

**County of Orange Social Services Agency  
Family Self-Sufficiency Division**

**Program/Area:** CalWORKs

**Title:** Experience Provides The Resources For Tomorrow (EXPRT)

**Number:** 289

**Status:** *Signature on file*

**Effective Date:** 06/09

**Revision:** Date: 09/29/2015

**Approved:**

---

**PURPOSE**

Experience Provides the Resources for Tomorrow (EXPRT) is a Welfare-to-Work (WTW) activity provided by ResCare Workforce Services (RWS). EXPRT is designed to provide participants with unpaid work experience at local, private, and public companies to enhance participant workplace skills and build his/her resume.

Benefits of participating in EXPRT include:

- Learn new job skills and enhance existing abilities
- Increase recent experience on resume
- Obtain professional references
- Open doors to networking opportunities
- Opportunity to explore other career fields
- Possible placement at a worksite in participant's field of interest
- Enhance self-esteem
- Build marketable skills

---

**EXPRT ACTIVITY**

EXPRT is a pre- or post-assessment core WTW activity. EXPRT is an unpaid activity and the assigned number of participation hours in the activity is based on the Fair Labor Standards Act (FLSA) minimum wage calculation. Refer to the [FLSA section](#) in this policy for more information.

Participation in EXPRT shall be limited to 12 months, unless the CM and the participant agree to extend this period by completing a new WTW Plan. An evaluation will

be completed by RWS at 6 months to determine if EXPRT is still the most beneficial activity for the participant and notify the CM.

**Note:** There is no minimum time frame required for a participant to be referred to EXPRT.

EXPRT assignments are unpaid and help provide basic job skills or enhance existing job skills in a position related to the participant's experience and interests.

RWS will work directly with the WTW participant to determine the most appropriate EXPRT worksite placement.

EXPRT worksites include placements in the public or private sector or with a profit or non-profit employer. Worksite placements will be based on site availability, participant skill level, participant interest, and if applicable, site interview. EXPRT placements are not intended to become unsubsidized employment.

RWS has a list of established EXPRT worksites. The participant can also identify a potential worksite for RWS to evaluate and determine if the worksite is approved.

EXPRT is designed for WTW participants who:

- Are assigned to another activity and need additional hours to meet the hourly participation requirements (filler activity).
  - For example, a participant working part-time 30 hours per week needs 2 more hours per week to meet the weekly hourly participation requirement of 32 hours.
- Need a short-term activity between other activities (bridging activity).
  - For example, a participant whose activity does not begin for 2 weeks would need a short-term activity for those 2 weeks to meet the hourly participation requirements until the scheduled activity begins; or
  - A participant who is attending a training

program and would benefit from a short-term activity during the break to meet the hourly participation requirements until the training program resumes.

- Are not assigned to any other activity (full-time)
  - For example, a participant has completed Job Search and Job Readiness Assistance (JSR) and Assessment, where the Assessment recommended Vocational Training. The participant completed the recommended Vocational Training but remains unemployed; therefore, needs an activity to meet the hourly participation requirements.

---

**FAIR LABOR  
STANDARDS ACT  
(FLSA)**

Unpaid EXPRT is subject to the FLSA regulations. The CM must perform a minimum-wage-based calculation to determine the maximum number of hours an individual may be assigned to this activity.

**Note:** The CM will utilize the [WTW 15](#) Simplified CalFresh Program Unpaid Work Experience (WEX) and Unpaid Community Service Hours Worksheet to determine the maximum number of hours in which the CM may assign an individual to unpaid Work Experience.

If the maximum hours allowed in EXPRT are less than the 22/32/38 weekly hours, the participant must participate in a concurrent activity to meet the hourly participation requirement.

Refer to [Policy 227.2 FLSA Minimum Wage Requirements in Unpaid Activities](#) for more information.

---

**JOB SEARCH AND  
JOB READINESS  
ASSISTANCE (JSR)**

After the participant has completed four consecutive weeks of JSR, the CM may refer the participant to EXPRT in the fifth week if appropriate, and Assessment concurrently with the EXPRT activity in the sixth week. RWS will notify the CM when the participant is in his/her third week of JSR and provide the CM with a recommendation for either Job Skills or EXPRT for the participant's fifth week.

The [JSR Timeline](#) provides details on the JSR process and an example that includes the process when the participant

is referred to EXPRT in Week 5.

Refer to [Policy 204 JSR](#) for more information.

---

## REFERRALS

WTW participants can participate in EXPRT through a referral to RWS for the EXPRT activity.

To refer to EXPRT, the CM will complete the [F063-41-251 Job Services/Employment Support Services Referral](#) form.

The [F063-41-420 Attendance and Outcome Report \(AOR\)](#) will be used by RWS to communicate attendance to the CM on a monthly basis and to communicate the final outcome. Regular communication is encouraged between RWS and the CM.

---

## RWS TALENT DEVELOPMENT SPECIALIST

An [RWS Talent Development Specialist](#) is available to answer questions related to any RWS activity and to assist the CM in determining whether or not a participant is an appropriate candidate for the EXPRT program. If appropriate, the Talent Development Specialists will also work with the CM to transition individuals who have been successfully participating in EXPRT, into the OC Earns Program.

---

## CM RESPONSIBILITIES

The CM will meet with the participant to discuss the EXPRT activity. During the discussion the CM will:

1. Explain the purpose and benefits of the EXPRT activity to ensure it is the appropriate activity for the participant; utilize the [EXPRT flyer](#) as a guide.

