_____	_____	_____	_____	_____	_____
BRADY	<u>X</u>	_____	_____	_____	_____	_____	_____
CAVNAR	<u>X</u>	_____	_____	_____	_____	_____	_____
GETTO	<u>X</u>	_____	_____	_____	_____	_____	_____

ORIGINAL MOTION: Passed xx Defeated \_\_\_\_\_ Withdrawn \_\_\_\_\_

AMENDED & PASSED \_\_\_\_\_ AMENDED & DEFEATED \_\_\_\_\_

AMENDED & PASSED \_\_\_\_\_ AMENDED & DEFEATED \_\_\_\_\_

Attached to Minutes \_\_\_\_\_



I am Al Edmundson, Bureau Chief of Consumer Health Protection Services and Commissioner of Food and Drugs for the State of Nevada. I am representing Dr. Carr and the State Health Division regarding A.B. 707. The State Health Division does support this bill.

The Health Division has a sanitarian stationed in Reno whose duties, besides meat inspection, include the following inspections:

State institutions (9)

Milk plants (4) and dairy farms (44)

Food processors (20)

Food and drug warehouses (63)

Hospitals and convalescent homes (9)

O & M inspections on sewage plants (8)

Food and drug emergencies, such as truck wrecks, fires, etc.

He also performs duties assigned by the Food and Drug Commissioner as necessary.

The State does not have authority in federally inspected plants. This bill would allow the State Health Officer to approve, through a written agreement, the district health departments' sampling of meat products such as ground beef (hamburger, etc.) for composition and to inspect for mislabeling of meat products and unlawful advertising of meats.

If this bill passes, the Health Division sanitarian's duties will be expanded to the Fernley area, which is a high growth area, as are Fallon and Douglas County. Passage of the bill would allow better coverage by the sanitarians.

If this bill is approved, the Health Division would then meet with the health districts to carry out the legislation.

EXHIBIT # 1



KEITH COMRIE  
DIRECTOR  
ED TANAKA  
ASSISTANT DIRECTOR

**COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC SOCIAL SERVICES**

3401 RIO HONDO AVENUE, EL MONTE, CALIFORNIA 91731/TEL: (213) 572-5720  
P. O. BOX 5493, EL MONTE, CALIFORNIA 91731

BUREAU DIRECTORS  
RICHARD W. CANTON  
ROBERT L. CHAFFEE  
JOSEPH F. GUERRA  
STEPHANIE KLOPFLEISCH  
MARTIN E. WOODS

April 10, 1979

Mr. Ken Creighton  
Legislative Counsel Bureau  
Nevada State Legislature  
Carson City, Nevada 89710

Dear Mr. Creighton:

As we discussed on April 9, 1979, I am sending you a copy of the General Relief Information Sheet, the Employable Check List we have recipients sign so they understand their responsibility and the form they complete when they search for work.

If you have any additional questions, please do not hesitate to call me at 572-5719.

Very truly yours,

Elizabeth H. Ingham  
Program Deputy  
Adult Program Management Section

EHI:kjg

Attachments

EXHIBIT # 2



MINIMUM REQUIREMENTS FOR ALL EMPLOYABLE GENERAL RELIEF RECIPIENTS

CASE NAME: \_\_\_\_\_ STATE NO.: \_\_\_\_\_

I understand that in order to maintain my eligibility for General Relief Assistance, I must do all of the following things:

1. Register now for work at the State Employment Development Department (EDD).\* \*\*
2. Re-register for work at the Employment Development Department every 90 days from the date of my last registration.\* \*\*
3. Apply for work as indicated on forms PA 85 which are given or mailed to me. I must return completed Employment Contacts forms to my Eligibility Worker by the due dates given on the forms. The PA 85 must list the name, address and telephone number of all places where I have applied, and the name of the person who interviewed me or who told me that the company was not taking applications. I will be sure to leave my name with the person who interviews me.\* \*\*
4. Apply for Unemployment Insurance Benefits at the Employment Development Department if I have been employed in the past 12 to 17 months or if I have served in the armed forces in the past 15 months.
5. Accept assignment to County Work Project or other work/training program. Your Work Project assignment will continue each month unless you are otherwise notified, or your financial assistance is terminated, or you present medical evidence that you are unemployable. Whenever your financial aid increases, you will be assigned additional days and/or hours at the Work Project.\*\*  
  
Attend County Work Project for as many hours each month as are required to repay the County for ongoing General Relief Assistance which I receive while I am employable. If I am not able to attend Work Project due to illness, I will notify my worker that day or have someone notify my worker for me. I understand that I will be required to provide medical verification of illness and make up any hours missed, due to illness, at the Work Project at a later date.\*\*
7. Accept employment services offered to me by the Employment Development Department and cooperate with Employment Development Department personnel in obtaining work.
8. Accept any job offered to me (at no less than minimum wage).
9. Notify my worker immediately of any change in income, address, living arrangements, employment, real and/or personal property or anything else which might affect my eligibility for aid, and keep all appointments as scheduled by my worker.

RECIPIENT'S INITIALS

1.
2.
3.
4.
5.
6.
7.
8.
9.

I have reviewed the above and agree to comply with all of the requirements. I understand that my aid will stop if I do not comply with the requirements of Items 1 through 8 above, I also understand that if I do not comply with Items 1, 2, 3, 5, 6, 7 and/or 8 above, that I will not receive any aid for 30 days from the period for which I last received aid unless there have been any unusual change in my circumstances (such as becoming disabled).

\* DPSS may waive this requirement for Participants in a Public Inebriate Program (PIP).  
\*\* DPSS may waive this requirement for participants in an approved DVR training program.

\_\_\_\_\_  
SIGNATURE OF RECIPIENT

\_\_\_\_\_  
DATE

EMPLOYMENT CONTACTS

SECTION I

RECIPIENT'S NAME:	STATE NO. : 19	ISSUE DATE:	EW'S NAME:	FILE NO. :	JOB SEARCH CLASSIFICATION: <input type="checkbox"/> STANDARD <input type="checkbox"/> LIMITED <input type="checkbox"/> VOLUNTEER
-------------------	-------------------	-------------	------------	------------	-------------------------------------------------------------------------------------------------------------------------------------------

To remain eligible for General Relief, you must complete and return this form to your Eligibility Worker by \_\_\_\_\_. You are required to apply for \_\_\_\_\_ jobs for the period of \_\_\_\_\_. You are not required to seek employment on holidays, weekends, and days you are assigned to Work Project. **RECORD YOUR JOB SEARCHES ON THE OTHER SIDE OF THIS FORM.**

- Write in each date that you apply for work.
- When you apply for work, write in the names of the businesses or companies, addresses, telephone numbers and the names of the business or company representative you spoke with even if the business/company was not accepting applications.
- Leave your name with the person you speak with at the business or company. The employers you list **WILL BE CONTACTED** to verify that you have applied for work. You also have the responsibility of notifying your Eligibility Worker immediately if you find a job, and of cooperating with your Eligibility Worker in any efforts they make to help you find a job. If you fail to comply with Job Search or Work Project requirements, you will be disqualified to receive General Relief Assistance for 30 days.

