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Minnesota Department of Public Welfare

Community **W**ork **E**xperience **P**rogram  
Preliminary Report to the Legislature

March 1, 1984

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## EXECUTIVE SUMMARY

This preliminary report on the Community Work Experience Program (CWEP) in six Minnesota counties attempted to answer the two questions posed by the Legislature: 1) Is it feasible to implement CWEP on a permanent basis?; and 2) What was the cost effectiveness of each of the demonstration projects? This report set out as many relevant aspects of feasibility as the data allowed.

CWEP was authorized by Laws of Minnesota 1983, Chapter 249. This law was passed in response to a federal initiative for states to operate a work experience program that served a useful public purpose and required AFDC recipients to participate in certain job-seeking and work experience projects as a condition of AFDC eligibility.

The first measure of feasibility examined in this report was a description of each county's program. Six counties are operating CWEP programs and the data they provided formed the basis of this report. In all counties, the program was targeted to AFDC-UPs, that is, principal wage earners in two-parent households. Todd, Morrison, and Wadena Counties operated a "voluntary" program. AFDC-UPs were only required to complete orientation. Participation in career planning, worksite assignment, and job search was voluntary. Dodge, Winona, and Itasca Counties initially only required AFDC-UPs to complete orientation (voluntary version) and after several months switched to a version where AFDC-UPs were required to participate in all components of the program.

The next measure of feasibility was the quality and quantity of worksites and types of positions available. Approved worksites included public-sector or non-profit organizations where the CWEP participant would not displace a public employee position established as of January 1, 1983. The most common worksites were located in schools, city and village governments, and county social service agencies.

Each county placed more CWEP participants in custodial/maintenance positions than any other type of position. Street repair, park maintenance, and work crew assignments were also frequently used. Some counties filled as many positions as they had available, creating the position to fit the CWEP participant (Winona, Todd, Morrison, and Wadena). Other counties found as many positions as possible and filled them as CWEP clients were available (Itasca and Dodge).

A third aspect of feasibility was the number of clients that participated in CWEP. A total of 881 AFDC recipients were contacted about CWEP. Of the total contacted, 59 percent completed orientation and 51 percent of those that completed orientation enrolled in worksite assignments. No administrative appeals were reported in any county. Because CWEP was geared primarily to AFDC-UPs, 91 percent of those that participated were male.

A fourth perspective of feasibility was based upon a client survey sent to 537 participants. Of the 25 percent that responded, a majority felt that participating in CWEP was good or neutral for them. One interesting response was that a majority felt that job search and work experience did not help them find a job. When asked what changes should be made to make

CWEP more responsive to client needs, the first, third, and fourth most frequent responses were: more skilled work/training at worksite; increase opportunities for real jobs; and more relevant work. The second most frequent response was to make no changes in CWEP. CWEP participants were interested in training and work experience that would lead to long-term employment opportunities.

The general themes of the narrative answers to the client survey were mixed. The most common theme was that CWEP was "helpful for job search," yet the second most common theme was that CWEP "didn't help me find a job." The lack of jobs in the area (the fourth most frequent theme) undoubtedly was a major reason that participants viewed CWEP as not helpful in securing employment.

The response to the Oversight Committee questionnaire could have given another perspective on whether CWEP was feasible. Unfortunately, little could be learned from so few responses. Only two Oversight Committees covered by this study responded. Of interest, but not in any way conclusive, was that both responding committees felt CWEP should continue if participation were voluntary and if the program were cost effective.

The second question to be answered by this report was the cost effectiveness of each of the demonstration projects. Each case closure resulted in a savings to the county. Case closings were categorized as due to employments, sanctions, and other reasons. In Winona, Itasca, and Todd, over half of those contacted about CWEP resulted in closed cases. Program-wide, 48 percent of those contacted resulted in closed cases. Employments resulted in the most case closures (54 percent of all case closures), while sanctions resulted in the fewest case closures (3 percent). Cost effectiveness was examined in a number of ways in an attempt to get the purest reading on costs and estimated savings attributable to CWEP. This was done first by comparing county operational costs to total estimated savings. The results were positive for individual counties and for all counties as a group. Next, total estimated savings were compared to total operational costs (county and non-county operational costs). The results were positive. Then, estimated savings due to employments and sanctions only were evaluated using the assumption that these closures were more directly a result of CWEP than other closings. These estimated savings were compared to county operational costs and total operational costs. Under all analyses, each county's program was considered cost effective.

Finally, a comparison was made between mandatory and voluntary programs. Completion of orientation was higher in voluntary versions, but participation in worksite assignments, employments, and cases closed for other reasons was higher for mandatory versions. A cost effectiveness analysis using total savings and both county operational costs and total operational costs resulted in greater net savings in the mandatory counties.

Regardless of how cost effectiveness was calculated, more net savings were realized in the mandatory versions than in the voluntary versions. Because feasibility was difficult to define and required a judgment to be made on the data presented, this report did not attempt to answer the question of whether it was feasible to implement CWEP on a permanent basis.

## CHAPTER I INTRODUCTION

### A. PURPOSE

The purpose of this report was to comply with the legislative mandate set forth in Chapter 249, Laws of Minnesota 1983, the Community Work Experience Program. The chapter states, in part, "[A] preliminary report shall be made to the legislature... on the feasibility of permanent implementation [of CWEP] and on the cost effectiveness of each of the demonstration programs."

### B. HISTORY OF CWEP IN MINNESOTA

The Federal Omnibus Reconciliation Act of 1981, Public Law 97-35, permitted states to operate a Community Work Experience Program (CWEP). In the summer of 1981, the Minnesota Department of Public Welfare submitted a proposed federally funded demonstration project to the Department of Health and Human Services (DHHS). Its purpose was to conduct a limited CWEP program in selected Minnesota counties. The major components of this grant request were: 1) that the program would be voluntary for participants; 2) that the targeted group would be single parents; and 3) that the focus of the program would be classroom and/or on-the-job training. This initial proposal was rejected by DHHS.

Following the rejection of this proposal, the department decided to pilot a CWEP program on a demonstration basis using state and local funding. It was reasoned that the CWEP program would eventually become a federal mandate rather than a state option. It was the department's intent to determine what aspects of CWEP were feasible and what aspects were not. After such a program had been mandated to the states, Minnesota would be in a position to ask for waivers in areas the state could demonstrate had not worked during our demonstration program.

On May 24, 1982, the department sent a request for proposal to each county for implementing a county Community Work Experience Program. Initially, the plan was to select two counties (one large and one small) to participate in CWEP. However, the nine counties that responded to the request bulletin were all small. The department included all nine counties in a series of meetings to determine the parameters of the program. Based on these meetings, one county was asked to postpone their request. Another county was initially involved, but ran into problems and did not establish a CWEP program.

The initial program design contained participation exemptions similar to those in WIN. The targeted group was unemployed parents rather than single parents because of the high child care costs associated with single parents. Single parents were allowed to volunteer for the program. The program was partially mandatory. Orientation and participation for two months was required. Any further participation was voluntary.

Because there was no enabling legislation to conduct the Community Work Experience Program, the department brought the proposal before the Legislative Advisory Commission requesting authority to allow selected counties to operate pilot programs. The Legislative Advisory Commission granted authority to conduct CWEP demonstrations in the seven counties that remained interested in CWEP. These seven included the six counties participating in this report (Todd, Morrison, Wadena, Dodge, Winona, and Itasca) and Otter Tail County. Otter Tail currently has a CWEP program in operation, but began their program too late to be included in this report.

After the Legislative Advisory Commission authorized the seven counties to operate CWEP, three other counties indicated a desire to participate, but were asked to postpone their request until the Legislature decided whether to continue CWEP.

Just prior to start-up, the direction of the program changed from the initial design. The program became less mandatory in nature. The mandatory component consisted of an orientation for all of the targeted groups. Following the orientation, continued participation was voluntary.

In developing the CWEP program, the department paid close attention to job displacement. While one goal of CWEP was unsubsidized employment, the worksites themselves were limited to public or nonprofit agencies. Also, the prohibition against displacement was included both in the state CWEP Law, and in a contract signed by the county agency, the worksite, and each participant.

CWEP participants were included in the welfare fair hearing procedures, which provided a procedure for their grievances to be heard. In addition, the department added an Oversight Committee in each county and a CWEP agreement to further ensure that the rights of each participant were not violated. The CWEP agreement was signed by each participant, the county, and the worksite facility. The agreement spelled out the duties and obligations of each party.

## C. METHODOLOGY

### 1. Cost Effectiveness

The report used a cost-benefit analysis to determine cost effectiveness. Costs were broken down into county and non-county developmental and operational costs. Developmental costs were listed, but were not used in the cost savings calculations. Operational costs included client allowances (\$25 per client per month), staff salary, staff transportation, and overhead. For purposes of a cost-benefit analysis, county operational costs were compared to total estimated savings and total county and non-county operational costs were also compared to total estimated savings.

Savings resulted from sanctions, employments, and case closures for other reasons. Counties reported savings in terms of initial monthly grant reductions for all CWEP cases contacted between start-up and November 30, 1983. Total estimated savings were

calculated by multiplying the initial monthly savings by six. This assumed that each case closed would remain off AFDC for six months.

The difference between the cost and the savings realized by each program represented cost effectiveness. Cost effectiveness was analyzed by examining each county and also by comparing voluntary and mandatory counties. For purposes of this report, voluntary means that the program required the client to attend orientation, and all further participation was voluntary. Mandatory means the program required the client to participate in all steps from orientation through worksite assignment.

## 2. Feasibility

To determine the feasibility of permanent implementation of CWEP many different factors were examined. Worksites and types of positions used were examined to determine the quality and quantity of the worksites and whether there were sufficient placements available. The types of positions used were analyzed to get an idea of the variety of placements used by each county.

