Update 2016-19: Common Place Handbook
Common Case Sanction Outreach

Background
The Sanction Outreach process was developed by Santa Clara County Linkages staff to engage clients with current open common cases that are in an Employment Services (ES) sanction status. The outreach consists of client contact attempts through mail, e-mail, text and/or phone by the assigned Employment Counselor (EC) and coordination with the assigned Social Worker (SW).

The goal of the Sanction Outreach process is to engage sanctioned clients, have them sign a new Welfare-to-Work (WTW) plan, restore their CalWORKs aid, and participate in activities required for their child welfare case. Clients will receive necessary supportive services (transportation, child care and ancillary) from ES to successfully complete their child welfare and WTW activity requirements.

Sanction Outreach Procedures
Refer to Common Place Handbook Chapter 27 [“Sanction Outreach,” page 27-9].

Forms
Excel templates, “Linkages Sanction Outreach” and “Linkages Sanction Outreach Data” have been created for tracking and reporting sanction outreach results. The Excel templates are located in the Linkages folder on the “S” drive.

Other Programs
This Update only applies to DFCS/DEBS common cases.

Implementation
This change was effective July 1, 2016.
Supervisors

Employment Program Supervisors (EPS) must review this Update with their respective staff at their next unit meeting.

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