FOR COUNTY USE ONLY

SECTION II

Date received by EW: \_\_\_\_\_ Date Sent to CEVC: \_\_\_\_\_

SECTION III

Date received by CEVC: \_\_\_\_\_

JOB SEARCH REQUIREMENTS MET:  Yes  No If "No", check one of the boxes below or explain in the spaces provided

INVALIDATION:

LINE # FROM REVERSE	NO SUCH PHONE NUMBER	NO SUCH FIRM AT LISTED #	NO SUCH PERSON AT FIRM

Explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 COUNTY EMPLOYMENT VERIFICATION CLERK      DATE

FILE: Right side of Employability Folder

RETENTION SCHEDULE: After one year, remove and destroy

EXHIBIT B

EXHIBIT 2

## GENERAL RELIEF INFORMATION SHEET

**What is General Relief?**

General Relief is a Los Angeles County-funded welfare program for needy adults who are not eligible for other welfare programs.

**Am I Eligible?**

To be eligible for General Relief, you must live in Los Angeles County. You must meet the following financial requirements:

- Your monthly income must be lower than the General Relief allowance. For one person living alone, the basic allowance is \$167 per month. If you share living arrangements with someone else, the allowance is slightly lower.
- Your personal property (*automobile, stocks, bonds, insurance policies*) cannot be worth more than \$500.
- If you have a car, and it is needed to look for work, it cannot be worth over \$1,500.
- If you have any cash or savings, you are expected to use this money to live on before you receive General Relief.
- If you own a home with an assessed value of less than \$7,500, you may continue to live in your home, but you must be willing to sign a lien which will allow the County to recover any General Relief paid to you. If your home has an assessed value of more than \$7,500, you are not eligible to General Relief.

**What If I Am Sick or Disabled and Can't Work?**

If you are otherwise eligible, and can furnish medical evidence that you are unable to work, you can be aided on General Relief. If you don't have a doctor, you will be referred to a County clinic for evaluation of your ability to work. You may also be required to apply for other disability benefit programs if you appear to be eligible to them.

**What If I'm Able to Work, But I'm Unemployed?**

If otherwise eligible, you can be aided on General Relief while you are unemployed provided you make as strong an effort as you can to find work. The following are the "work requirements":

- You must immediately register for employment with the State Employment Development Department, and re-register as instructed by your Eligibility Worker.
- You must look for work on your own, complete the "work search" forms provided by your Eligibility Worker, and return the forms to your worker regularly.
- You must attend a County work project in order to work off the General Relief aid you receive.
- You must accept any legitimate job offer, even if the job is not in your chosen employment field. (*Keep in mind that even with a job paying the minimum wage, you will be bringing home far more money than you receive on General Relief.*)
- You will be denied General Relief for a period of 30 days if you fail to comply with any "work" requirement without a good cause.

**What Kinds of Benefits Are Available in General Relief?****1. Emergency Aid**

Until your General Relief eligibility is clearly established, you are eligible only to emergency aid if you need it.

Emergency aid includes meal and lodging vouchers that may be used at a hotel or restaurant that you select from a list, and transportation funds for seeking jobs and for verified medical appointments.

Clothing allowances are sometimes provided to applicants prior to establishment of eligibility if clothing is needed to start a specific job, or in extreme emergencies.

## 2. Approved Grant

When General Relief eligibility has been established, you will receive a monthly General Relief grant through the mail for as long as you remain eligible for General Relief.

### What Happens If I Don't Keep An Appointment?

Many thousands of General Relief applicants come to DPSS offices each month, and many applicants are in emergency situations that can take many hours to resolve. If you miss or are late to an appointment, you will delay the service we can give you and you may cause delay in our servicing other needy persons seeking assistance.

It is important that you understand that if you are late or do not appear for any return appointment, and you do not notify the worker beforehand, your application may be denied. If you are still in need, you may have to start the application process all over again.

### What are My Rights with Respect to General Relief?

1. You have the right to apply for General Relief, even if you have been informed that you are not eligible.
2. You have the right to request aid and services from the Department of Public Social Services without regard to your race, sex, religion or national origin.
3. You have the right to apply for Food Stamps if you want help in stretching your food dollar.
4. You have the right to apply for Medi-Cal benefits to help pay for visits to your doctor or the hospital.
5. If your application for General Relief is denied, you or your representative have the right to request an explanation of the decision.
6. If your General Relief application is approved and you do not agree with a proposed decision to reduce or discontinue your aid, you may request a pre-reduction/pretermination hearing before an impartial decision maker.
7. You have the right to choose your own living arrangements (*apartment, hotel, house, rented room etc.*) and the location of your residence.
8. If you are determined to be eligible to receive General Relief, your Eligibility Worker will be available to explain the circumstances in which you might be eligible for special allowances for such things as clothing and medical transportation, etc.

### What are My Responsibilities?

1. You must provide this Department with all requested information necessary to determine your eligibility to aid. This includes such things as verifying current income, registering for and seeking work, obtaining medical information related to your ability to work, and applying for other sources of income to which you might be eligible.
2. You must keep all appointments. If you must be late for an appointment, you must notify your Eligibility Worker.
3. You must inform your Eligibility Worker if you begin any job, if you receive any income or property, if you move, or if anyone moves into your household.

L. A. County

GENERAL RELIEF PROGRAM

PURPOSE

The General Relief Program provides financial assistance to indigents who are not eligible for Federal or State programs. It also provides emergency assistance to individuals and families in temporary need.

BACKGROUND

Section 17000 of the Welfare and Institutions Code of the State of California mandates each county to have a General Relief Program. The Administrative Code and the Standards adopted by the Board of Supervisors of Los Angeles County is the legal basis for the program. The cost of the program is borne entirely by Los Angeles County.

ELIGIBILITY

To receive General Relief on a regular basis, a person must meet the following eligibility requirements:

- 1. Residence - Physical presence here and intent to remain in California and Los Angeles County must be expressed by applicant. Citizenship or legal alien status is required.
- 2. Real Property - Effective 4/19/77, the assessed value of real property must be less than \$7,500. The County may take a lien on real property having an assessed value of over \$250.
- 3. Personal Property - A person may retain assets to a value of \$500, excluding cash and negotiable securities. All cash or negotiable securities must first be used by the applicant to meet his needs. (Up to \$500 of cash surrender value of insurance is excluded.)
- 4. Income - The present and potential resources of all applicants are explored and utilized to meet the applicant's needs.
- 5. Responsible Relatives - Responsible relatives are required (Defined as spouses and parents of minor children) to contribute to the support of the applicant/recipient to the extent of liability as indicated by the General Relief Regulations.
- 6. Employability - Employable persons are required to accept assignment to County Work Projects, to register with the State Employment Development Department, and to actively seek work on their own.

EXHIBIT # 3

GENERAL RELIEF WORK PROJECTS

BACKGROUND

Employable General Relief applicants/recipients have been assigned to Work Projects throughout Los Angeles County for many years. The County Administrative Code requires such assignment as a condition of aid.

Based on a 1948 County Counsel opinion, attendance at a Work Project is considered as "wage credits" for aid monies received. The size of the grant and the "rate of credit" (at the Federal Minimum Wage) determine the number of hours an applicant/recipient must work each month. Under this system, most recipients must attend some 70-75 hours per month to "work off" their aid grants.

The Department of Public Social Services provides transportation/lunch monies for the applicant/recipient to travel between his/her home and the project site. Free lunches are provided applicants/recipients working at the County hospitals.

The purpose of Work Projects is to provide for the rehabilitation of the General Relief applicant/recipient and to preserve his/her self-respect. Project must offer useful work that benefits the public, maintains good work habits, and whenever possible, imparts a skill. Project attendance enables an applicant/recipient to "pay back" his/her monthly General Relief grant. The Public Works Program Unit is located at 5445 E. Whittier Boulevard, Los Angeles, California 90022. Telephone number 724-0100, Extension 1815.

