

**SAN JOAQUIN COUNTY WORKNET
 EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT
 POLICIES AND PROCEDURES DIRECTIVE**

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
24-02	July 1, 2024	CMD, FMD, GMD	1 of 4
SUBJECT: AB109 COMMUNITY CORRECTIONS PROGRAM (CCP) INCENTIVE AWARDS			

I. PURPOSE

The purpose of this directive is to establish guidelines for the authorization of incentive awards to participants in the AB109 Community Corrections Program (CCP) when specific benchmarks have been achieved that support their transition to employment.

The incentive awards are intended to promote and increase program participation by acknowledging the completion of specific benchmarks that ultimately lead to full-time unsubsidized employment and reduced recidivism.

II. GENERAL INFORMATION

The Employment and Economic Development Department (EEDD) will provide incentive awards to those participants enrolled in AB109. Assembly Bill 109(AB109) establishes the California Public Safety Realignment Act of 2011, which allows for current non-violent, non-serious, and non-high risk sex offenders, after they are released from California State prison, to be supervised at the local County level. Participants that are referred to SJC WorkNet from their Probation Officers and have achieved the following benchmarks will be eligible for incentives.

- Completion of initial job readiness workshop
- Entered Unsubsidized Employment
- Thirty (30), Sixty (60) and Ninety (90) Retention in permanent unsubsidized employment

EEDD will provide incentive awards for achievement of benchmarks as identified and confirmed by the designated case manager. The incentive awards will be in the form of a gift card for retail establishments that sell clothing appropriate for interviewing or employment, and/or gift cards for food. These cards are intended

to provide critical items needed to facilitate the client's transition to employment and reduce recidivism.

This PPD supersedes PPD D-56 AB109 Community Corrections Program (CCP) Incentive Awards, dated January 1, 2020.

Definitions

Permanent Unsubsidized employment is defined as employment that is intended as a permanent not temporary position within the company. For example, an assignment through a staffing agency for any length of time is not considered permanent employment.

On-the-Job Training (OJT) is not considered Permanent Unsubsidized Employment and no initial incentive will be issued. Once the participant has fulfilled the terms of the OJT contract and continued working with the same OJT employer for an additional 30 days, they will be eligible to receive the retention incentives starting with the 30-day retention incentive.

III. POLICY

It is the administrative policy of the EEDD that:

- The guidelines and procedures set forth in this directive shall govern the authorization of incentive awards available to AB109 CCP participants.
- Incentive awards may be provided to eligible AB109 CCP participants who have been determined eligible and referred to EEDD by the San Joaquin County Probation Department for job readiness/job placement services and meet the criteria identified for each incentive received.
- Subject to the availability of funds, all participants who meet the requirements for incentive awards may be eligible to receive the awards.

IV. PROCEDURE

1. Case Manager will develop the terms and conditions for meeting specific benchmarks and a plan to obtain the benchmarks with the participant. The Case Manager will be responsible for ensuring that the criteria for the incentive award have been met, provide documentation and complete the necessary request forms for issuing the respective incentives.
2. Incentives will be determined by the following chart:

Gift Card Amount	Reason	Documentation
\$25	Initial Workshop	Signed attendance sheet in case file, and case note in AB109 Database

\$25	Obtaining Permanent Unsubsidized Employment.	Pay stub, signed correspondence from employer with dates of employment, and/or other forms of payroll documentation
\$25	30-day retention (must be 30 days after obtained Permanent Employment)	Pay stub, signed correspondence from employer with dates of employment, and/or other forms of payroll documentation
\$50	60-day retention	Pay stub, signed correspondence from employer with dates of employment, and/or other forms of payroll documentation
\$50	90-day retention	Pay stub, signed correspondence from employer with dates of employment, and/or other forms of payroll documentation

3. EEDD supervisor/manager will authorize incentive award prior to distribution of the incentive.
4. EEDD staff will case note distribution of incentive in the AB109 Database, track gift card distribution into a designated AB109 Gift Card Log and obtain the signature of receipt from the client.
5. Incentives cannot be used with the intent to purchase supportive services. They may only be used for the awards listed in this policy.
6. Clients may only receive incentives for each category 1 time regardless of their number of times within the AB109 program.

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director of EEDD via Managers or designee.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee shall be responsible for updating this directive, as appropriate.

VII. APPROVED



PATRICIA VIRGEN
EXECUTIVE DIRECTOR

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