Each county reported the number of clients served and how many actually participated in worksite assignments. A comparison was made of the male/female make-up of the participants.

Next, to determine feasibility, the program versions, voluntary and mandatory, were compared to determine which type of program was more cost effective and which version served the greatest number of clients.

The results of the survey were another indicator of the program's feasibility. The client survey (see Appendix H) was sent to all participants to measure: 1) client satisfaction; 2) how effective the participants thought the program had been; 3) how they felt they were treated; and 4) what they thought could be done to improve CWEP.

A survey was sent out to the director of the Oversight Committee of each county. The Oversight Committee consisted of members of several special interest groups, including public employee unions, women's groups, legal aid, businesses, and county commissioners. The purpose of the Oversight Committee was to provide an informal panel to assist CWEP participants with any problems. Their goal was to resolve problems before it became necessary to use welfare hearing procedures. The committee also provided oversight to the operation of CWEP and made recommendations to the commissioner.

Only two responses from Oversight Committees could be used for this report, those from Itasca and Winona. Rural Minnesota Concentrated Employment Program (Rural Minnesota CEP) answered for the Tri-Counties (Todd, Morrison, and Wadena). Blue Earth answered without a program in operation to evaluate. Otter Tail

had been in operation for such a short time that they could not properly evaluate the program. Dodge's Oversight Committee did not respond.

The Oversight Committee survey is included in Appendix I.

## CHAPTER II DESCRIPTION OF COUNTY PROGRAMS

### A. PROGRAM DESIGNS

Six county programs were evaluated in this report, each with a slightly different program design. All programs are presently in operation, but data collection for this report ended on November 30, 1983.

The tri-counties, Todd, Morrison, and Wadena, contracted with Rural Minnesota Concentrated Employment Program (Rural Minnesota CEP) to help operate the programs. Those three counties required AFDC-UPs to complete orientation, with further participation voluntary.

The remaining three counties, Dodge, Winona, and Itasca began the program requiring AFDC-UPs to complete orientation only, and later required AFDC-UPs to participate in all components of the program.

#### 1. Voluntary Program Versions - Todd, Morrison, and Wadena Counties

Todd, Morrison, and Wadena operated identical programs. Todd's program began on March 1, 1983; Morrison's program began on March 16, 1983; and Wadena's program began on March 17, 1983.

<u>STEPS</u>	<u>LENGTH OF TIME TO COMPLETE</u>	<u>DESCRIPTION</u>
1. WIN Regis- tration	15-30 minutes	The CWEP program was explained during WIN registration and a screening/orientation appointment was set.
2. Orientation	30 minutes to 2 hours	Orientation involved the client, WIN and Rural Minnesota CEP staff, and an agency financial worker. The CWEP program was explained, including services provided and what steps were involved in participation.
3. Career Planning	3-5 days	Various inventory and assessment tools were used to explore interests, aptitudes and short/long-range goals. A plan was developed for job search, on the job training, vocational needs, or other educational needs.

<u>STEPS</u>	<u>LENGTH OF TIME TO COMPLETE</u>	<u>DESCRIPTION</u>
4. Work Experience	8 weeks	The client was placed in a worksite and worked a specified number of hours based on the client's monthly grant amount. If the grant was less than full-time employment, CEP subsidized employment to the full-time level.
5. Job Search	3 weeks	The client learned job interview skills and used various resources of Rural Minnesota CEP to pursue unsubsidized employment. The client worked in a group setting practicing interviews, writing resumes and actively seeking work.

2. Mandatory Program Versions

a) Dodge County

Version I required all WIN registrants to complete orientation with further participation voluntary. This version was in operation from April 1, 1983 until August 1, 1983. Version II required all WIN registrants to complete orientation and additionally required AFDC-UPs to complete all steps. Version II began operation on August 1, 1983.

<u>STEPS</u>	<u>LENGTH OF TIME TO COMPLETE</u>	<u>DESCRIPTION</u>
1. WIN Registration	15-30 minutes	The CWEP program was explained during WIN registration.
2. Orientation	1 hour	The client learned about the program and decided whether or not to participate further.
3. Employability Planning	3 weeks - sessions totaling 21 hrs.	Individual assessment was followed by group sessions which taught basic job-seeking skills.
4. Job Search	3 weeks	The client actively looked for employment, interviewed, broadened contacts and followed up employment leads.

<u>STEPS</u>	<u>LENGTH OF TIME TO COMPLETE</u>	<u>DESCRIPTION</u>
5. Worksite Assignment	Indefinite	The client was assigned to a worksite that was closely related to their skills and interests. The purpose of the worksite assignment was to enhance clients' work habits and teach new skills, if appropriate.

#### Version II

This version varied from Version I in the amount of time clients spent at different steps. In Version II the employability planning step lasted one month, consisting of group sessions totaling 24 hours. The job search step lasted two weeks.

#### b) Winona County

Version I required all AFDC-UPs to complete orientation with further participation optional. It was in operation from May 2, 1983 through August 2, 1983. In Version II, AFDC-UPs were required to complete orientation, job search, and worksite assignment. Version II began on August 3, 1983.

#### VERSION I

<u>STEPS</u>	<u>LENGTH OF TIME TO COMPLETE</u>	<u>DESCRIPTION</u>
1. WIN Registration	15-30 minutes	The CWEP program was explained during WIN registration.
2. Orientation	2-3 hours	This step involved discussion of client work history and job-seeking techniques, of services available through WIN, Jobs Training Partnership Act (JTPA), Job Services, and Social Services.
3. Job Search	Indefinite	The client actively looked for employment, joined Job Search and learned job-seeking skills. The client learned to use on-the-job training (OJT) and Targeted Jobs Tax Credit (TJTC) in his/her job search.

<u>STEPS</u>	<u>LENGTH OF TIME TO COMPLETE</u>	<u>DESCRIPTION</u>
4. Worksite Assignment	Indefinite	The client was assigned to a worksite to learn work habits and develop job skills.
5. Educational Training	Indefinite	The client registered for training at an educational institution to develop work skills through WIN and JTPA.

#### VERSION II

Version II limited the job search step to two weeks.

#### c) Itasca County

Version I was in operation from April 1, 1983 to August 1, 1983. However, from April 1 to June 1, clients were not made aware that they were required to participate only in orientation and job search. From June 1 to August 1, when clients were notified that a worksite assignment was not required, less than 10 percent volunteered.

Version II required participation in all three steps, orientation, job search, and worksite assignment. Version II began operation on August 1, 1983.

#### VERSION I

<u>STEPS</u>	<u>LENGTH OF TIME TO COMPLETE</u>	<u>DESCRIPTION</u>
1. WIN Registration	15-30 minutes	The CWEP program was explained during WIN registration.
2. Orientation	3 hours	The client learned about the CWEP program and what was required.
3. Job Search	4 days	The client joined jobs clubs, learned job-seeking skills, and looked for employment.
4. Worksite Assignment	Indefinite	The client was assigned to a worksite to learn work habits and develop job skills.

#### VERSION II

Version II was the same design as Version I.

B. WORKSITES USED

Table II-1 shows the types and frequencies of worksites used. The "other" category included such worksites as a fairground, a ski jump, a golf course, an army base, an airport, and a YMCA.

TABLE II-1  
SUMMARY OF WORKSITES USED

TYPES OF WORKSITES	NUMBER OF WORKSITE LOCATIONS USED
School	32
City and Village Government	32
County Social Service	31
City and County Maintenance Shop	14
Nursing Home	9
Forestry/DNR	7
Township	4
Hospital	3
County/State Park	3
Vocational Training Center	3
County Highway Department	3
Courthouse	3
Developmental Achievement Center	2
Day Care Center	2
Food Shelves	2
Other	<u>12</u>
TOTAL	162

C. TYPES OF POSITIONS

Table II-2 presents a six-county summary of the number of placements available and the number of placements filled for each type of position.

TABLE II-2  
SUMMARY OF PLACEMENTS AVAILABLE  
AND PLACEMENTS FILLED

TYPE OF POSITION	NUMBER OF PLACEMENTS AVAILABLE	NUMBER OF PLACEMENTS FILLED
Maintenance/Custodian	72	63
Street Repair	37	37
Park Maintenance	36	23
Work Crew (brushing, tree planting, snow removal)	30	30
Grounds Maintenance	23	22
Tree Planting	20	20
Building Maintenance	20	20
Equipment Operator	19	19
Aide	18	12
Mechanic	17	17
Clerical	16	8
Carpenter	10	4
Laborer	6	6
Other	<u>9</u>	<u>8</u>
TOTAL	333	289

Table II-3 summarizes by county the number of placements available, the number of placements filled, and the percent of placements filled.

TABLE II-3  
PLACEMENTS AVAILABLE AND PLACEMENTS FILLED  
SUMMARY BY COUNTY

COUNTY	NUMBER OF PLACEMENTS AVAILABLE	NUMBER OF PLACEMENTS FILLED	PERCENT OF PLACEMENTS FILLED
Winona	22	22	100.0
Itasca	239	214	89.5
Todd	14	14	100.0
Dodge	25	6	24.0
Morrison	16	16	100.0
Wadena	17	17	100.0
TOTAL	333	289	86.5

Table II-4 summarizes by county the types of positions each county actually used.