EXHIBIT # 4

BASIC SERVICES

There are more than 185 Work Projects located throughout the County. The majority are with County Departments, but some are with City, State and Federal agencies. Also, several are with School Districts.

Welfare applicants/recipients are assigned to such activities as building and grounds maintenance, central supply work, clerical work, dietary activities, gardening, general labor, housekeeping, janitorial work, laundry help, medical records work, nurse's aide, painting, security guard, stockroom work, and switchboards.

Projects are reviewed at least quarterly by Public Works Program staff to insure operation in accordance with program goals. Also, applicants/recipients must be properly supervised, sanitary and safety standards must be maintained, and the activities must not displace regular employees. Continuous attempts are made to upgrade the activities at Work Projects in order to impart entry-level skills. Project sponsors often hire job ready assignees when openings occur. On the other hand, many assignees obtain jobs in the private sector as a result of their work project experience.

#### ADULT EDUCATION CLASSES

Eleven Los Angeles City School Adult Classes are conducted at several key project sites (LAC/USC MC, Harbor, and Martin Luther King Hospitals; East Los Angeles and South Central Activity Centers).

Classes are geared to enhance the ability of the assignees to find work. Fifteen hours instruction per week is provided in Clerical-Typing, Custodial, English as a Second Language, and Job Preparation. Assignees completing training are referred to the Employment Development Department for job placement.

#### LEGAL BASE

Los Angeles County Administrative Code, Section 160.  
Welfare and Institutions Code, Division 9, Part 5.

#### STATISTICAL DATA

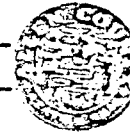
During the period January through June 1978, there was a monthly average of 4,736 GR applicants assigned to Work Projects. These clients worked a total of 719,881 man-hours. At the Federal Minimum Wage of \$2.65 per hour, this represents a labor value of \$1,907,684. Ninety-Seven percent, or \$1,852,164 was at projects with County Departments.

77-293  
1979  
ALLEN COUNTY  
WELFARE  
DEPARTMENT

Neal E. Sprang  
Director

P. O. Box 1644

(419) 228-2621



LIMA, OHIO 43

DATE: March 5, 1979  
TO: ALL INTERESTED AGENCIES AND INDIVIDUALS  
RE: WORKFARE

Workfare was instituted in Ohio by the Ohio Revised Code well over twenty (20) years ago. At that time there were no client advocate groups. Since that time there has been no significant activity to remove the law.

Client advocate groups say, with emotionalism "persons on welfare want to work. It is demeaning to be required to work"; or, "that work requirement sections in regulations or laws are punishment." It is my belief that it is unrealistic to state that 100% of any identifiable segment of society is 100% wholeheartedly in agreement to want to work. Therefore, Workfare laws and regulations must be looked upon as the legal mechanism to permit the vast majority of clients to receive training and employment. Even client advocate groups must agree that undesirable, uncooperative, disruptive persons could ruin the opportunity of the welfare recipient to obtain training and work experience. Such persons must be eliminated from this program and not allowed to deny the welfare recipient their opportunity.

Workfare is different from employment registration or job referral. The Allen County Ohio Workfare Program includes registration and referral but also requires that the person report to the Welfare Department to perform actual tasks of labor or receive information and instructions that will assist them in obtaining unsubsidized employment.

Please note that the Allen County Ohio Workfare Program:

- A. Is performed primarily for public agencies or non-profit agencies;
- B. Does not, shall not, and cannot replace any state, county, city, or township payroll employee. This is the assurance sought by union officials;
- C. Workers are covered by Worker's Compensation and it is paid by the Welfare Department. Recipient's health and safety must be protected;
- D. Workfare persons are not employees of the County Welfare Department. The person always receives their public assistance aid first. The person is then obligated to return the aid in the form of work performed. Work is limited by aid given. More work does not generate more public assistance;
- E. No waivers of any kind are given or requested. Persons accept the public assistance aid with the obligation to return the aid for work performed.

INCOME MAINTENANCE — Aid to Dependent Children, General Relief, Medicaid, Food Stamps, Child Support  
SOCIAL SERVICES — Title XX Contracts for Children, Families, Adults.

MAR 22 1979  
LEGISLATIVE COUNSEL BUREAU  
RESEARCH LIBRARY

EXHIBIT E

218

EXHIBIT # 5



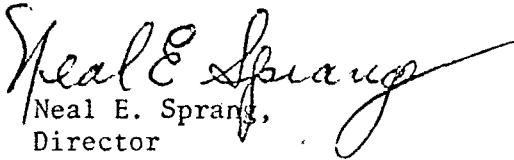
March 5, 1979

WORKFARE - continued  
Page two

Ohio's system is not perfect. Many work sites are unwilling to accept Workfare participants according to the current Public Assistance Manual. Therefore, Allen County Welfare Department provides the supervision, transportation, safety gear, tools/equipment, and training. The key to a successful Workfare Project is good supervision and adequate transportation.

I would like to take this opportunity to thank you very much for your interest in the Allen County, Ohio, Workfare Project. If we can be of any further assistance, please do not hesitate to contact us. If you desire to come and visit with us, to view our operation first hand, we would be more than willing to accommodate you.

Sincerely,

  
Neal E. Sprang,  
Director

ALLEN COUNTY WELFARE DEPARTMENT

NES:fb

Enclosures:

- A. Ohio Revised Code Sections
- B. Ohio Public Assistance Manual Sections
- C. Allen County Work Relief Plan
- D. Allen County Work Relief Client Handbook
- E. Statistics
- F. Forms

## WORK RELIEF

The current general relief program was implemented pursuant to 42 USC Sections 630 - 644 (Sections 630,632 attached hereto) of the Social Security Act. This piece of federal legislation delineates the purpose and general goals to be followed in cycling welfare recipients back into the stream of productive employment.

The programs mandated by the act but not limited to, include placing as many individuals as possible in employment, utilizing on-the-job training programs where feasible, and public service employment for those individuals not able to obtain a job in the regular economy.

In light of the federal legislation, the Ohio legislators enacted Chapter 5101 of the Ohio Revised Code. Included within that Chapter, and for our present concern, are Sections 5101.20, 5101.21, and 5107.031, all pertaining to state-wide work-relief programs.

The above mentioned sections are self explanatory and are attached hereto. But in general, Section 5101.20 gives definitional guides in interpretation of "employable" and "good cause" as used in subsequent sections dealing with the programs. Section 5101.21 outlines the program requirements, i.e., number of hours to be worked, allowance in additional hours, reporting of hours, and transportation cost. Section 5107.031 mandates the department of welfare to, establish rules and regulations, use of job placement, and use of available vocational education services.

A reading of either the federal or state statutes gives, at best, a superficial and sketchy guideline to implementing a successful work-relief program at the local level.

The primary goal is to make recipients employable, not merely to keep them busy. Such achievement can only be had with a more detailed program at the state level with closer supervision, cooperation and coordination between state and local levels.

Our present program apparently is impeded by lack of effective organization and direction, thereby causing inaction and confusion on local policy decision making.

Therefore the following changes are recommended:

- (1) Mandatory participation from counties, cities, states and other political subdivisions who receive money either in part or in full from the county, state or federal government to provide work sites and participation for work relief recipients. This one requirement by law will help all county welfare agencies to overcome a major obstacle to the work relief program by providing adequate public sites and implementation for all recipients involved.
- (2) There needs to be additions for classifications by the Department of Administrative Services in the area of work relief. These new public titles should include a work relief coordinator and other necessary staff members to adequately implement the work relief program as mandated by law.
- (3) State welfare requirements should be enlarged to specify that county welfare departments may have separate buildings for work relief and the need for such a building should be based upon the number of work relief clients and size of the local work relief program.

