

FAQ

Q: What is the Transitional Subsidized Employment (TSE) Program?

The Los Angeles County Department of Public Social Services (DPSS) has a major initiative underway to place 10,000 workers into subsidized employment. The vision of DPSS is to assist the most vulnerable in Los Angeles County attain self-sufficiency and well-being. The goal of the Transitional Subsidized Employment (TSE) Program is to remove barriers to employment, enabling CalWORKs participants to secure regular unsubsidized employment after completion of this program AND to simultaneously assist and develop businesses and nonprofits by providing them with entry-level labor at no cost for at least 6 months or until September 30, 2010. This program is funded by the American Recovery and Reinvestment Act (the Federal Stimulus) and is open to any business, nonprofit or public agency based in LA County.

Q: Why should my business or workplace participate as TSE work site?

The TSE program will provide employers with some much-needed assistance during these tough economic times. Your organization may be eligible to receive entry-level full time staff with wage costs covered until September 2010. Your organization can make a difference by helping unemployed people go back to work and be better prepared for future unsubsidized jobs. Your business or organization will be invigorated by reducing payroll costs and providing extra staff help. SBWIB will serve as the “employer-of-record,” covering participant payroll costs, absorbing Workers Compensation liability and processing paychecks every two weeks.

Q: What types of organizations may participate as a worksite in the TSE program?

Public, private and nonprofit sector organizations and businesses may be eligible to become a TSE program worksite. You may not qualify if your organization is 100% Federally funded. A requirement for all employers wishing to participate is that subsidized workers cannot displace existing employees or takes up promotional positions that would otherwise be open to the employers existing workforce.

Q: How do I sign up my organization to become a worksite for the TSE program?

Go to www.EmploymentStimulus.org and click on the “CONTRACTS & REQUIRED DOCUMENTS” tab at the top.

Follow five (5) easy steps:

- a. STEP 1 - Complete the Worksite Subcontract
- b. STEP 2 - Execute and send 3 original copies of the Signature Page
- c. STEP 3 - Review Insurance Tip Sheet and submit the appropriate documents
- d. STEP 4 – Complete the Worksite Info Sheet
- e. STEP 5 – complete the In-Kind Form

Q: Where do I mail my completed Worksite Subcontract application package?

City of Hawthorne
c/o South Bay Workforce Investment Board of Supervisors
Job Training & Development Dept./G.A.I.N. Unit
11539 Hawthorne Blvd. Suite 500
Hawthorne, CA 90250
Attn: GAIN Unit

Q: I have less than the required General Liability coverage. Can I still contract?

All Worksites must have at least \$2 million aggregate, \$1 million per incident General Liability insurance. If you do not currently have this level of coverage, contact your insurance agent and inquire about better coverage. Often the cost is lower than expected.

Q: Can I fax/Email my submission?

No. The signatures must be original so the package must be either mailed or hand delivered.

Q: What happens after I submit my completed Worksite Subcontract application package?

Once the contract is executed, your worksite contact information will be included in the Work Experience Directory that is distributed among TSE Case Managers at participating WorkSource and One-Stop Employment Centers [LINK TO WORKSOURCE CENTER MAP]. You are also welcome to contact your local center directly once you have an executed contract. Case Managers are responsible for pre-screening candidates and matching TSE program participants with available worksites. When a Case Manager would like to place a TSE participant at your organization, they will call you to set up an interview. If you like the participant, great! If the participant is not a good fit for your organization, you are not obligated to work with them. SBWIB staff will periodically monitor the worksites for the purpose of ensuring contract and program compliance. During these Monitored visits the TSE participant will be interviewed and the work site supervisor will be expected to provide the monitor with a TSE participant file.

Q: How long can TSE pay for these employees?

Private companies are eligible for PWE or OJT [LINK TO: WHAT IS DIFFERENCE BETWEEN PWE & OJT] for 6 months each. Private companies have the option of beginning with a PWE and, after 6 months, switching to an OJT until the program end-date of September 30, 2010.

Nonprofit and public agencies are eligible for PWE or OJT until the program end-date of

September 30, 2010.

All work must stop September 30, 2010.

(There may be a slight possibility that we may have a modified program with a greatly reduced budget after that date)

Q: How much do TSE Program participants get paid per hour?