TABLE II-4  
 TYPES OF POSITIONS USED  
 SUMMARY BY COUNTY

TYPE OF POSITION	WINONA	ITASCA	TODD	DODGE	MORRISON	WADENA
Maintenance/ Custodian	8	34	6	3	4	8
Street Repair	0	37	0	0	0	0
Park Maintenance	0	22	0	0	1	0
Work Crew (brushing, tree planting, snow removal)	0	30	0	0	0	0
Grounds Main- tenance	0	20	0	0	0	2
Tree Planting	0	20	0	0	0	0
Building Maint- enance	2	11	5	0	1	1
Equipment Operator	0	16	0	0	2	1
Aide	8	0	0	1	3	0
Mechanic	1	15	1	0	0	0
Clerical	0	4	1	2	1	0
Carpenter	0	3	0	0	1	0
Laborer	2	0	0	0	1	3
Other	1	2	1	0	2	2
TOTAL	22	214	14	6	16	17

CHAPTER III PARTICIPATION INFORMATION

Client participation in CWEP is summarized by county in Table III-1. The number contacted referred to those AFDC recipients that were informed of the CWEP program, either in person or by mail. Todd County considered for participation in CWEP the entire AFDC-UP caseload of 139, but actually contacted 84 of those 139. The 55 clients not contacted were screened out by the agency as not appropriate for the program. The 139 figure was used in Table III-1 because Todd reported its case closings based on its entire AFDC-UP caseload.

Itasca County estimated that 80 percent of those that completed orientation enrolled in worksite assignments. This was estimated to be 183 participants in Table III-1.

Data was not gathered to track every client throughout the program. Therefore, those that were exempted from participation cannot be specifically identified.

TABLE III-1  
PARTICIPATION INFORMATION  
SUMMARY BY COUNTY

COUNTY	NUMBER CONTACTED	NUMBER THAT COMPLETED ORIENTATION	NUMBER ENROLLED AT WORKSITE ASSIGNMENTS
Winona	83	70	22
Itasca	460	228	183
Todd	139	53	23
Dodge	52	36	7
Morrison	89	76	16
Wadena	58	54	14
TOTAL	881	517	265

Table III-2 summarizes by county the gender of CWEP participants. The majority of participants were male because CWEP was targeted to AFDC-UP households, two-parent families where the principle wage earner was unemployed. In most cases this was a male.

TABLE III-2  
PARTICIPANTS BY GENDER  
SUMMARY BY COUNTY

NUMBER THAT COMPLETED ORIENTATION		
COUNTY	MALE	FEMALE
Winona	56	14
Itasca	228	0
Todd	51	2
Dodge	21	15
Morrison	65	11
Wadena	49	5
TOTAL	470	47

Table III-3 summarizes by county the case closures. Cases closed for "other reasons" include closures due to moving from the county, receipt of other income, failing to provide an income report, extended unemployment compensation, excess personal property, or leaving the home. All case closures were therefore not a result of CWEP.

TABLE III-3  
CASE CLOSURES  
SUMMARY BY COUNTY

COUNTY	NUMBER OF CASES CLOSED DUE TO EMPLOYMENT	NUMBER OF CASES CLOSED DUE TO SANCTION	NUMBER OF CASES CLOSED FOR OTHER REASONS	TOTAL CASES CLOSED
Winona	35	3	5	43
Itasca	129	7	131	267
Todd	39	0	36	75
Dodge	11	0	5	16
Morrison	7	0	1	8
Wadena	11	1	5	17
TOTAL	232	11	183	426

## CHAPTER IV COST EFFECTIVENESS

One of the primary purposes of this report was to test whether or not CWEP was cost effective. In its most basic form, cost effectiveness occurs when profit exceeds costs. For the purposes of this report, CWEP was cost effective if welfare savings exceeded costs.

### A. COSTS

Costs of the CWEP program were divided into two categories: developmental and operational. The operational costs were further divided into county and non-county operational costs.

#### 1. Developmental costs

Any new program will have one-time "start-up" costs for development of the structure and parameters of the program. Such costs could include expenditures for planning, research design, and feasibility studies. Developmental costs were reported as a total of county and non-county costs. Because these costs were non-recurring, they were not included in the cost-benefit analysis.

#### 2. County operational costs

Operational costs of the program funded by the counties included staff salaries, fringe benefits, staff transportation, overhead, and client allowances. Counties were required to reimburse each participant \$25 per month for costs of participating in CWEP (e.g., transportation expenses). These costs would be expected to continue throughout the life of the program.

#### 3. Non-county operational costs

The non-county costs for CWEP included expenditures made by JTPA, WIN, and Rural Minnesota CEP. These costs also represented ongoing expenditures of the program.

Table IV-1 summarizes by county the developmental and operational costs reported by each county.

TABLE IV-1  
COST INFORMATION  
SUMMARY BY COUNTY

COUNTY	DEVELOPMENTAL COSTS	COUNTY OPERATIONAL COSTS	NON-COUNTY OPERATIONAL COSTS	TOTAL COUNTY AND NON-COUNTY OPERATIONAL COSTS	TOTAL
Todd	\$ 3,192	\$ 4,156	\$ 6,259	\$ 10,415	\$ 13,607
Morrison	1,167	5,378	5,059	10,437	11,604
Wadena	4,853	9,030	12,106	21,136	25,989
Dodge	717	3,726	0	3,726	4,443
Winona	0	9,973	6,322	16,295	16,295
Itasca	10,000	51,115	13	51,128	61,128
TOTAL	\$19,929	\$83,378	\$29,759	\$113,137	\$133,066

## B. SAVINGS

The total amount of welfare savings realized in each county during this study was impossible to gauge precisely. This was because each participant was not followed throughout the program to determine how long each closed case remained off AFDC. Therefore, certain assumptions were made to calculate savings. First, each person whose case was closed during the program was assumed to have remained off AFDC for six months. The initial monthly savings were multiplied by six to get an estimated total savings figure. Second, for purposes of this report, all closed cases were used to calculate savings, even though not all closures can be directly related to CWEP. It was not possible to determine which closures were CWEP-related. Third, Winona submitted only a total monthly savings amount of \$14,578. To obtain a savings figure for each savings category, the total savings were divided by the total number of closed cases involved (43). This figure (average savings per closure of \$339.02) was multiplied by the number of cases closed in each category. Fourth, Itasca's savings were calculated on an estimate of \$570 per case closing, which represents the monthly grant of 70 percent of its AFDC-UP caseload. Fifth, Todd's case closings were based on their entire AFDC-UP caseload of 139 even though not all of these recipients participated in CWEP.

In order to understand the cost-savings analysis, it is necessary to explain the terms used:

- 1) Initial monthly savings - the amount of grant reductions each county realized the first month a case was closed.
- 2) Estimated total savings - the initial monthly savings multiplied by six, the number of months this report assumed a recipient would remain off welfare.
- 3) Employments - cases closed or grants reduced because a recipient became employed in a paying job and was not on a worksite assignment.
- 4) Sanctions - cases closed because the recipient had not complied with the requirements of the CWEP program. A sanction resulted in the reduction or loss of AFDC benefits for a specified number of months.
- 5) Other reasons that produced case closures included: a) the client had other income; b) the client failed to return an income report; c) the client moved from the county; d) the client left the home; e) the client received extended unemployment compensation; f) the client had excess personal property; and g) the client received a lump-sum settlement.

Table IV-2 displays the initial monthly savings attributed to each category of closed cases. Again, not all closures were directly related to CWEP.

In addition, not all of the total estimated savings were actually realized by the counties before November 30, 1983. For example, if a client became employed toward the end of the period covered by this report, the monthly savings would continue for some time into the future (it was assumed for an average of six months).

TABLE IV-2  
SAVINGS INFORMATION  
SUMMARY BY COUNTY

COUNTY	INITIAL MONTHLY SAVINGS DUE TO EMPLOYMENT	INITIAL MONTHLY SAVINGS DUE TO SANCTIONS	INITIAL MONTHLY SAVINGS DUE TO OTHER REASONS	TOTAL INITIAL MONTHLY SAVINGS FOR ALL REASONS
Todd	\$ 19,391	\$ 0	\$13,851	\$ 33,242
Morrison	3,293	0	482	3,775
Wadena	5,966	460	1,842	8,268
Dodge	6,029	0	1,903	7,932
Winona	11,866	1,017	1,695	14,578
Itasca	73,530	3,990	74,670	152,190
TOTAL	\$120,075	\$5,467	\$94,443	\$219,985

C. COST/SAVINGS COMPARISON

Table IV-3 shows cost effectiveness using county operational costs, county and non-county, or total operational costs, and estimated total savings for both comparisons. Total initial monthly savings for all reasons were multiplied by six to arrive at total estimated savings figures. Every county reported a positive result no matter which cost amount was used.

TABLE IV-3  
COST EFFECTIVENESS FOR TOTAL ESTIMATED SAVINGS  
USING COUNTY AND TOTAL OPERATIONAL COSTS

COUNTY	TOTAL ESTIMATED SAVINGS MINUS COUNTY OPERATIONAL COSTS	TOTAL ESTIMATED SAVINGS MINUS TOTAL OPERATIONAL COSTS
Todd	\$ 195,296	\$ 189,037
Morrison	17,272	12,213
Wadena	40,578	28,472
Dodge	43,866	43,866
Winona	77,495	71,173
Itasca	862,025	862,012
TOTAL	\$1,236,532	\$1,206,773

Since all case closures were not due to CWEP, Table IV-4 presents cost/savings using savings from cases closed because of employments and sanctions only. Although it was not possible to attribute all employments and sanctions to CWEP, it could be inferred that those clients that became employed or were sanctioned were more likely to be a result of CWEP than other case closures. Table IV-4 sets out cost effectiveness using savings for employments and sanctions. In this analysis, as in the previous one, each county reported a positive result no matter which cost amount was used.