(4) Adequate provisions should be made for the purchase of certain construction tools and equipment necessary for the implementation and the carrying out of a meaningful work relief program more so than what presently exists.

(5) In light of the inability of funding in many work relief programs, there should be some thought given to more coordination between the local CETA office or possibly even on a federal level of carrying over a sizeable amount of the CETA funding into the area of welfare work relief programs. It appears obvious that the goals of CETA and the work relief program are almost a duplicate effort and in some way these programs should be better coordinated to aid the public at large.

**ALLEN COUNTY  
WELFARE  
DEPARTMENT**

Neal E. Sprang  
Director

P. O. Box 1644

(419) 228-2621



LIMA, OHIO 45802

SECTION E

Section E pertains to statistics of the General Relief payroll reduction which resulted in a savings to Allen County of more than \$150,000.00 in the 18 months ending 12/31/78. In addition a review of General Relief medical costs over the past 3 years (76 - 78) shows a modest reduction in total costs in spite of a doubling of costs per case during those three years. The calculation of 1978 costs per case by the number of 1976 cases shows an intangible savings of over \$262,000.00 in 1978 alone.

While these are significant figures showing measurable accomplishments of Work Fare in Allen County, there are many more benefits of less measurable statistics that are equally as important to this community, (ie):

- A.) The hundreds of clients placed in permanent employment as a direct result of our assignment or training.
- B.) The large number of clients who chose to withdraw from public assistance rather than work for it (ie). Malingerers, people working for unreported cash, etc.
- C.) The large number of clients upgraded with work experience, increased skills, self-respect, and references who now can compete for full or part-time employment.
- D.) The vast amount of work accomplished by our Work Fare force in the previously unmet public need and the service to our public agencies allowing their labor force to accomplish more work.
- E.) The amount of public assistance money saved by using our Work Fare force to relocate all clients requiring or desiring to move.
- F.) The immeasurable work for the many Social Service agencies such as Lima Art Association, Lima Symphony Orchestra, YMCA, Boy Scouts of America, the Neighborhood Community Organizations, Day Care Centers, Senior Citizens, United Way, March of Dimes, Cerebral Palsy Clinic, etc.

## GENERAL RELIEF PAYROLL - 1977-78

<u>MO/YR</u>	<u># CASES</u>	<u># CLOSED CASES</u>	<u>GROSS SPENT</u>	<u>PAY-IN AMOUNT</u>	<u>NET SPENT</u>	<u>% RETURNED</u>
5/77	438	104	55,517.00	2,697.00	41,820.00	6.4
7/77	410	36	41,534.00	1,750.00	39,784.00	4.4
8/77	402	53	40,426.00	2,847.00	37,579.00	7.5
9/77	378	54	37,807.00	2,135.00	35,672.00	5.9
10/77	370	73	37,161.00	3,693.00	33,468.00	11.0
11/77	352	41	34,939.00	3,267.00	31,672.00	10.0
12/77	<u>331</u>	<u>50</u>	<u>32,354.00</u>	<u>1,443.00</u>	<u>30,911.00</u>	<u>4.5</u>
TOTALS	2,681	411	268,738.00	17,832.00	250,906.00	7.1
1/78	334	40	32,085.00	2,246.00	29,840.00	7.5
2/78	338	19	32,517.00	817.00	31,700.00	2.5
3/78	358	53	34,439.00	2,238.00	32,201.00	6.9
4/78	359	72	34,963.00	3,531.00	31,432.00	11.0
5/78	315	76	30,853.00	3,818.00	27,035.00	14.0
6/78	273	50	26,378.00	2,421.00	23,957.00	10.0
7/78	253	32	22,722.00	2,260.00	20,462.00	11.0
8/78	218	46	21,243.00	3,782.00	17,461.00	21.0
9/78	214	33	19,267.00	1,973.00	17,294.00	11.0
10/78	213	34	19,111.00	3,076.00	16,035.00	19.0
11/78	213	29	18,933.00	2,352.00	16,581.00	14.0
12/78	<u>224</u>	<u>21</u>	<u>19,945.00</u>	<u>3,476.00</u>	<u>16,469.00</u>	<u>21.0</u>
TOTALS	3,312	505	312,462.00	32,000.00	280,462.00	11.0

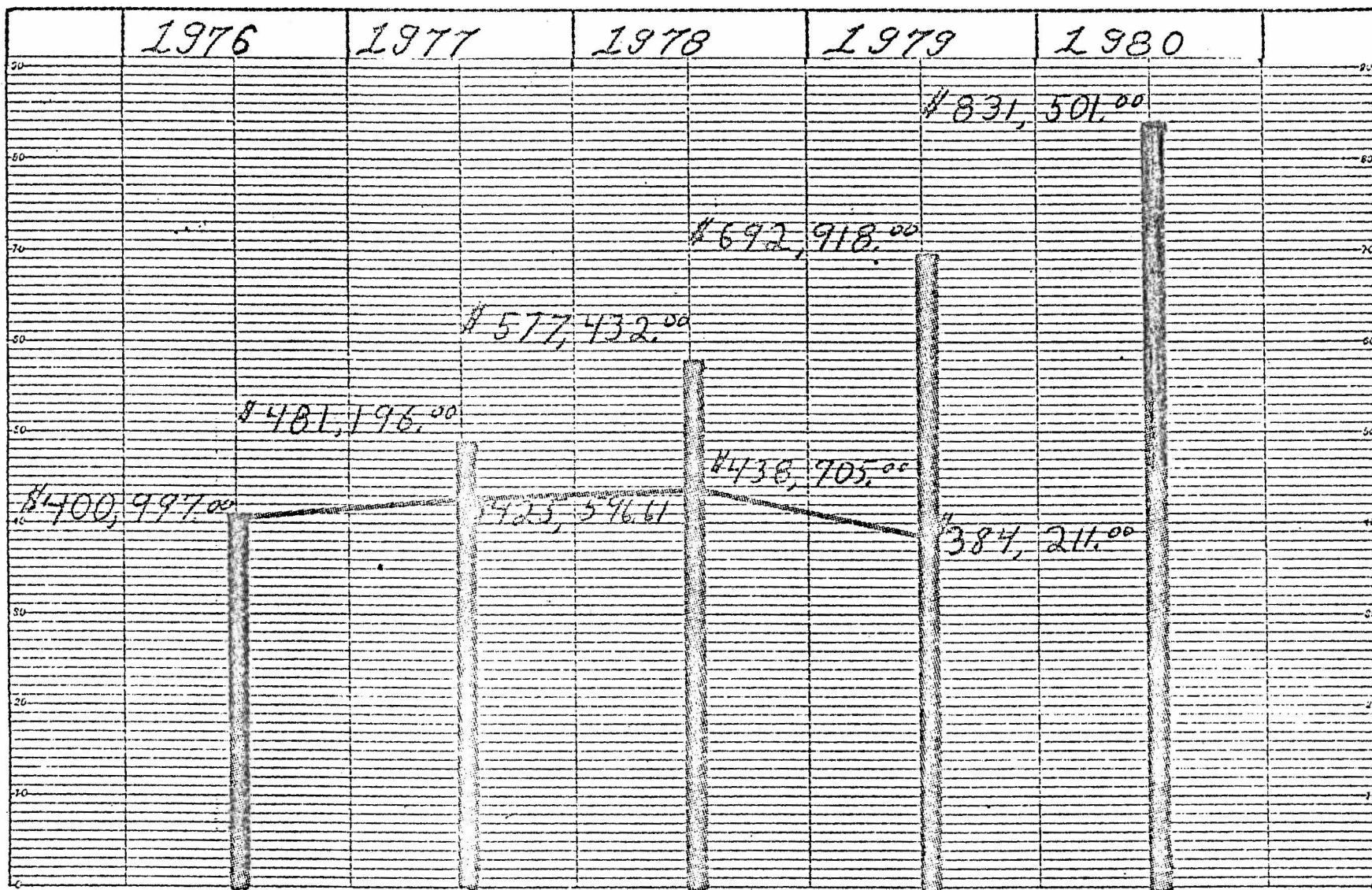
6/77 - Started withholding checks for non-compliance