They will be paid \$10.00 an hour for up to 40 hours a week until September 30, 2010. Participants can also receive assistance with costs related to transportation to and from the worksite and childcare.

Q: What if I only want a part time worker at my organization?

TSE Participants may work full or part-time in this program depending on their individual case plan. The majority of participants are available for full time work assignments.

Q: Is this a new employment program?

No. The Transitional Subsidized Employment program is not new. SBWIB has administered this program on a much smaller scale in the South Bay since 2003. Historically, we have placed 70% of participants into unsubsidized jobs. We have been able to expand this existing program countywide through DPSS and Federal Stimulus dollars.

Q: Who are the participants?

Eligible participants are CalWORKs participants currently receiving public assistance from the government. They are primarily entry-level employees ready to be trained and work today!

Q: Can we interview?

Yes! You are encouraged to interview and only take on participants who seem like a good match for your organization!

Q: What about background checks?

DPSS can cover the cost of background checks as well as other ancillary costs associated with your normal hiring procedures.

Q: What if something doesn't work out?

You are under no obligation at any time. If a participant does not work out following normal training and counseling procedures, then you are welcome to send them back to the referral provider.

Q: What is the difference between Paid Work Experience (PWE) and On the Job Training (OJT)?

These are the two employment options within the TSE program.

PWE - SBWIB is the employer of record, we handle all payroll and cover the participants with our Worker's Compensation. With PWE the only responsibilities of the worksite are to train, supervise, maintain a file on each participant, and verify the participant's hours on the timecard we provide.

OJT - in this case the business or organization hires the participant as their own employee and SBWIB reimburses the participant's wages up to \$10/hour.

Worksites can begin with PWE and switch to OJT at any point, or begin with OJT outright. For OJT, employers should contact a local WorkSource center or One-Stop directly, or call the SBWIB GAIN Unit at 310-970-7796.

Q: What is the In-Kind Claim Form?

An In-Kind contribution is when an organization contributes a service in support of a program rather than contributing cash out of pocket. The federal government mandates that all worksites that take on TSE participants contribute at least 20% of the cost of the program in the form of an In-Kind contribution. That means that worksites must provide a service the value of which is at least 20% of the program cost. The service that worksites provide is training and supervising participants. The In-Kind Claim form [[LINK TO IN-KIND CLAIM FORM](#)] is a way of establishing the value of the supervisor's time on a per hour, per person supervised basis. To complete the form, insert the four highlighted numbers and then check line 8 (Supervisor's Hourly S&EB and Indirect Costs per Employee). This line must equal at least \$3.50 because this is 20% of the program cost for one participant, for one hour.

Q: Who covers Worker's Compensation Insurance?

With Paid Work Experience [[LINK TO- "WHAT IS THE DIFFERENCE BETWEEN PWE AND OJT"](#)], SBWIB covers the participant's Worker's Compensation. With OJT [[LINK TO- "WHAT IS THE DIFFERENCE BETWEEN PWE AND OJT"](#)], the worksite covers the participant's Worker's Compensation.

Q: Why do I need to provide proof of Worker's Compensation?

All companies and agencies that enter into a TSE contract must provide proof of Worker's Compensation coverage for their own employees. If a company or organization does not have any employees, they may complete a Worker's Compensation waiver [[LINK TO WORKERS COMP WAIVER](#)].

Q: How can I get a job in the TSE program if I am unemployed?

Currently this program is only available for CalWORKs Welfare-to-work participants. The CalWORKs participant must be enrolled in one of the following programs:

1. Greater Avenues for Independence (GAIN) Program or
2. General Relief Opportunities for Work (GROW) Program & be a non-custodial parent.

In order to participate in the TSE program, you can ask your Gain Service Worker or GROW Case Manager if you are eligible. There is a possibility of the TSE Program expanding to other populations of need in the future. All information presented is as of 10-26-09. For up dates on TSE program modifications, you may call the SBWIB Gain Unit directly at 310-970-7796.

Q: How can I get more information?

Please explore the www.EmploymentStimulus.org web site in detail since all the information you need to sign up as a TSE worksite is posted on-line. For additional information you may call the South Bay Workforce Investment Board (SBWIB), GAIN Unit at 310-970-7796.