

## Subsidized Employment Program Eligibility Criteria

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1. The following **CalWORKs** groups are eligible:

- Current **Alameda County** CalWORKs clients: work eligible, voluntary exempt, safety net and sanctioned if sanction is cured. (Note that the adult caregiver for a child receiving a CalWORKs child-only grant is eligible only if the other eligibility criteria below are met.)

***ALL OTHER APPLICANTS MUST MEET ALL OF THE FOLLOWING CRITERIA:***

2. Applicant must be an **Alameda County resident** at time of program enrollment. Participants who subsequently move out of county may continue to participate in the Alameda County Subsidized Employment Program.

- If the applicant is a non-custodial parent, the applicant must live in Alameda County and the minor child must live in the United States. (*Note: We have asked CDSS for guidance on the question of whether or not the child has to be a U.S. resident; until we get a response this will be the policy.*)

3. Applicant's total **household income** must be below 200% Federal Poverty Level.

- Household income is determined by looking back at the last 30 days.
- Eligible applicants must have been (a) unemployed for 30 days, or (b) working less than 20 per week for the past 30 days and earning less than 200% FPL.

Family Size	Maximum Gross Monthly Income
1	<b>\$1,805</b>
2	<b>\$2,428</b>
3	<b>\$3,052</b>
4	<b>\$3,675</b>
5	<b>\$4,298</b>
6	<b>\$4,922</b>
7	<b>\$5,545</b>
8	<b>\$6,168</b>

4. Applicant's family must include a **minor child** under age 18 living with a parent or adult relative caregiver.

- Non-custodial parents who meet the other criteria are eligible.
- A family in which a minor child is temporarily absent for a period not to exceed 12 months due to child abuse and neglect, and the parent(s) are engaged in family reunification services is eligible.
- Non-relative foster parents are eligible only if they have a minor child of their own as well.
- An applicant with no child but pregnant and in her 3<sup>rd</sup> trimester is eligible. (The father of the unborn child is not eligible until after the birth of the baby, with birth certificate).

5. Applicant must show proof of **right to work** (see allowable documentation on following page).

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### Eligibility Documentation for Permanent Case File

#### **Residency**

- CDL or CID
- Utility Bill (PG&E, Telephone, Water Dept.)
- Bank Statement
- Rent Receipt/Mortgage statement
- Public Assistance or SSA Award letter

#### **Right to Work**

- Social Security Card
- Original Birth Certificate
- US Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- ID Card for use of Resident Citizen in the United States (Form-197)
- Unexpired Employment Authorization Document (Form I-766)
- Native American Tribal document

#### **Income (30-Day Look Back Period)**

- Check stubs
- UIB Award letter or UIB check stubs
- Letter (on employer letterhead) of layoff or termination
- Proof of Public Assistance (CalWORKs, Food Stamps, Medi-Cal - CalWIN printout).

#### **Family Status**

- Child(s) birth certificate
- Federal Tax return
- Physician's verification of 3<sup>rd</sup> trimester pregnancy

#### **NCP Status**

- Any of the above (Family Status)
- Child support order