10/77 - Rules changed to credit only actual hours worked

12/77 to 3/78 - Lack of support personnel in Work Relief and new case workers in General Relief

3/78 - Started requiring full eight hour days, no more than three days a week

BARS - PROJECT STATE MANDATES  
 LINE - ACTUAL COUNTY APPROPRIATION



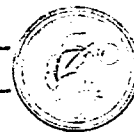
\* State mandates that county welfare departments must appropriate 120% of the previous year's allotment to cover constantly rising costs. (BAR GRAFF)

\* Due to changes in caseload, the state mandated share is adjusted to a point that the state feels will adequately cover the General Relief costs for the coming year. (LINE GRAFF)

WELFARE  
DEPARTMENT  
Neal E. Sprang  
Director

P. O. BOX 1000

(614) 218-2021



LIMA, OHIO 43001

MEDICAL COST RELATIONSHIP BREAKDOWN  
1976 VS 1978

One of the major cost problems in the Welfare system in Ohio today is medical payments to clients. Let me take the time to play with some figures that will show what I feel, constitutes a significant saving to Allen County and the State of Ohio.

In 1976, General Relief had 2,145 medical claims which were turned in by their recipients. At a total cost of \$283,620.33.

In 1978, General Relief had 1,080 medical claims which were turned in by their recipients. At a total cost of \$266,476.68.

The average for 1976 per claim is \$132.22 and for 1978 \$246.74. As you can see our cost per claim has gone up significantly, but our gross cost has been reduced by \$17,143.65.

Now if we had maintained our 1976 caseload at our 1978 costs, the medical cost for 1978 would be \$529,257.30 which would have been \$262,730.62 more than was actually paid or a savings of 98.6%.



630. OBJECTIVE OF REGULATIONS--WORK RELIEF

Recipients of GR and ADC are sometimes unemployed due to factors outside of their control (e.g., limited job market). The objective of the Work Relief program is to offer an alternative for clients who need to establish a work history and/or gain skills in order to compete for part-time or full-time employment. The program must include work experience within the community setting in order to maximize the person's opportunity for regular employment.

- . All recipients in the ongoing program of GR are considered to be employable except those meeting the registration exemption criteria of Section 318.1 et seq., except for remoteness from a WIN project [Ref: Section 318.1 (3)], or engaged in a state or county-approved working training program.
- . All recipients of ADC are considered to be employable except those meeting the registration exemption criteria of section 318.1 et seq., or those engaged in a state or county-approved working training program.

NOTE: County Welfare departments are not to initiate any work relief project for ADC recipients unless and until specifically advised via Public Assistance Letter to do so.

631. County Welfare Department Responsibility

Each CWD has the responsibility of providing sufficient Work Relief projects so that all employable (i.e., registered with OBES) recipients may be assigned to such projects. Any Work Relief project which is administered or supervised by other departments of federal, state, county or local government may be utilized by the CWD for its recipients.

EXHIBIT # 6

In order to achieve as much of a training aspect as possible, the Work Relief program should be modeled after an effective business operation which includes:

- . Clarity of expectations of performances;
- . Available supervision to correct or enhance the person's performance;
- . A concern for the person's overall morale remaining at a level for an efficient and effective program.

The following guidelines must be adhered to in establishing a Work Relief project:

June 1, 1978

631. (continued)

- (1) Work performed on a Work Relief project must serve a useful public purpose and not interfere with or displace regular employees.
- (2) The governmental agency that sponsors a Work Relief project must provide supervision, transportation and any necessary tools, equipment and supplies required on the project. Such agency shall provide the CWD with necessary reports.
- (3) The governmental agency that sponsors a Work Relief project shall establish written position description for each assignment, written instructions for time and place of reporting, and other appropriate personnel procedures, including a written grievance procedure. These provisions shall also be verbally discussed with the person by the supervisor of the program.
- (4) Each person assigned to a Work Relief project shall be given the opportunity each week to update employment registration with the OBES and to investigate any and all bonafide employment opportunities.
- (5) In all Work Relief projects, provision must be made for adequate protection of health, safety and dignity of the worker. The CWD shall pay premiums to the Industrial Commission of Ohio on account of such employees. The payment of the industrial premiums is chargeable as an administrative expense.
- (6) The number of hours of Work Relief required of a recipient shall be limited to cover the amount of assistance granted. In arriving at the maximum hours possible to work, the provisions of the above section shall be taken into consideration, but in no event more than 24 hours per week may be assigned. This is to allow for the recipient to actively seek other employment.
- (7) A special flat allowance of \$15.00 per case shall be added to the GR grant to defray the extra cost of transportation, etc., when one or more members of the assistance group are assigned to Work Relief.
- (8) Each person assigned to Work Relief shall be considered to have reduced his obligation to repay the amount of financial assistance issued at minimum rate of the prevailing state minimum wage.

June 1, 1978

631. (continued)

- (9) Each CWD shall maintain records of Work Relief assignments and work performed. These records shall contain such data as may be required for completing monthly reports for the ODPW.

632. Filing of CWD Work Relief Plan

Each CWD must submit a written plan outlining its operation of Work Relief programs to the Ohio Department of Public Welfare, Bureau of State Hearings, and to the appropriate district office at the beginning of each fiscal year. This plan must describe how the CWD meets the regulations outlined in the section, the methods used in the internal delivery of the Work Relief program, description of agency staff assigned to the Work Relief program and their specific responsibilities, the written personnel material, and all internal forms used for record-keeping purposes.

## THE ALLEN COUNTY WELFARE DEPARTMENT

## FOOD STAMP WORKFARE PLAN

1979 - 1980

- I. "Work performed on a Workfare project must serve a useful public purpose and not interfere with or displace regular employees."
  - A. To orient the Food Stamp recipient with the labor market and the proper procedures in obtaining employment. The Food Stamp recipient is to be treated as if they were seeking employment through the Workfare program. The prospective employer and the recipient arrive at a mutually agreeable project that will fulfill the Workfare requirements.
    1. The work projects also benefit the public directly in such areas as cleaner governmental facilities, upgrading of park areas, and similar projects.
  - B. When soliciting the participation of any agency, it is explicitly explained to them that the Workfare person shall not displace nor interfere with any regular employee's job functions. This must be agreed to in order to be approved as a work site. If this situation should occur, the agency would be disqualified from participation in the Workfare program.
- II. "The governmental agency that sponsors a Workfare project must provide supervision, transportation, and any necessary tools, equipment, and supplies required on the project. Such agency shall provide the CWD with necessary reports."
  - A. Supervision - All agencies involved in the Workfare program shall provide supervision for the Workfare recipients. However, in the event that an agency is unable to provide supervision due to lack of staff, supervision shall be provided by means of an A.C.W.D. crew leader. These may be Workfare individuals that have shown capability in the area of supervision.
    1. The Allen County Welfare Department also employs three (3) full-time Labor Foremen who provide on-site supervision.
  - B. Transportation - In most instances the work sites are within walking distance of the worker's home. If neither the worker nor the site is able to provide transportation, the Allen County Welfare Department will assist them.