TABLE IV-4  
 COST EFFECTIVENESS FOR SAVINGS DUE TO  
 EMPLOYMENTS AND SANCTIONS USING COUNTY  
 AND TOTAL OPERATIONAL COSTS

COUNTY	SAVINGS DUE TO EMPLOYMENTS AND SANCTIONS MINUS COUNTY OPERATIONAL COSTS	SAVINGS DUE TO EMPLOYMENTS AND SANCTIONS MINUS TOTAL OPERATIONAL COSTS
Todd	\$112,190	\$105,931
Morrison	14,380	9,321
Wadena	29,526	17,420
Dodge	32,448	32,448
Winona	67,325	61,003
Itasca	414,005	413,992
TOTAL	\$669,874	\$640,115

## CHAPTER V VOLUNTARY VS. MANDATORY ANALYSES

One aspect of CWEP which attracted particular attention was the voluntary or mandatory nature of the programs. Since all counties began with a voluntary program (orientation required and all further participation voluntary) and three converted to a mandatory program (all steps required), it was of interest how these two versions compared, both in terms of participation and cost effectiveness.

In order to analyze the two programs, this report first compared mandatory versions with the voluntary versions. Table V-1 displays a summary of the participant information broken into mandatory versions and voluntary versions.

The counties that had a mandatory version (Dodge, Winona, and Itasca) were next compared to those counties with voluntary programs (Todd, Morrison, and Wadena). The results in Table V-2 show the comparison for percent employed of those participating. To analyze the cost effectiveness of mandatory vs. voluntary counties, the cost of the program was subtracted from welfare savings. These results are displayed in Table V-3.

A. MANDATORY VERSIONS VS. VOLUNTARY VERSIONS

Table V-1 summarizes the participation information by voluntary and mandatory program versions. Included in the mandatory version were all of Itasca's participants because their program was essentially voluntary for only two of the eight months of operation. Also included in mandatory versions were Version II of Dodge and Winona. Voluntary data included all of Todd, Morrison, and Wadena and Version I of Dodge and Winona. Several counties allowed those who were not required to participate or exempt from participation to volunteer. Those numbers are listed as volunteers. The number contacted for Todd was 139, their entire AFDC-UP caseload, although only 84 were actually contacted.

A breakdown of the mandatory and voluntary versions for Dodge, Winona, and Itasca is included in the Appendix (Appendices E, F, and G).

TABLE V-1  
SUMMARY OF PARTICIPANT INFORMATION

	VOLUNTARY VERSIONS	MANDATORY VERSIONS	VOLUNTEERS	TOTAL
1) Number contacted	361	506	14	881
2) Number completing orientation	241	264	12	517
3) Number participating in worksite assignments	55	207	3	265
4) Number employed	73	155	4	232
5) Number sanctioned	1	10	0	11
6) Number of cases closed for reasons other than employment or sanctioned	50	132	1	183
7) Number of administrative appeals	0	0	0	0

B. MANDATORY COUNTIES VS. VOLUNTARY COUNTIES

Table V-2 compares the percent employed of those participating in mandatory and voluntary counties. Participants means those who were contacted about CWEP.

TABLE V-2  
COMPARISON OF PERCENT EMPLOYED OF THOSE  
PARTICIPATING IN VOLUNTARY AND MANDATORY COUNTIES

<u>MANDATORY COUNTIES:</u>	<u>NUMBER OF EMPLOYMENTS</u>	<u>NUMBER OF PARTICIPANTS</u>	<u>PERCENT EMPLOYED OF THOSE PARTICIPATING</u>
Dodge	11	52	21.15
Winona	35	83	42.17
Itasca	<u>129</u>	<u>460</u>	<u>28.04</u>
TOTAL	175	595	29.41
<u>VOLUNTARY COUNTIES:</u>			
Todd	39	139	28.06
Morrison	7	89	7.87
Wadena	<u>11</u>	<u>58</u>	<u>18.97</u>
TOTAL	57	286	19.93

The cost effectiveness of the mandatory counties compared to the voluntary counties is set out in Table V-3. As in prior analyses, both county operational costs and county and non-county operational costs were subtracted from savings. The mandatory counties showed greater cost effectiveness using both calculations.

TABLE V-3  
COST EFFECTIVENESS OF VOLUNTARY  
AND MANDATORY COUNTIES USING  
COUNTY AND TOTAL OPERATIONAL COSTS

<u>MANDATORY COUNTIES</u>	<u>SAVINGS MINUS COUNTY COSTS</u>	<u>SAVINGS MINUS TOTAL COSTS</u>
Dodge	43,866	43,866
Winona	77,495	71,173
Itasca	<u>862,025</u>	<u>862,012</u>
TOTAL	\$983,386	\$977,051
<u>VOLUNTARY COUNTIES</u>		
Todd	195,296	189,037
Morrison	17,272	12,213
Wadena	<u>40,578</u>	<u>28,472</u>
TOTAL	\$253,146	\$229,722

## CHAPTER VI PARTICIPANT RESPONSE

Five hundred thirty-seven participants were asked to complete a consumer satisfaction survey (see Appendix H). The 25 percent response rate was considered quite good for this type of survey instrument. The questionnaire asked participants to judge the effect CWEP had on them using multiple choice questions and narrative statements.

In general, most respondents felt better or neutral about themselves after participating in CWEP. Less than 20 percent of the respondents said CWEP made them feel worse.

Table VI-1 tabulates the responses to various aspects of CWEP. In questions 5 and 7, only the top ten responses were displayed. In all other questions, responses of two or fewer respondents were not included. Typical positive open-ended responses included "improved attitude toward work", "got me out of the house", "chance to work", "earned grant money", and "helped in looking for work". Typical negative responses included "boring work", "cheap labor for employers", "irrelevant work experience", and "waste of time".

The mix of responses demonstrated that participants as a group were nearly equally split over whether CWEP was a positive or a negative experience. One point that a majority of respondents agreed on was that job search and work experience did not help them find jobs (questions 8b. and 9b.).

Of particular interest was question 13 which displays what changes the participants would make in CWEP to make it a better program. The response with the highest frequency was that the worksite should provide more skilled work or training. The third most frequent response was to increase the opportunities for real jobs, and the fourth most frequent response was to provide more relevant work. From these responses it can be inferred that the use of worksites as a springboard to future, long-term employment was highly desired by participants. In spite of the fact that many participants would have liked to make changes in the program, the second most frequent response was to make no changes in the current CWEP program.

TABLE VI-1  
CLIENT SURVEY RESULTS

ALL COUNTIES	Much Better		Some-what Better		No Difference		Some-what Worse		Much Worse		No Answer	
	#	%	#	%	#	%	#	%	#	%	#	%
NUMBER RESPONDING = 134												
1. How did participating in CWEP help you to feel about yourself?	27	20.2	44	32.8	35	26.1	9	6.7	14	10.5	5	3.7
2. How did participating in CWEP help you to feel about working?	32	23.9	25	18.7	58	43.3	5	3.7	9	6.7	5	3.7
3. How did participating in CWEP help you to feel at home?	20	14.9	31	23.1	60	44.8	7	5.2	11	8.2	5	3.7
4. How did participating in CWEP help your family to feel about you?	21	15.7	30	22.4	64	47.8	3	2.2	8	6.0	8	6.0
5. I felt that participating in CWEP was:	good for me		neutral		bad for me		no answer					
	#	%	#	%	#	%	#	%				
	86	64.2	12	9.0	29	21.6	7	5.2				
Why?	<u>#</u>											
Something to do/got me out	18											
Felt degraded	17											
Met others/personally helpful	16											
Helpful for job search	14											
Earned grant money	10											
Chance to work	8											
Didn't help me at all	8											
Too little experience to answer	8											
Improved attitude about work	7											
Boring work, no training	7											
6. I felt that agency staff presented my rights and responsibilities during my orientation to CWEP:	in a clear fashion		in a confusing way		not at all		no answer					
	#	%	#	%	#	%	#	%				
	97	72.4	25	18.7	7	5.2	5	3.7				

TABLE VI-1 Continued  
CLIENT SURVEY RESULTS

7. If you had the chance to do this again, would you volunteer for this program?

Yes		Maybe		No		No Answer	
#	%	#	%	#	%	#	%
71	53.0	3	2.2	53	40.0	7	5.2

Why or why not?

	#
Helpful for job search	18
Met others/personally helpful	12
Enjoyed program	9
Waste of time	9
Didn't help me at all	9
Shouldn't have to work	8
Boring work, no training	8
Earned grant money	7
Work experience	7
Cheap labor for employers	7

8. If you participated in a job search as a part of this program, please answer the following two questions:

a) Was the experience of any use to you?

Yes		No		No Answer	
#	%	#	%	#	%
48	35.8	54	40.3	32	23.9

Why or why not?

	#
Helpful for job search	26
Didn't help me find a job	11
Didn't help me at all	11
No jobs available	10
Waste of time	7
Learned new things	5
Met others/personally helpful	4
Boring work/no training	3
Work experience irrelevant	3

b) Do you think it helped you to find a job?

Yes		Maybe		No		No Answer	
#	%	#	%	#	%	#	%
15	11.2	3	2.2	81	60.4	35	26.1

Why or why not?

	#
Didn't help me find a job	31
No jobs available	18
Helpful for job search	10
Didn't help me at all	5
Waste of time	3

TABLE VI-1 Continued  
CLIENT SURVEY RESULTS

9. If you participated in a work experience, please answer the following five questions:

a) Did you find that the work experience was useful?

Yes		Maybe		No		No Answer	
#	%	#	%	#	%	#	%
46	34.3	2	1.5	48	35.8	38	28.4

Why or why not?

#

Boring work/no training	18
Work experience	11
Learned new things	9
Work experience irrelevant	8
Didn't help me find a job	5
Helpful for job search	4
Waste of time	3
Felt degraded	3

b) Do you think it helped you to find a job?

Yes		Maybe		No		No Answer	
#	%	#	%	#	%	#	%
17	12.7	2	1.5	75	56.0	40	29.9

Why or why not?