2. Review the participant's assessment results, if available.

3. Complete a Job Services/Employment Support Services Referral ([F063-41-251](#)) for EXPRT indicating assigned hours per week and length of activity.

**Note:** Ensure RWS knows the maximum allowable EXPRT hours so that the hours in EXPRT do not exceed the maximum allowed by the FLSA minimum wage computation.

4. Email the completed referral (with a copy of the participant's assessment result, if appropriate) as an attachment to the appropriate RWS Outlook mailbox

(Rescare North, Rescare South, Rescare East, Rescare West).

5. Review and respond to the participant's Supportive Services needs. Communicate and make supportive services referrals to the Intake Employment Eligibility Specialist (IEES)/Continuing Employment Eligibility Specialist (CEES) as needed.

Refer to [Policy 301 Child Care](#), [Policy 310 Transportation Supportive Services](#), and [Policy 315 Ancillary Supportive Services](#) for more information on Supportive Services.

6. Complete a [WTW 2 Welfare-to-Work Plan Activity Assignment](#) which indicates EXPRT and any concurrent WTW activities, required participation hours, and all identified Supportive Services.
  - [Example 1](#) shows a completed WTW Plan for the EXPRT activity and the WTW Plan does meet CalWORKs federal standards.
  - [Example 2](#) shows a completed WTW Plan for the EXPRT and Vocational Education and Training activity. The participant already used the Vocational Education 12-month lifetime limit. The WTW Plan does not meet CalWORKs federal standards.

Refer to [Policy 211 WTW Plan](#) for additional information.

7. Schedule the participant to the EXPRT activity in CalWIN.
  - Select Work Experience-Non-Paid (EXPRT) in CalWIN Employment Services when assigning WTW participants to the EXPRT activity in CalWIN.
8. Collaborate with RWS to monitor the participant's attendance, participation, progress, and potential barriers to successful completion of the assigned EXPRT activity.
9. Enter EXPRT and any other activities attendance hours in CalWIN and track the participant's attendance and progress.

10. Update CalWIN Case Comments.

---

**RWS  
RESPONSIBILITIES**

RWS will:

1. Receive the referral for the EXPRT activity via email or fax.
2. Conduct an outreach phone call with the participant prior to his/her EXPRT start date to discuss what to expect in EXPRT.
3. Provide an Orientation to the participant to discuss the EXPRT activity.
4. Meet one-on-one with the participant to evaluate their skills and placement to an EXPRT worksite.
3. Consult with the CM on the hours and activity as appropriate.
4. Offer workplace and interpersonal skills development workshops to ensure participants are ready to begin a successful work experience program.
5. Address barriers to participation and communicate with the CM as needed.
6. Consult with the CM on hours and activity as appropriate.
7. Review the EXPRT worksite expectations with the participant.
8. Schedule an interview with the EXPRT worksite, if applicable.
9. Introduce the participant to the EXPRT worksite Supervisor.
10. Monitor the participant's attendance and progress directly with the worksite supervisor.
11. Record the amount of time spent in the EXPRT activity in the RWS internal database.
12. Meet with the participant as needed to discuss action steps.

13. Evaluate the EXPRT placement at 6 months to determine if the EXPRT activity is still the most beneficial activity for the participant and notify the CM.
14. Evaluate absences to determine if they are excused or unexcused and notify the CM.
15. Enter non-attendance and final outcome in CalWIN Case Comments and notify the CM.
16. Perform worksite visit to new EXPRT worksite prior to participant's start date and on a quarterly basis thereafter to ensure worksite meets program expectations.
17. Submit a [F063-41-420 Attendance and Outcome Report \(AOR\)](#) to the CM within 5 business days from the end of the month and/or 3 business days when the activity ends. The AOR will include a daily record of attendance and at the end of the activity the final outcome will be included.
18. Notify the CM via email and indicate on the final AOR if the participant becomes employed at any time during EXPRT, providing available details including the employer name, employer address, occupation, hours, salary/hourly wage, and start date.

---

**WORKERS'  
COMPENSATION**

California Department of Social Services (CDSS) contracts with York Risk Services Group, Inc. to provide Worker's Compensation coverage for EXPRT participants. Worksite supervisors and RWS will handle any claims for Worker's Compensation and notify the CM when a claim is filed. RWS will submit a Special Incident Report (SIR) and notify FSS Program.

---

**REFERENCES**

ACL 13-56

EAS Manual: 42-701.2, 42-709.4, 42-716.1

[Policy 204 JSR](#)

[Policy 211 WTW Plan](#)

[Policy 227.2 FLSA Minimum Wage Requirements in](#)

[Unpaid WTW Activities](#)

[Policy 301 Childcare Eligibility and Application Process](#)

[Policy 310 Transportation Supportive Services](#)

[Policy 315 Ancillary Supportive Services](#)

---

**ATTACHMENTS**

[EXPRT Flyer – English](#)

[EXPRT Flyer – Spanish](#)

[EXPRT Flyer – Vietnamese](#)

[F063-41-251 Referral for Job Services/Supportive Services Form](#)

[F063-41-420 Attendance and Outcome Report \(AOR\)](#)

[F063-41-WT20 Description of Programs Offered by RWS](#)

[JSR Timeline](#)

[RWS Talent Development Specialist](#)

[WTW 2 Welfare-to-Work Plan Activity Assignment](#)

[WTW Plan EXPRT Example 1](#)

[WTW Plan EXPRT/Vocational Education & Training Example 2](#)

[WTW 15 Simplified CalFresh Program Unpaid Work Experience \(WEX\) and Unpaid Community Service Hours Worksheet](#)