- C. Tools - In most instances the work sites provide sufficient tools to perform the assigned tasks. In those situations where the work site is unable to provide the necessary tools, the County Welfare Department has made arrangements for the provision of these needs.
- D. Reports - As a requirement of participating in the Workfare program, all agencies are required to submit time sheets on a regular basis along with other reports necessary to maintain internal control of the program.
- III. "The governmental agency that sponsors a Work Relief project shall establish written position descriptions for each assignment; written instructions for time and place of reporting and other appropriate personnel procedures, including a written grievance procedure. These procedures should also be verbally discussed with the person by the supervisor of the program".
- A. Written position descriptions and written instructions for time and place of reporting - These are provided by the agency at the time of the initial interview with the worker. A form is provided to each agency to be completed after both the site and worker have agreed on the assignment. The agency indicates on this form the position description, the location of the assignment and the working hours as agreed upon by the worker.
- B. Other personnel procedures, including the written grievance procedure have been established and made available to all participants on the Work Relief program. (See attachment)
1. Prior to being assigned to work site, regular orientation in the Workfare program is held by the Workfare coordinator.
- IV. "Each person assigned to the Workfare project shall be given the opportunity each week to upgrade employment registration with the Ohio Bureau of Employment Services and to investigate any and all bona fide employment opportunities."
- A. Each person is only required to work off the bonus value of the Food Stamp program. Time will be arranged for the recipient to fulfill his obligation of upgrading employment registration and to actively seek employment in their own behalf.
- V. "In all Workfare projects, provisions must be made for the adequate protection of health, safety, and dignity of the workers. The County Welfare Department shall pay premiums to the Industrial Commission of Ohio on account of such employees."
- A. The workers are protected by the safety requirements of the work project sites and apply to regular employees on the sites through the Department of Labor. The Allen County Workfare coordinator or his representative periodically inspects work sites to insure the safety and health of the worker.

- B. The dignity of the workers is preserved in that the worker agrees to the work project from the very beginning. If the worker feels that the work is beneath his/her dignity, then the agreement would not be reached, and the assignment would not be required of the worker.

E X H I B I T 6

However, the worker must agree to a work project of some type. Continual rejection of work assignments due to dignity would be grounds for non-cooperation.

- C. The Allen County Welfare Department does pay premiums to the Industrial Commission of Ohio, and such expenditures are charged to H-13 (AA-27) according to the Allen County Auditor's Office.

VI. "The number of Workfare hours for a recipient shall be limited to cover the amount of the Food Stamp bonus granted. In arriving at the maximum number of hours possible to work, the provisions of the above section shall be taken into consideration. In no event will more than forty (40) hours per week be assigned. This is to allow time for the recipient to actively seek other employment."

- A. On the prospective employer's communication wherein the job is described, the Workfare coordinator specifies to the agency the maximum number of hours that can be assigned to the individual recipient. In this way, it is agreed between the recipient and the prospective employer that they shall not exceed the amount of the Food Stamp Assistance granted per month.

VII. "Each person assigned to Workfare shall be considered to have reduced his obligation to re-pay the amount of financial assistance issued at the minimum rate of \$2.90 per hour (i.e., the Federal minimum)."

- A. The Allen County Welfare Department complies with the regulations and reduces the amount of obligation at the rate of \$2.90 per hour. Again, the Food Stamp recipient and the prospective employer also enter into an agreement to fulfill the Workfare requirements according to these specifications.

VIII. "The County Welfare Department shall maintain records of Workfare assignments and work performed. These records shall contain such data as may be required for completing monthly reports for the U.S.D.A. (United States Department of Agriculture) for monitoring and evaluation."

- A. Accurate records are kept by the Workfare coordinator regarding both work assignments and work performed on the Workfare program.

1. Please note: Samples of these forms used in accordance with this requirement may be obtained upon request.

## REPORTING AND ASSIGNMENT PROCEDURES

The Workfare recipients are divided into two (2) basic categories: (1) Those assigned to outside participating agencies and (2) Those maintained in the general labor pool. These two (2) categories are in turn divided as follows:

## 1. Those assigned at participating agencies

## A. Permanent Assignments (men and women)

1. These are work sites that participate in the program on a regular on-going basis. The workers at these sites are assigned on a permanent basis while on the Workfare program.
2. Procedures
  - a. Each individual is given a letter of introduction to the potential work site.
  - b. The worker is instructed to contact the agency for a personal interview.
  - c. After a mutual agreement is reached by both parties, an acceptance referral is signed by the agency and returned to the Workfare office. The referral indicates the position description and the time and place of reporting.
  - d. Each agency maintains a daily sign-in roster which is returned to the Allen County Welfare Department as verification of reporting.

## B. Temporary Assignments (men and women)

1. These are agencies which only have a need for short time or "spot" labor.
2. Assigning procedures
  - a. These assignments are made on a daily basis from the general labor pool.

## II. General Labor Pool

## A. Labor Crews

1. These are Workfare men who have not been assigned to an outside agency.
2. Reporting procedures
  - a. Report on a weekly basis at specified times and dates.
  - b. Assignments are issued on a daily basis.
  - c. Transportation and/or supervision is provided by the Allen County Welfare Department.
  - d. Upon completion of assignments each worker signs out on a daily roster as verification of work.

1. These are Workfare men and women that are awaiting assignments to outside agencies.
2. Reporting procedures.
  - a. Each worker reports to the Welfare office on a weekly basis.
  - b. The worker's records are updated by the Workfare Office.
  - c. Workers are assigned to an outside agency if a vacancy exists at that time.
  - d. If there are no openings, the worker is scheduled to report the following week.
  - e. A sign-in roster is maintained by the Workfare Office as verification of reporting.



## 1. REPORTING

A. Each person on the Workfare program is required to report on assigned work days at his/her assigned time and place prepared to work.

1. Failure to do so will be considered non-cooperation and his/her obligation will be considered unfulfilled as per project regulations.

## B. Late Reporting

1. Continually reporting late to assigned jobs shall be considered non-cooperation and he/she will not be allowed to work that day.

- a. Past work history will be considered at this time.

## II. ABSENCE

A. All absences must be reported by the worker.

1. Anyone unable to report on his/her assigned day must notify the Workfare coordinator or the respective employer within twenty-four (24) hours.