#

Didn't help me find a job	21
Work experience irrelevant	10
No jobs available	9
Boring work/no training	7
Helpful for job search	6
Waste of time	3

9. c) How did your site-supervisor treat you?

Fairly		Unfairly		No Answer	
#	%	#	%	#	%
92	68.7	7	5.2	35	26.1

Please explain:

#

Very good/helpful	31
Fair/treated me like others	23
Treated poorly/abused	5

TABLE VI-1 Continued  
CLIENT SURVEY RESULTS

d) What type of  
worksite were  
you assigned to?

	<u>#</u>
Garage	26
City/Town/Village/County	23
School	15
DNR/Forest Service/Park	6
Rest home/day activity center	5
Fairground	4
Farm/farm-related worksite	3
Hospital	3

e) What type of  
work did you do?

	<u>#</u>
General labor	50
Janitorial	27
Clerical/data entry	6
Mechanical/electrical work	6
Carpentry	4
Teacher's aide/counselor	3
Road repair	3
Driver	3

10. Did you find a job?

Yes		No		No Answer	
<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>
20	14.9	103	76.9	11	8.2

If yes, are you:  
with the job you  
got?

Satisfied		Dissatisfied	
<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>
15	11.2	4	3.0

Are you still  
working?

Yes		No	
<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>
15	11.2	5	3.7

TABLE VI-1 Continued  
CLIENT SURVEY RESULTS

11. Did you drop out of CWEP?	Yes		Uncertain		No		No Answer	
	#	%	#	%	#	%	#	%
	25	18.7	4	3.0	96	71.6	9	6.7

If yes, why?

	#
Got a job	5
Transportation problems	5
Physical/mental problems	4

a) If yes, would you drop out again under the same circumstances?

	Yes		No	
	#	%	#	%
	19	14.2	5	3.7

12. Did you volunteer for this program?

	Yes		No		No Answer	
	#	%	#	%	#	%
	60	44.8	68	50.7	6	4.5

If you did not volunteer, please answer the following two questions:

a) Would you have participated if you had been given a choice?

	Yes		No	
	#	%	#	%
	34	25.4	33	24.6

b) After having participated, would you volunteer now if given a choice?

	Yes		No	
	#	%	#	%
	30	22.4	36	26.9

TABLE VI-1 Continued  
CLIENT SURVEY RESULTS

13. What changes, if any, do you think would make CWEP more responsive to your needs?

	<u>#</u>
More skilled work/training at worksite	21
No changes	19
Increase opportunities for real jobs	10
Would like more relevant work	8
Make program less troublesome	8
More time/training for job search	6
Organize and explain program better	6
Good program	5
More time at worksite	4
Make program mandatory for all recipients	3
Make program voluntary	3
Chance to make extra income	3
Don't make participants feel degraded	3

14. Additional comments:

	<u>#</u>
Enjoyed program	18
Felt degraded	9
Couldn't do part-time work	6
Prefer real job	6
Didn't help me at all	5
Met others/personally helpful	4
Shouldn't have to work	4
Cheap labor for employers	4
Organize and explain program better	4
Waste of time	3
Transportation problems	3
Make program mandatory	3

To further analyze the client responses, the general themes of the narrative responses are summarized in Table VI-2. The general themes of each respondent's narrative answers were broken down by county. The most frequent general theme was that the CWEP program was "helpful for job search", but the second most frequent theme was that "CWEP didn't help me find a job." The reason for this may be that there were "no jobs available in the area" (the fourth most frequent response). The first and sixth most frequent themes were "enjoyed the program" and "felt degraded." This analysis confirmed the results from Table VI-1 that CWEP participants as a group were fairly split over whether CWEP was a good or a bad experience.

TABLE VI-2  
SUMMARY OF GENERAL THEMES OF NARRATIVE ANSWERS

	ITASCA	WADENA	MORRISON	TODD	DODGE	WINONA	ALL COUNTIES
Total Number of Respondents	N=73	N=8	N=8	N=20	N=11	N=14	N=134
Number With Given Answer	#	#	#	#	#	#	#
Helpful for job search	26	4	2	16	7	4	59
Didn't help me find a job	27	2	5	9	1	5	49
Work experience irrelevant	22	2	1	3	0	7	35
No jobs in area	21	2	1	4	1	2	31
Enjoyed program	11	2	3	4	4	4	28
Felt degraded	18	0	1	3	0	5	27
Didn't help me at all	19	1	1	6	0	0	27
Boring work/no training	20	1	0	2	0	2	25
Met others/personally helpful	14	0	0	3	0	6	23
Something to do/got me out	14	0	1	3	1	3	22
Learned new things	11	1	1	3	2	4	22
Waste of time	17	1	0	1	0	2	21
Prefer real job	10	0	1	3	2	4	20
No changes	8	3	1	3	2	2	19
More skilled work/training at worksite	15	0	0	2	0	2	19
Earned grant money	11	0	0	0	1	3	15
Chance to work	9	1	1	1	0	3	15
Cheap labor for employers	7	0	1	1	0	5	14
Work experience	4	4	2	3	0	0	13
Help more with transportation/ cost me too much	5	0	2	4	0	1	12
Shouldn't have to work	10	0	1	0	0	0	11
Improved attitude about work	3	4	1	0	1	1	10
Organize and explain program better	7	0	1	1	0	1	10

## CHAPTER VII OVERSIGHT COMMITTEE RESPONSE

The Oversight Committee of each county was sent a questionnaire (see Appendix I) to obtain their impressions of CWEP. Responses were received from the Oversight Committees of Itasca, Winona, Blue Earth, and Otter Tail. Rural Minnesota Concentrated Employment Program, the contracting agency which assisted the operation of CWEP in the Tri-Counties (Todd, Morrison, and Wadena) also responded. Rural Minnesota CEP's answers were not considered because they were not an Oversight Committee. Otter Tail's CWEP program had been in operation for such a short time that the Oversight Committee could not properly answer all the questions asked. Blue Earth did not have a program in operation, so their answers were not considered in this report. Dodge County did not respond.

Neither Itasca nor Winona's Oversight Committee could say whether CWEP: 1) reduced child or spouse abuse; 2) helped participants find jobs; or 3) helped participants to feel better about themselves. Both Itasca and Winona said CWEP had resulted in more support for clients in the community. Both committees responding said the county office was cooperating with the Oversight Committee.

Itasca had no complaints at any of the worksites although one client had a specific job placement he wanted and the county eventually let him have it. Winona had complaints at the worksites because the participants did not receive the benefits that other employees did. They also had client complaints that the \$25 reimbursement level was too low and that clients should not have been required to participate.

Itasca County's Oversight Committee felt that the program could have been improved by having jobs that were more meaningful and that provided more training. Winona said that if client reimbursements were increased and clients were not required to participate, the program would be improved.

Itasca County wanted to see more women have the opportunity to work in a voluntary program. Winona also thought that CWEP should include only voluntary participants.

When asked whether CWEP should continue beyond June, Itasca said yes, if the program reverted to a voluntary program. Winona said yes, if it proved to be cost efficient.

## CHAPTER VIII SUMMARY

### A. WORKSITES USED

The most common worksites used for CWEP assignments were schools, city, and village governments, and county social service agencies.

### B. TYPES OF POSITIONS

CWEP participants were most frequently placed in custodial/maintenance positions. The next most common type of position used, with half as many placements, was street repair. Park maintenance positions and work crews were also used frequently.

Four of the six counties filled as many positions as were available. This was the result of some counties creating a position for each participant. Other counties first found the placements and then filled as many as possible with their CWEP clients. Therefore, a higher percent of positions filled is not necessarily indicative of a better program.

### C. PARTICIPANT INFORMATION

A total of 881 AFDC recipients were contacted about CWEP in the six counties. The percent of clients that completed orientation of those contacted was 59 percent. Fifty-one percent of those that completed orientation enrolled in worksite assignments.

Women comprised nine percent of those that completed orientation. Itasca's program had only male participants.

In Winona, Itasca, and Todd, over half of those contacted resulted in closed cases. For all counties, 48 percent of those contacted resulted in closed cases. It must be remembered that a causal effect between CWEP and all case closings could not be established.

More cases were closed due to employment than any other reason both for all counties as a whole and for each county individually. Only 3 percent of case closures were due to sanctions.

### D. COST EFFECTIVENESS BY COUNTY

County operational costs were 63 percent of the total costs of all county programs; non-county operational costs comprised 22 percent of the total costs; and developmental costs made up 15 percent of the total costs.

The analysis of cost effectiveness was approached in two ways. First, when total estimated savings (initial monthly savings multiplied by six, the assumed number of months each recipient would remain off AFDC) were compared to county operational costs, every county reported a positive result. This was also the case when total county and non-county operational costs were subtracted from total estimated savings. Therefore, CWEP was cost effective in each county and for all counties as a whole using this analysis.

Next, savings figures due only to employments and sanctions were used to reduce the possibility of non-CWEP savings being included. County operational costs and total county and non-county operational costs were subtracted from these savings. Although the net results were less than in the prior analyses, each county still produced a net savings using these more conservative data.

#### E. MANDATORY VS. VOLUNTARY ANALYSES

Several comparisons were made between voluntary and mandatory versions. In mandatory versions, 52 percent of those contacted completed orientation, while 67 percent of those contacted in voluntary versions completed orientation. However, in mandatory versions, 41 percent of those contacted participated in worksite assignments. In voluntary versions, only 15 percent of those contacted participated in worksite assignments. The number employed of those contacted was 20 percent in voluntary versions and 31 percent in mandatory versions. The number of cases closed for reasons other than employment or sanction of those contacted was 14 percent in voluntary versions and 26 percent in mandatory versions.

For volunteers, 86 percent of those contacted completed orientation, but only 21 percent participated in worksite assignments, and 29 percent became employed. However, since only 14 clients volunteered, these figures should not be considered to be as reliable as the data for the mandatory and voluntary versions.

