



POLICY TITLE Other Assistance & Supportive Services	REFERENCE C.R.S. 26-2-706.6; 26-2-709 CDHS Volume 3.606.8; 3.609.961
POLICY NO 15.1000.2.16-CWP	EFFECTIVE DATE February 1, 2017
DIVISION DIRECTOR APPROVAL	BOARD OF COUNTY COMMISSIONERS ADOPTION DATE

BACKGROUND / PHILOSOPHY

Adams County, along with our workforce development partners, economic development community, community-based organizations, education and training providers, and other stakeholders plays a key role in supporting economic well-being for low-income individuals and families in our community. Adams County recognizes that employment is a key component of family stabilization and economic stability, and acknowledges that education and other work and family supports are crucial for attachment to employment that offers family-sustaining wages, and career advancement opportunities.

Because of this, Adams County provides broad assistance to eligible Adams Works participants to help them establish economic security, enhance their quality of life, and maintain or gain employment.

PURPOSE

The purpose of this policy is to outline supports and services available through Adams County Human Services. Access to these services is contingent upon individual and family needs and Colorado Works program engagement, within the limits of county resources.

POLICY

Income Eligibility

To receive Supportive Services, participants must be eligible for basic Case manager assistance and meet all criteria for the Colorado Works program.

Additional Eligibility

Participants must meet criteria for non-financial eligibility for the Colorado Works program, with the exception of Adams Works programs and non-custodial parents, who are exempt from dependent-child requirements.

All case types are eligible for the supports defined by this policy, as family need and county resources allow. All additional supports and services must be identified in the individualized plan and case documentation must be provided to substantiate need.

Adams County takes an individualized, strengths-based approach when assessing families for supports and services that they may be in need of in addition to their cash grant, and beyond standard program services. Adams County staff has the responsibility of linking participants to resources that will help support their long-term economic security, and ensuring they receive appropriate supports in a timely manner. This includes advocacy, counseling, prevention and intervention, and mediation services, when appropriate.

Education

Adams County promotes quality education opportunities for low-income children and parents including, but not limited to payments for tutoring and one-on-one developmental therapy. Adams County may provide paid tutoring services and assessments for learning disabilities.

ALL FAMILIES

Non-Custodial Parent Services

Adams County may provide payments for the services listed below to non-custodial parents who meet the needs standard for Colorado Works. Non-custodial parents do not need to be attached to an active Colorado Works household in order to be eligible for services, but must be cooperating with child support services. Services are available as resources allow.

Family Stabilization

Adams County provides payments for a variety of family strengthening and support services including, but not limited to: life skills workshops, parenting classes, support groups, mentoring programs, health and nutrition classes, domestic violence perpetrator treatment, and mental health services.

Enhanced Family and Employment Supports

Adams County may provide payments for enhanced employment preparation services, job development and other special needs services to eligible Colorado Works families in need of additional support in finding, attaching to, and retaining employment, based on a thorough needs assessment and as county resources allow. Services may include, but are not limited to, the following:

- Career Counseling and Planning;
- Job Coaching and Development
- Transitional Services
- Job Advancement
- Financial Planning and Budgeting

In addition, Adams County offers paid internships on a limited basis to support attachment to the labor market. Internship opportunities are developed on an individualized basis in

conjunction with the Workforce Center. Other assistance may not exceed a set amount per year as determined by the participant's TANF time clock or post-TANF time, see county procedure regarding Supportive Service limits for details.

Additional assistance to maintain or gain employment may also be provided, and may include, but are not limited to, the following:

- Transportation Expenses to Participate in Employment, Training, or Job Preparation
- Employment Required Tools and Training
- Clothing
- Glasses
- Dental Work, or other Prosthetic Devices necessary for Employment and not covered under Medicaid or Vocational Rehabilitation services;
- Relocation Assistance, consistent with a firm job offer
- Personal Care Items and services needed for participating in work-related activities
- Housing Needs
- Utility Payments
- Phone or Internet Service
- Emergency Assistance
- Shelter;
- Child care or Family needs
- Food or Personal needs

Referrals

Adams County provides referrals for any available supportive services to applicants and participants. Referrals include but are not limited to: homeless shelters, physical and mental health services, substance abuse counseling, domestic violence advocacy, legal services, furniture, training and food banks.

Payment

Other assistance may not exceed a set amount per year as determined by the participant's TANF time clock or post-TANF time, see county procedure regarding Supportive Service limits for details.

The County Director or the Director's designee has the discretion to override the amount of other assistance if a hardship exists. The Director, or designee, must document such hardship in CBMS.

Assistance may be provided either as a one-time assistance payment or on an ongoing basis, both of which are intended to promote sustainable employment. Payments will be made to a participant's EBT card (via direct deposit) or as a direct vendor payment, depending on the nature of the approved expense.

Additional Cash Assistance

Adams County may authorize payments designed to meet the basic ongoing needs of the persons in the assistance unit, as determined by a needs assessment and documented in the individualized plan.

Basic ongoing needs shall consist of, but are not limited to:

- Food;
- Clothing;
- Shelter;
- Utilities;
- Household Goods and General Incidental Expenses;
- Personal Care Items;
- Transportation Assistance;
- Educational Fees
- Child Care assistance

Adams County may allow payments for a special need to a parent or specified caretaker whose child(ren) is / are eligible and receiving Colorado Works cash assistance.

Assessed Need

An assessed need is defined as any need of a family receiving Adams County basic cash assistance, beyond ordinary, routine living expenses. Assessed needs include but are not limited to, the items listed above in all categories Supportive Services and supportive services outlined in this policy. Other items may be identified on a case-by-case basis, at the discretion of Adams County.

As a means to unify the work that we do in our community, Adams County supports the framework around a two-generation approach by linking non-custodial parents to supports and services focused on parent-child interactions for fathers and children, as well as economic stability and mobility. We foster this whole-family method of delivering services by ensuring the assessed needs of non-custodial parents are met, enabling them to pay child support while bolstering their employment opportunities. Non-custodial parents do not have to meet household composition requirements.

In order for non-custodial parents to receive services, they must be a Colorado resident and a parent of a minor child, and must not be eligible to receive Colorado Works basic cash assistance. All the services Adams County offers to noncustodial parents are outlined in an individualized plan, and include, but are not limited to:

- Job Coaching
- Parenting Skills Classes
- Workforce Development
- Mediation
- County Diversion (See Diversion (State and County) Policy)

Signed by:

Eva J. Henry, Chair, Board of Adams County Commissioners, Adams County Colorado

Date

Adams County Workforce and Business Center Local Area Director

Date

Adams County Human Services Department Director

Date