## B. Excused Absence

1. Absences will be excused only for the following reasons:

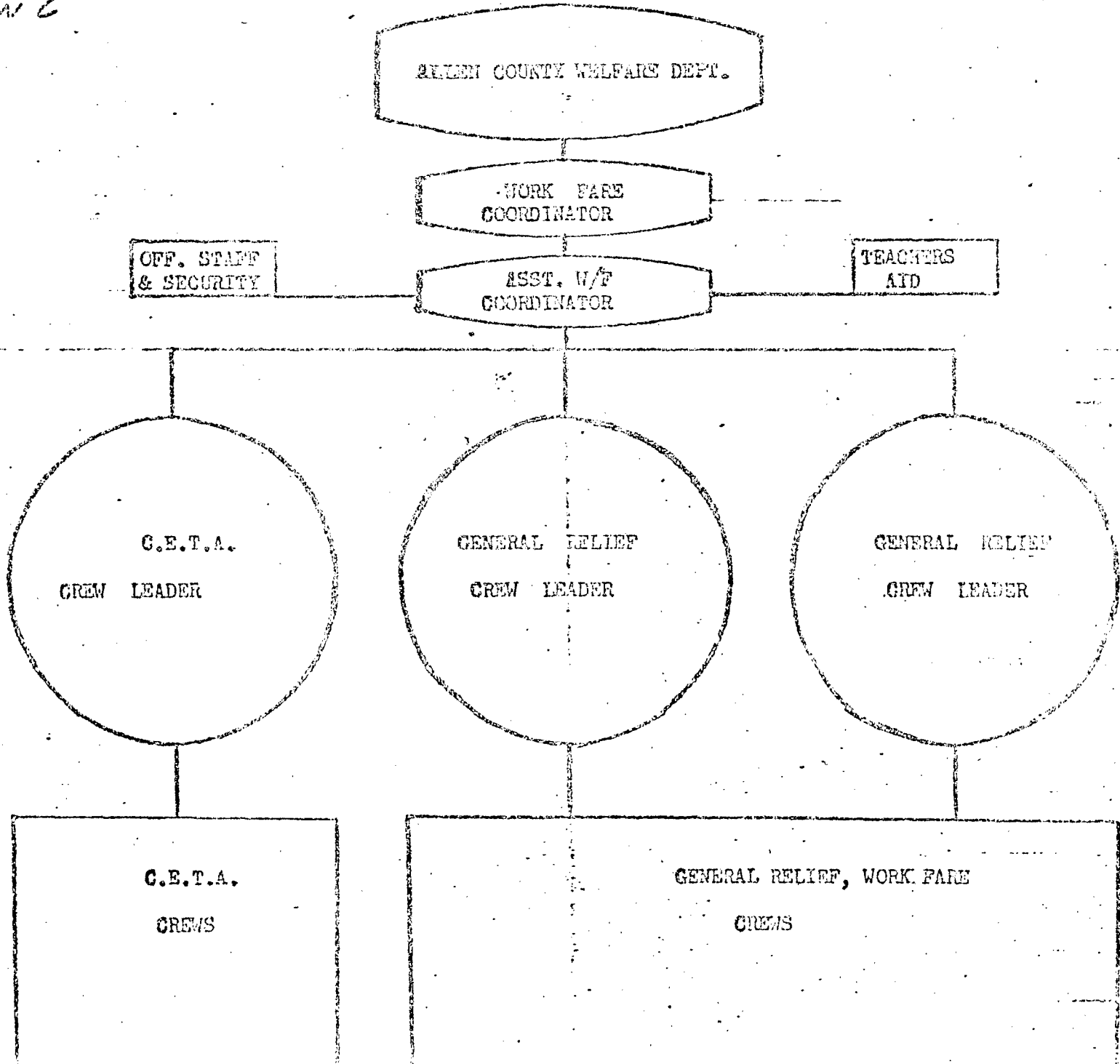
- a. Sickness or other medical reasons.

- b. Emergency personal leaves - Personal leaves will only be granted in emergency situations such as illness or death in the family. All personal leaves must receive the prior approval of the Workfare coordinator. All such leaves will be limited to a maximum of five (5) working days.

2. Excused absence time will be made up as soon as possible within the month in which it occurred.

- a. Failure to make up an excused absence will result in non-compliance and his/her case will be suspended as per manual regulations.

EXISTING



## CLIENTS HANDBOOK

(Clients copy of rules and regulations pertaining to Work Relief)

WORK RELIEF OFFICE  
1210 S. Main  
Lima, Ohio

IMPORTANT

Effective July 1, 1978

Crew workers will report to a Labor Crew Leader stationed at the first floor counter/desk. The Crew Leaders will check in men reporting for work at 8:00 a.m. Work assignments and schedules will be determined by the Labor Crew Leader by 8:30 a.m. No credit will be given to those who do not come prepared and dressed for work. Labor Crew Leaders will continue the policy of crediting 8 hours to crew members who cooperate and do a good job, crew members must work in the afternoon to receive credit for the morning work.

Special project crews will be picked and assigned from time to time to enable our department to undertake larger and more meaningful work projects. This will provide on-the-job-training to those who volunteer or are picked for these special projects. We intend and hope the training and experience gained on these projects will help those workers to upgrade themselves for future employability.

If you are not on the first floor of the Fire Station when work assignments are distributed you will not receive credit for reporting that day. Men reporting after 8:30 a.m. will be required to work some other day as determined by the Labor Crew Leaders or the supervisor or his assistant.

We will be painting, mowing, cutting weeds, working in the parks, shoveling snow, moving household goods and office furniture on a regular basis so come prepared and dressed for work.

In the past we have had a large number of men waiting until the last week of the month to get their time in. Effective immediately you must either work or report to the Work Relief Office at least once each week. Workers not complying with the above weekly requirement will be sent to the Co-ordinator or his assistant for consultation and an understanding of the Work Relief Office rules and procedures. No worker can be credited with more than three day's work per week, or a maximum of 24 hours credit. Men needing more than 48 hours credit per month must work more than two weeks. To determine the number of hours required during each month see chart on wall of Fire Station.

Attached is a copy of the 1978 Work Relief Plan Reporting, Assignment, and Grievance Procedures. Each person assigned to Work Relief will receive a copy of this letter dated July 1, 1978 and will sign, acknowledging receipt and understanding of these procedures.

Ray Beer  
Work Relief Coordinator

## REPORTING AND ASSIGNMENT PROCEDURES

The work relief recipients are divided into two basic categories: (1) Those assigned to outside participating agencies and (2) Those maintained in the general labor pool. These two categories are in turn divided as follows:

**I. Those assigned at participating agencies****A. Permanent Assignments (men and women)**

1. These are work sites that participate in the program on a regular on-going basis. The workers at these sites are assigned on a permanent basis while on the work relief program.
2. Procedures
  - a. Each individual is given a letter of introduction to the potential work site.
  - b. The worker is instructed to contact the agency for a personal interview.
  - c. After a mutual agreement is reached by both parties, an acceptance referral is signed by the agency and returned to the work relief office. The referral indicates the position description and the time and place of reporting.
  - d. Each agency maintains a daily sign-in roster which is returned to the Allen County Welfare Department as verification of reporting.

**B. Temporary Assignments (men and women)**

1. These are agencies which only have a need for short time or "spot" labor.
2. Assigning procedures
  - a. These assignments are made on a daily basis from the general labor pool.

**II. General Labor Pool****A. Labor Crews (men)**

1. These are work relief men who have not been assigned to an outside agency.

## 2. Reporting procedures

- a. Report on a weekly basis at specified times and dates.
- b. Assignments are issued on a daily basis.
- c. Transportation and/or supervision is provided by the Allen County Welfare Department.
- d. Upon completion of assignments each worker signs out on a daily roster as verification of work.

## B. Weekly Reporting Women

1. These are work relief women that are awaiting assignments to outside agencies.
2. Reporting procedures.
  - a. Each worker reports to the Welfare office on a weekly basis.
  - b. The worker's records are updated by the work relief office.
  - c. Workers are assigned to an outside agency if a vacancy exists at that time.
  - d. If there are no openings, the worker is scheduled to report the following week.
  - e. A sign-in roster is maintained by the work relief office as verification of reporting.