Additional mandatory vs. voluntary comparisons used data from voluntary counties and compared it to data from counties with both mandatory and voluntary versions. Although the mandatory-voluntary separation was not perfect, this analysis gave general results from which conclusions could be drawn.

A higher percentage became employed in mandatory counties than in voluntary counties.

The cost effectiveness analysis for voluntary and mandatory counties used the data from Chapter IV separated into mandatory and voluntary counties. Although, as noted previously, savings exceeded costs in all counties, there was a sizable difference when mandatory counties were compared to voluntary counties. Mandatory counties outperformed voluntary counties for cost effectiveness by a large margin.

#### F. PARTICIPANT RESPONSE

The client survey was used to gauge client response to CWEP. Of 537 forms sent out, 134 clients responded. In general, most of those responding felt better or neutral about themselves after participating in CWEP. As a group, the majority of those responding felt CWEP was a positive experience.

When asked how CWEP could be improved, the most common response was that the worksite should provide more skilled work or training. The second most frequent response was to make no change in the current CWEP program. The third and fourth most frequent responses were to increase the opportunities for real jobs and to provide more relevant work. The conclusion to be drawn from these responses was that CWEP participants were interested in long-term employment which could result from more relevant worksite assignments.

The general themes of respondents' answers were contradictory. The six most frequent themes in order were: 1) CWEP was "helpful for job search"; 2) CWEP "didn't help me find a job"; 3) "work experience irrelevant"; 4) "no jobs in area"; 5) "enjoyed the program"; and 6) "felt degraded". Survey respondents were split over whether CWEP was a good or a bad experience using this approach to assess client satisfaction.

G. OVERSIGHT COMMITTEE

Because only two of the six Oversight Committees responded to the questionnaire, conclusions could not be drawn. The interesting results were that both counties said CWEP had resulted in more support for clients in the community and both committees wanted to see CWEP become a voluntary program.

**PART 228—COMMUNITY WORK EXPERIENCE PROGRAM**

**Subpart A—Introduction**

Sec.

228.1 Scope of this part.

**Subpart B—Administration and Program Requirements**

228.10 Agency administering the program.

228.12 State plan.

228.14 Establishment of a mandatory participant group.

228.16 Participant reimbursement.

228.18 Participant protection.

228.20 Participant requirements.

228.22 Functions.

228.24 Hearings and appeals.

228.26 Chief Executive Officer.

**Subpart C—Sponsor and Project Requirements**

228.30 Sponsor requirements.

228.32 Project requirements.

228.34 Project evaluation criteria.

**Subpart D—Federal Financial Participation**

228.40 Allowable administrative costs.

228.42 Expenses not allowable.

228.44 Fiscal reporting requirements.

Authority: Sec. 2207, Pub. L. 97-48, 85 Stat. 644 (42 U.S.C. 639).

**Subpart A—Introduction**

228.1 Scope of this part.

General. States may operate

community work experience programs (CWEP) which serve a useful public purpose, and require AFDC recipients to participate in them as a condition of AFDC eligibility. The purpose of these CWEP programs is to provide work experience for AFDC recipients. CWEP projects must meet appropriate standards for health and safety and may not displace persons currently employed or fill established unfilled vacancies. Participant must be reimbursed for amounts not to exceed \$25 for reasonable necessary expenses (as defined by the State) directly related to participation in the program. Allowable costs to operate CWEP (see Subpart D) are matched by the Federal government at the AFDC administrative savings level (20%).

**Subpart B—Administration and Program Requirements**

228.10 Agency administering the program.

Each State with a plan approved under Title IV-A of the Social Security Act may establish and operate a CWEP program in accordance with the requirements in this part. If the State chooses to establish and operate CWEP, it must administer the program through the single State agency designated in its

Title IV-A State plan to administer or supervise the AFDC program.

**228.12 State plan.**

The State plan shall specify the geographic areas for which the State will implement CWEP. These may include all areas of the State or only certain subareas at the Agency's discretion.

228.14 Establishment of a mandatory participant group.

(a) The State plan must identify the groups or categories of AFDC recipients who will be required to participate in CWEP. Under this requirement, States may require that any AFDC recipient as a condition of eligibility for AFDC participate in CWEP unless the individual—

(1) Meets the WTI exemption criteria under 45 CFR 224.20, except as provided in paragraph (b) of this section;

(2) Is both currently employed for at least 80 hours per month and earning not less than the legally established or debarred minimum wage for such employment (for jobs which do not have an established minimum wage, recipients currently employed 80 hours must be exempted from CWEP regardless of wage level);

(3) Was denied AFDC solely because the amount of his or her entitlement would have been less than \$10 per month.

(b) A recipient who is exempt from WTI may nevertheless be required to participate in CWEP if—

(1) He or she was exempt due to remoteness from a work incentive project under 45 CFR 224.20(b)(6); or

(2) He or she was exempt as a caretaker of a child at least three years old, under 45 CFR 224.20(b)(8), and appropriate child care can be secured to enable participation in the CWEP project.

(c) Applicants for aid to families with dependent children may not be required to participate in CWEP.

(d) A State plan may provide for voluntary participation in CWEP projects by all, or any subgroup, of AFDC recipients who desire to do so. If the plan provides for voluntary participation, it will identify the categories of voluntary participants to whom CWEP is available and any conditions which attach to their participation.

**228.16 Participant reimbursement.**

The State plan shall specify the amount and types of participation costs the State will reimburse to recipients under this requirement—

(a) Participants may not be required to use their assistance or their income or resources to pay participation costs.

(b) States must provide reimbursement for transportation and other costs that the State determines are necessary and directly related to participation in CWEP incurred by the participant. For FFP purposes, this amount shall not exceed \$25 per month per participant. (See Subpart D for FFP requirements.)

#### § 234.18 Participant protection.

States may provide worker's compensation or other comparable protection for their CWEP participants. The cost of this protection shall be considered an administrative expense and matched accordingly.

#### § 234.20 Participation requirements.

(a) States determine CWEP participation within broad Federal requirements:

(1) Where more than one member of an assistance unit meets the criteria under the State's plan for participation in CWEP, the State may require that each eligible individual participate in accordance with paragraph (b) of this section.

(2) Part-time participation in WIN and CWEP may be required where it is deemed appropriate by the State. The State plan shall specify whether part-time participation will be required and the circumstances under which it will be deemed "appropriate."

(b) The State plan must specify the maximum number of hours and the formula used to determine the mandatory hours of participation where the State specifies a lesser maximum. No assistance unit may be required monthly to participate in CWEP more than the number of hours which would result from dividing the family's grant amount by the greater of the Federal or the applicable State minimum wage.

(c) The State must have procedures under which there is coordination between CWEP and WIN to insure that job placement will have priority over CWEP participation.

(d) Nothing in Section 608 of the Act, nor in this part shall be construed as authorizing the payment of AFDC as compensation for work performed.

#### § 234.22 Sanctions.

The State plan shall provide that where a mandatory CWEP participant has been determined to have failed or refused without good cause to participate in CWEP, the sanctions specified in 45 CFR 234.51 (and further described in § 234.60) shall apply. Under this requirement the State plan shall

specify the criteria to be used in determining whether or not there was "good cause" in refusing or failing to participate in CWEP.

#### § 234.24 Hearings and notices.

The State plan shall specify that the provisions of 45 CFR 234.10, which relate to hearing and notice procedures, apply to CWEP participants.

#### § 234.26 Chief Executive Officer.

The Chief Executive Officer of the State—

(a) Shall provide coordination between a CWEP and the WIN program—

(1) To insure that job placement will have priority over participation in CWEP; and

(2) To insure that individuals who are required to participate in both WIN and CWEP may not be denied aid under the State plan on the grounds of "failure to participate" in one program if they are actively and satisfactorily participating in the other.

(b) May require that a participant who satisfactorily meets the requirements of CWEP may also be required to participate in a WIN program for the remainder of that month.

#### Subpart C—Sponsor and Project Requirements

#### § 234.28 Sponsor requirements.

The State agency will designate a sponsor to operate each project or, at the agency's option, more than one project. Only public agencies and non-profit organizations may be sponsors.

#### § 234.32 Project requirements.

The State plan must provide that CWEP projects—

(a) Serve a useful public purpose;

(b) Do not result in the displacement of persons currently employed or the filling of established, unfilled position vacancies. This means that CWEP participants may not perform tasks which would have been undertaken by employees or which have the effect of reducing the work of employees. However, CWEP participants may perform the same type of tasks as performed by employees;

(c) Are not in any way related to political, electoral, or partisan activities;

(d) Are not in violation of applicable Federal, State or local health and safety standards, and provide reasonable work conditions; and

(e) Have not been developed in response to, or in any way associated with, the existence of a strike, lockout or other bona fide labor dispute, or violate any existing labor agreement between employees and employers.

#### § 234.34 Project assignment criteria.

The State plan must provide that—

(a) Assignments to CWEP projects will take into consideration to the extent possible, the prior training, proficiency, experience and skills of a participant

(b) Participants will not be assigned to projects which require that they travel unreasonable distances from their homes or remain away from their homes overnight without their consent.

#### Subpart D—Federal Financial Participation

#### § 234.50 Allowable administrative costs.

Federal financial participation is available for administrative costs of the AFDC program for Community Work Experience program expenditures, when CWEP has been approved as part of the State plan under Title IV-A of the Act. Such costs include amounts paid to participants which (as identified in the State plan) are reasonably necessary and directly related to participation in CWEP not in excess of \$25 per month per participant.

#### § 234.52 Expenses not matchable.

FFP is not available for:

(a) Capital expenditures, or depreciation or use allowances in connection with a CWEP;

(b) The cost of making or acquiring materials or equipment in connection with participation in a CWEP project

(c) The cost of supervision of CWEP participants; and

(d) Costs associated with the use of any facilities of the State public employment offices used to find employment opportunities for participants.

#### § 234.54 Fiscal recordkeeping requirements.

To support claims for FFP, States shall identify in their accounting records all CWEP costs which represent direct payments to participants in the program. States must also identify in their monthly assistance rolls those individuals to whom participant expenditures were made during any month. The identification in the accounting records and monthly assistance rolls shall be in such form as to permit verification of the monthly direct payments to each individual participant subject to FFP.

21. A new Part 238 is added to read as follows:



**REQUEST BULLETIN #82-10**

**May 24, 1982**

**TO:** Chairperson, Board of County Commissioners  
Attention: Director

Chairperson, Human Service Board  
Attention: Director

**SUBJECT:** Request for Proposals (RFP) for Implementing a County  
Community Work Experience Program (CWEP)

In response to recent inquiries about work programs for AFDC recipients, the Department of Public Welfare has decided to pursue the implementation of CWEP as a pilot project. Because enabling legislation for a statewide CWEP was not passed in the last legislative session, the Department intends to select two counties that want to have a CWEP and then submit a request to the Legislative Advisory Commission (LAC) requesting authority to allow those selected counties to run the pilot.

At this time, the Department is requesting proposals from any county that would like to operate CWEP as a pilot project. The proposal should be no more than three (3) pages and include the following information:

1. County name and director
2. Contact person for CWEP: name and phone
3. Identify which program options/components the county would implement (see enclosed list)
4. Describe how CWEP would be administered (staffing, contracting, etc.)
5. Projected numbers: participants each month and worksites
6. Describe county's ability to implement, evaluate; timetable for development and implementation
7. County Board statement

Because LAC approval is needed to implement CWEP in a county, no commitment for dollars from a county welfare board is needed at this time. The statement from the board should indicate that there is an agreement in principle. This statement would not obligate the county in any way.

APPENDIX B

The enclosed program design options were developed by the Work and Training Unit of DPW. Also enclosed is the basic program structure defined in the 1981 Omnibus Reconciliation Act. These are broad parameters but may be expanded as the county develops its proposal. Additional options should be specified if the county intends to implement them.

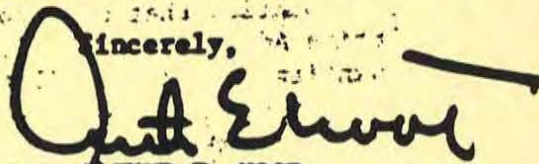
The county's proposal is due to Don Gralnek, Work and Training Unit, DPW by July 15, 1982. Hopefully, counties will be informed of their selection and procedures for approval initiated within the following month.

Work and training unit staff will be holding information meetings on June 22 to allow an exchange of ideas between the counties and the Department regarding CWEP. These meetings will be held from 9:00 - 11:00 a.m. and 1:00 - 3:00 p.m. in the Mississippi Room, 2nd Floor, Space Center, 444 Lafayette Road, St. Paul. Any county staff, board members or interested persons who are planning to attend either meeting should call Barbara Colliander at (612) 296-3769.

From the interest indicated by counties and from the evaluation of the pilot projects, it is the Department's intent to provide recommendations for future CWEP activity to the State Legislature.

If you have any questions regarding this RFP, please contact Don Gralnek at (612) 296-1257.

Sincerely,



ARTHUR E. ROOT  
Commissioner

Enclosure

Community Work Experience Program (CWEP)

Pilot Project: Program Design Options

(Prepared for RFP dated May 7, 1982.)

1. Length of pilot project would be 12 to 18 months plus an initial three month program development period.
2. The county may be reimbursed for certain costs through the AFDC Administrative match level of 50 percent. These costs include insurance premiums, staff and participant allowance not to exceed \$25.00 per person per month. Not covered under administrative costs are supervision of participants and equipment. Eligible recipients needing social services may receive those services funded by other programs; likewise, for training funds.
3. The design, implementation and evaluation of CWEP will be under the supervision and technical assistance of the Department of Public Welfare.
4. All AFDC recipients will be required to participate unless they meet one of the following exemptions:
  - a. Under 16 years;
  - b. Over 60 years;
  - c. Ill or incapacitated (per doctor's statement);
  - d. Remote from worksite (2 hr. round trip commute);
  - e. Caretaker of child under 7;
  - f. Needed in home for care of ill or incapacitated (per doctor's statement);
  - g. Working 20 or more hours per week;
  - h. In an education or training program and making satisfactory progress (20 hours per week);
  - i. In an approved rehabilitation program with satisfactory progress (e.g. CD, DVR);
  - j. Receiving social services and is deferred upon recommendation of social worker;
  - k. Day care is required and not available;
  - l. Participating in another work program;
  - m. Other (specify).
5. The pilot project will include the following component:
  - a. Assessment and employability planning (job targeting) by the CWD or other agency.
  - b. Job search, including job seeking and survival skills, provided by CWD or other agency.
  - c. Worksite assignment, in meaningful public service activity, giving work experience and proper supervision to assure good work habits. Hours assigned will be the AFDC grant divided by the prevailing wage, not to exceed eight hours per day nor twenty hours per month; client will be covered by county's worker compensation, but not unemployment compensation; worksites and jobs must meet guidelines established by DFW.
  - d. Other (specify).

Page Two  
Community Work Experience Program  
May 18, 1982

6. Sanctions will be applied to those who are required to participate but fail to do so. The sanctions imposed will be similar to those in the WIN program. (Fixed sanctions of three or six months.)
7. The client cannot be required to use part of his/her grant for work related expenses (e.g. transportation, uniform, day care).
8. Other (specify):

JW/cma

# AN ACT

H.F. No. 373  
CHAPTER No.

249

1  
2 relating to public welfare; authorizing the  
3 establishment of community work experience programs on  
4 a pilot demonstration basis; proposing new law coded  
5 in Minnesota Statutes, chapter 256.

6  
7 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

8 Section 1. [256.737] [COMMUNITY WORK EXPERIENCE PROGRAM.]

9 In order that persons receiving aid under this chapter may  
-----  
10 be assisted in achieving self-sufficiency by enhancing their  
-----  
11 employability through meaningful work experience and training  
-----  
12 and the development of job search skills, the commissioner of  
-----  
13 public welfare may establish pilot community work experience  
-----  
14 demonstration programs. The commissioner shall: (a) assist  
-----  
15 counties in the design, implementation, and evaluation of these  
-----  
16 demonstration programs; (b) promulgate, in accordance with  
-----  
17 chapter 14, temporary rules necessary for the implementation of  
-----  
18 this section, except that the time restrictions of section 14.35  
-----  
19 shall not apply and the rules may be in effect until the  
-----  
20 termination of the demonstration programs; and (c) seek any  
-----  
21 federal waivers necessary for proper implementation of this  
-----  
22 section in accordance with federal law. The commissioner shall  
-----  
23 prohibit use of participants in the programs to do work that was  
-----  
24 part or all of the duties or responsibilities of an authorized  
-----  
25 public employee position established as of January 1, 1983.  
-----

1           Projects shall end no later than June 30, 1984, and a  
2           -----  
3 preliminary report shall be made to the legislature by February  
4           -----  
5 15, 1984, on the feasibility of permanent implementation and on  
6           -----  
7 the cost effectiveness of each of the demonstration programs.  
8           -----

COUNTY-WIDE DATA FORM

1. Person filling out this form: \_\_\_\_\_  
Position: \_\_\_\_\_ Telephone: \_\_\_\_\_  
County: \_\_\_\_\_

2. Please outline all variations of the CWEP program that have operated in your county, giving dates each version was in operation, steps and lengths of steps followed by participants, and information on which steps were required or optional, and which clients were mandatory or voluntary for each step of each variation. Please explain what each step consisted of with a description of at least one sentence for each step.

Sample answer:

Version 1 - Dates: May 1, 1983 to August 1, 1983

<u>Steps</u>	<u>Length</u>	<u>Description</u>
1. Orientation	10 hours	Client learns about program & what participation will consist of.
2. Intensive Job Search	3 weeks	Client joins job clubs, learns job-seeking skills, & actively seeks employment.
3. Worksite Assignment	3 months	Client is assigned to worksite to learn work habits & develop job skills.

Participants: First two steps were mandatory for all AFDC-UP's; third step was optional. Other AFDC clients could volunteer for any of the steps.

Version 2 - August 1, 1983 to November 30, 1983.

Same as above, but all three steps were mandatory for AFDC-UP's.

3. Please list types of worksites and types and numbers of jobs available at each type of worksite as of November 30, 1983. Also, if not all available positions were filled, how many of these positions were filled? If you have more than one worksite of the same type (e.g., Nursing Homes), you may summarize the data as one worksite type, but indicate how many separate sites are included.

Sample answer:

Worksite 1 - Nursing Home (3 sites)

<u>Type of Position</u>	<u># Jobs Available</u>	<u># Filled</u>
Aide	5	5

Worksite 2 - County Highway Department

<u>Type of Position</u>	<u># Jobs Available</u>	<u># Filled</u>
Mechanic's Helper	1	1
Post Hole Digger	3	3
Landscaper	2	2
TOTAL	6	6

Worksite 3 - County Development Achievement Center

<u>Type of Position</u>	<u># Jobs Available</u>	<u># Filled</u>
Aide	4	3
Janitor	1	1
TOTAL	5	4

4. Please estimate the total cost of this program, both for the county and for any other agencies sharing the costs, breaking out the administrative costs (salary, transportation, overhead, etc.), start-up costs, and client allowance costs, etc., as of November 30, 1983.