## WORK RELIEF PERSONNEL PROCEDURES

## I. REPORTING

- A. Each person on the work relief program is required to report on assigned work days at his/her assigned time and place prepared to work.
  - 1. Failure to do so will be considered non-cooperation and his/her case will be suspended as per manual regulations.
- B. Late Reporting
  - 1. Continually reporting late to assigned jobs shall be considered non-cooperation and his/her case will be suspended as per manual regulations.
    - a. Past work history will be considered at this time.

## II. ABSENCE

- A. All absences must be reported by the worker.
  - 1. Anyone unable to report on his/her assigned day must notify the work relief coordinator or the respective employer within 24 hours.
- B. Excused Absence
  - 1. Absences will be excused only for the following reasons:
    - a. Sickness or other medical reasons.
    - b. Emergency personal leaves - Personal leaves will only be granted in emergency situations such as illness or death in the family. All personal leaves must receive the prior approval of the work relief coordinator. All such leaves will be limited to a maximum of five (5) working days.
  - 2. Excused absence time will be made up as soon as possible within the month in which it occurred.
    - a. Failure to make up an excused absence will result in non-compliance and his/her case will be suspended as per manual regulations.

C. RECIPIENT ABSENCE - Procedure to be followed by G/R Supervisor.

## 1. First Absence:

Upon recipients's re-appearance the G/R Supervisor shall have a private consultation with the recipient to determine and discuss the nature of recipient's absence. Excused absences are delineated in this manual.

In the situation of an unexcused absence the consultation shall serve as a verbal warning. The recipient shall be fully explained of the procedure that will pursue in the event of further unexcused absences. That procedure shall be as follows in Step 2 and Step 3 of this section. In addition to the verbal explanation, the recipient shall be handed a written version of this section and shall be asked to read the same and to ask any questions in regards to either the procedure and its effect on any present or future absentism.

## 2. Second Absence:

In the event a second absence is unexcused, the recipient shall be sent a written notice. The notice shall explicitly explain to the recipient that this is the final warning given to the recipient. Another unexcused absence will result in the recipient's termination from the program for 90 days.

## 3. Third Absence:

A third unexcused absence shall result in termination. Notice of termination shall be sent to the recipient. The notice shall also advise the recipient of his rights to appeal his termination through the appropriate grievance procedure. Additionally, the notice shall delineate the procedure recipient shall follow in order to be reinstated to the W/R program after his 90 day suspension.

## III. REFUSAL OF ASSIGNMENTS

- A. Direct refusal to accept any work assignment will result in immediate suspension of his/her case, (i.e. - "walking off job", refusal to report as assigned, etc.)

## IV. INSUBORDINATION

- A. Any form of insubordination shall result in the following action:
1. First offense - verbal reprimand.
  2. Second offense - written reprimand.
  3. Third offense - termination.

## V. GRIEVANCE PROCEDURE

(See Attachment)

## GRIEVANCE PROCEDURE

In the event that a General Relief worker should have a grievance against either the work site or any aspect of the job assignment/W/R Program the following procedure shall be followed:

Step 1. - The recipient shall make the complaint known to the W/R coordinator. The W/R coordinator shall gather the facts surrounding the incident and put them into a written format. The W/R coordinator will then attempt to arrive at a mutually agreeable solution.

If the worker is not satisfied at this point then he/she may choose to proceed to Step 2.

Step 2. The step shall involve the W/R coordinator, the worker, and the G/R Supervisor.

The G/R Supervisor shall hold a conference and allow both the W/R Coordinator and the worker to present any pertinent information regarding the problem.

The G/R Supervisor will then attempt to arrive at a mutually agreeable solution.

If the worker is still not satisfied with the decision then he may choose to proceed to Step 3.

Step 3. This step shall involve the County Welfare Director. The G/R Supervisor shall arrange for a county conference to be held on the matter. This shall involve the G/R Supervisor, W/R Coordinator, and the worker.

The Director will be presented with the facts surrounding the incident and render a decision.

If the worker is again not in agreement with the decision the he/she may choose to continue his appeal to step 4.

Step 4. At this time the worker shall be advised of his/her right to a State Fair Hearing. If he decides to pursue the matter then the agency shall assist the worker in filing the request with the State Fair Hearing Unit.

At all stages (steps) of the appeal the decision shall be in a written form, with one copy to the client and one for the agency record.



EFFECTIVE JULY 1, 1973

WORK CREW REPORTING SCHEDULE

MONDAY AT 8:00 A.M. CREWS 1, 2, 3, 4, 10

TUESDAY AT 8:00 A.M. CREWS 1, 2, 3, 4, 12

WEDNESDAY AT 8:00 A.M. CREWS 5, 6, 7, 8, 9

THURSDAY AT 8:00 A.M. CREWS 5, 6, 7, 8, 11

FRIDAY AT 8:00 A.M. CREWS 9, 10, 11, 12, 8

WEEKLY REPORTING MEN

# Clark County Social Service

RICHARD W. BUNKER  
County Manager

651 SHADOW LANE  
LAS VEGAS, NEVADA 89106  
(702) 386-4011

BARBARA J. BRADY  
Social Service Director

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

YOU MUST ACTIVELY SEEK EMPLOYMENT IN ORDER TO BE ELIGIBLE FOR ASSISTANCE FROM CLARK COUNTY SOCIAL SERVICE. PLEASE LIST BELOW THE NAMES OF ESTABLISHMENTS CONTACTED, THEIR ADDRESS, PERSON SPOKEN TO, PHONE NUMBER, TYPE OF JOB APPLIED FOR, AND THE DATE OF CONTACT. ALSO, INDICATE IF AN APPLICATION WAS FILED.

NAME AND ADDRESS OF ESTABLISHMENT	PERSON SPOKEN TO AND PHONE NUMBER	TYPE OF JOB AND DATE OF CONTACT	APPLICATION FILED
1. _____	_____	_____	_____
_____	_____	_____	_____
2. _____	_____	_____	_____
_____	_____	_____	_____
3. _____	_____	_____	_____
_____	_____	_____	_____
4. _____	_____	_____	_____
_____	_____	_____	_____
5. _____	_____	_____	_____
_____	_____	_____	_____

THE INFORMATION GIVEN WILL BE VERIFIED. IT IS YOUR OBLIGATION AND RESPONSIBILITY TO LIST CORRECT AND VERIFIABLE CONTACTS. BE SURE YOUR NAME IS KNOWN IF YOU ARE UNABLE TO FILE AN APPLICATION. SUPPLYING UNVERIFIABLE CONTACT OR FALSE INFORMATION MAY DISQUALIFY YOU FROM DIRECT ASSISTANCE. THIS FORM MUST BE COMPLETED BEFORE YOU RETURN FOR ASSISTANCE.

IF YOU HAVE ANY QUESTIONS, PLEASE PHONE ME AT 386-4011, Extension \_\_\_\_\_, SOCIAL SERVICE REPRESENTATIVE.

I DECLARE THE INFORMATION GIVEN BY ME IS TRUE. I UNDERSTAND THAT I WILL BE LIABLE FOR FRAUD CHARGES AND INELIGIBLE FOR ASSISTANCE IF FALSE INFORMATION IS PROVIDED.

SIGNED: \_\_\_\_\_

WITNESSED: \_\_\_\_\_

SS-186 (8/77)

EXHIBIT 6

244

EXHIBIT # 7