Sample cost analysis:

	<u>County</u>	<u>Non-County</u>
\$25 allowance/client x 30 clients	\$750.00	\$0
Staff time to develop proposal	\$250.00	\$500.00
Administrative costs:		
Transportation	\$300.00	\$200.00
Overhead	\$700.00	\$600.00
Salary	\$15,000.00	\$2,000.00
TOTAL COST:	\$17,000.00	\$3,300.00

5. For each version of your program (if you have had more than one version in operation between start-up and November 30, 1983), and, if possible, separately for male/female and mandatory/voluntary categories, please give data on:
- 1) Numbers of clients contacted as of November 30, 1983
  - 2) Numbers completing orientations
  - 3) Total number of clients completing work assignments
  - 4) Numbers sanctioned
  - 5) Numbers employed (please be sure to separately list those who stated they were employed at the time of initial contact)
  - 6) The number of cases closed for any reason other than employment or sanction (if possible, break these data down by reasons for closures)
  - 7) Total monthly savings due to closures for all of the above reasons (e.g., 3 cases closed due to employment under version 1, with monthly grants of \$500, \$625, and \$425, total savings = \$1,550).

Sample answer:

	Version 1		Version 2	
	(Voluntary only after orientation)		Mandatory	Voluntary
	Male	Female	Male Only	Female Only
# Contacted	150	20	200	30
# Completing orientation	130	10	185	10
# Completing or enrolled in worksite assignments as of 11/30/83	3	1	167	2
# Sanctioned	0	0	10	0
# Employed:				
on first contact	10	0	7	0
after first contact	2	0	6	1
# Cases closed for reasons other than employment or sanction				
(moved from county)	5	1	2	0
(death)	1	0	0	0
Monthly savings due to:				
a) sanctions	0	0	\$4,500.00	0
b) employments	\$6,000.00	0	\$6,500.00	\$400.00
c) closures for other reasons	\$2,500.00	\$375.00	\$1,000.00	0
d) TOTAL	\$8,500.00	\$375.00	\$12,000.00	\$400.00

6. How many administrative appeals have you had concerning this program between start-up and November 30, 1983? If you have had any, please describe the circumstances.

Sample answer:

None.

APPENDIX E  
DODGE COUNTY  
MANDATORY VERSION VS. VOLUNTARY VERSION

	VERSION I (4 Months) VOLUNTARY	VERSION II (4 Months) MANDATORY	VOLUNTEERS (8 Months)	TOTAL (8 Months)
Number Contacted	33	15	4	52
Number Completing Orientation	25	9	2	36
Percent Completing Orientation of Those Contacted	75.8%	60.0%	50.0%	69.2%
Number Participating in Worksite Assignments	2	3	2	7
Percent Participating in Worksite Assignments of Those Contacted	6.1%	20.0%	50.0%	13.5%
Total Number Employed	6	4	1	11
Percent Employed of Those Contacted	18.2%	26.7%	25.0%	21.2%
Number Sanctioned	0	0	0	0
Percent Sanctioned of Those Contacted	0%	0%	0%	0%
Number of Cases Closed for Other Reasons	4	1	0	5
Percent of Cases Closed for Other Reasons of Those Contacted	21.1%	6.7%	0%	9.6%

APPENDIX F  
WINONA COUNTY  
MANDATORY VERSION VS. VOLUNTARY VERSION

	VERSION I (3 Months) VOLUNTARY	VERSION II (4 Months) MANDATORY	VOLUNTEERS (7 Months)	TOTAL (7 Months)
Number Contacted	42	31	10	83
Number Completing Orientation	33	27	10	70
Percent Completing Orientation of Those Contacted	78.6%	87.1%	100.0%	84.3%
Number Participating in Worksite Assignments	0	21	1	22
Percent Participating in Worksite Assignments of Those Contacted	0%	67.7%	10.0%	26.5%
Total Number Employed	10	22	3	35
Percent Employed of Those Contacted	23.8%	71.0%	30.0%	42.2%
Number Sanctioned	0	3	0	3
Percent Sanctioned of Those Contacted	0%	9.7%	0%	3.6%
Number of Cases Closed for Other Reasons	4	0	1	5
Percent of Cases Closed for Other Reasons of Those Contacted	9.5%	0%	10.0%	6.0%

APPENDIX G  
 ITASCA COUNTY  
 MANDATORY VERSION VS. VOLUNTARY VERSION

	VERSION I (4 Months) VOLUNTARY	VERSION II (4 Months) MANDATORY	TOTAL (7 Months)
Number Contacted	240	220	460
Number Completing Orientation	105	123	228
Percent Completing Orientation of Those Contacted	43.8%	55.9%	49.6%
Number Participating in Worksite Assignments	84	99	183
Percent Participating in Worksite Assignments of Those Contacted	35.0%	45.0%	39.8%
Total Number Employed	46	83	129
Percent Employed of Those Contacted	19.2%	37.7%	28.0%
Number Sanctioned	0	7	7
Percent Sanctioned of Those Contacted	0%	3.2%	1.5%
Number of Cases Closed for Other Reasons	71	60	131
Percent of Cases Closed for Other Reasons of Those Contacted	29.6%	27.3%	28.5%

CONSUMER SATISFACTION SURVEY

Hi! Those of us in the Minnesota Department of Public Welfare and local county offices who have been working with the Community Work Experience Program (CWEP) are wondering how satisfied you have been with the Program. In the next few months, the Minnesota legislature will be deciding if this Program should be continued past June 30, 1984. Your answers on this form will help the legislature to make the best decision on this matter. For this reason, your cooperation and help in filling out this form and returning it to us in the enclosed postage-paid envelope would be very much appreciated. This survey is anonymous and your answers are confidential. No one will know how you respond to any of the questions, so please answer each question honestly.

Please answer each of the following questions by checking the box that corresponds to the answer that best describes how you felt about what the question asks or by answering the question in your own words, as appropriate.

	Much Better	Somewhat Better	No Difference	Somewhat worse	Much Worse
1) How did participating in CWEP help you to feel about yourself?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) How did participating in CWEP help you to feel about working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) How did participating in CWEP help you to feel at home?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) How did participating in CWEP help your family to feel about you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) I felt that participating in CWEP was		good for me		bad for me	
		<input type="checkbox"/>		<input type="checkbox"/>	

Why? \_\_\_\_\_  
 \_\_\_\_\_

6) I felt that agency staff presented my rights & responsibilities during my orientation to CWEP

in a clear fashion	in a confusing way	did not present them at all
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7) If you had a chance to do this again, would you volunteer for this program?

Yes

No

Why or why not? \_\_\_\_\_

8) If you participated in a job search as part of this program, please answer the following two questions:

a) Was the experience of any use to you?

Yes

No

Why or why not? \_\_\_\_\_

b) Do you think it helped you to find a job?

Yes

No

Why or why not? \_\_\_\_\_

9) If you participated in a work experience, please answer the following five questions:

a) Did you find that the work experience was useful?

Yes

No

Why or why not? \_\_\_\_\_

b) Do you think it helped you to find a job?

Yes

No

Why or why not? \_\_\_\_\_

c) How did your site-supervisor treat you?

Fairly

Unfairly

Please explain: \_\_\_\_\_

d) What type of worksite were you assigned to? \_\_\_\_\_

e) What type of work did you do? \_\_\_\_\_

10) Did you find a job?

Yes

No

If yes, are you satisfied dissatisfied with the job you got?

Are you still working?

Yes

No

11) Did you drop out of CWEP?

Yes

No

If yes, why?

\_\_\_\_\_

If yes, would you drop out again under the same circumstances?

Yes

No

12) Did you volunteer for this program?

Yes

No

If you did not volunteer, please answer the following two questions:

a) Would you have participated if you had been given a choice?

Yes

No

b) After having participated, would you volunteer now if given a choice?

Yes

No

13) What changes, if any, do you think would make CWEP more responsive to your needs?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14) Additional comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THANK YOU!!!



STATE OF MINNESOTA  
DEPARTMENT OF PUBLIC WELFARE  
444 LAFAYETTE ROAD  
ST. PAUL, MINNESOTA 55101

OFFICE OF THE  
COMMISSIONER  
612/296-2701

GENERAL  
INFORMATION  
612 296-6117

PLEASE REPLY TO \_\_\_\_\_

December 1983

TO: Chairpersons, Oversight Committees

FROM: Steve Katz, Don Gralnek, Mary Keithler  
Work and Training Unit

SUBJECT: Impressions of Community Work Experience Program (CWEP)

We are currently preparing an interim report on CWEP for the state legislature, and would like your input. We would appreciate your convening or contacting your local oversight committee members to come up with a consensus assessment of the program in your area to date. The following are issues we would like you to address in your evaluation (as best you can):

- a) Has CWEP been instrumental in reducing child/spouse abuse in your community?
- b) Has it helped participants to find jobs?
- c) Has it helped participants to feel better about themselves?
- d) Has it resulted in more support for clients in the community because they are working off their welfare grants?
- e) Has the County office cooperated with the oversight committee?
- f) Have there been any problems at any of the worksites? If so, what were they?
- g) Have there been any client complaints? If so, what were they?
- h) How do you think the program could be improved?
- i) Are there any groups you would include in, or exclude from CWEP to make the program better?
- j) Do you think the program should continue beyond June? Why or why not?

We need your assessments by December 15th in order to include them in the report. We're sorry that this does not give you much time to organize a meeting. If it is not possible for you to meet as a group, please try to contact all your

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APPENDIX I

DPW 2489  
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committee members by phone.

Please send your response to Mary Keithler at the following address:

Work and Training Unit  
Dept. of Public Welfare  
2nd floor, Space Center  
444 Lafayette Road  
St. Paul, Minnesota 55101

If you have any questions, please call Mary or Steve at 612/296-5696 or Don at 612/296-3340.

Thank you for all your assistance and your contributions to the program.

MK:bjb