



Los Angeles County Workfare/Community Service Hub

Becoming a Workfare & Community Service Worksite

Frequently Asked Questions

Updated 8/18/26

General

- **How do I become a Worksite?**
 - Any not-for-profit organization with volunteer opportunities and the capacity to certify hours can become a worksite. There is no formal process or designation to do so. Organizations interested in partnering with DPSS through an NFA will have the opportunity to do so directly, but organizations can already support community members looking to complete these hours now as “self-initiated” volunteer worksites.

Please review our HR1 Overview for Volunteer Worksites slides for more information.

- **Is there a sign-up process for organizations?**
 - Community Partners is compiling information from organizations interested in becoming a worksite. Although this is not required to be a worksite, by joining a network of worksites, you will receive invitations to technical assistance, peer learning, and other support resources as they become available.

We encourage you to sign up today and join a network of organizations dedicated to protecting healthcare access and food assistance across Los Angeles County!

- **If I become a Worksite, am I required to take referrals from DPSS?**
 - Organizations are not obligated to take any referral from DPSS as a volunteer worksite. If you only have capacity to support individuals who are constituents, clients, members of your congregation, etc., your organization can still serve as a volunteer worksite.

Reporting

- **What documentation needs to be signed for the participant and who provides it? Likewise, does the worksite calculate hours or is that information provided?**
 - The Los Angeles County Department of Public Services (DPSS) provides each participant with an “Attendance Verification Form” that will include how many hours are required and when the verification form is due. The worksite will complete the form with basic information and a staff signature to confirm hours completed. The exact form will depend on whether the participant chooses Community Service ([CF 888, Able-Bodied Adults without Dependents](#)



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[Volunteer Work Hours Verification Form](#)) or Workfare (DPSS [PA 811 Workfare Assignment and Attendance Verification Form](#)).

- **Who is responsible for reporting the hours?**
 - Currently, the **participant** is responsible for manually reporting their own hours by submitting the completed form to DPSS. (In the future, there will be an option for worksites to partner directly with DPSS through a non-financial agreement, where the worksite will report hours directly through an online platform provided by DPSS.)
- **Will the reporting process be online or paper-based?**
 - Verification of hours is currently confirmed manually through the PDF form provided. The signed form may then be submitted according to the instructions provided.
- **What records am I supposed to keep?**
 - Organizations should keep records/logs of dates volunteers work, and the hours worked per day.

Volunteer Policies

- **Can volunteers engage directly with clients of direct service nonprofits?**
 - Yes, participants may engage in variety of volunteer activities that you feel would be safe and appropriate. It is recommended that participants do not engage in any activity that requires the handling of money or sensitive information/personal data. Likewise, they should not operate any heavy machinery or vehicles.
- **If a participant is already coming to my organization's program activities, can we just count those hours as volunteer hours towards work requirements?**
 - In most cases, participating in or receiving services is not necessarily going to count as volunteer hours. However, having the participant contribute additional activities could make their participation into volunteer activities. These include helping with check-in or providing lived experience feedback. Ultimately, it will be up to the organization's determination of what you will certify as volunteer hours.



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- **Can I still screen volunteers and determine whether they are a good fit for our organization's activities?**
 - Your organization should still conduct screening and onboarding of any new participant volunteer. If you determine that the volunteer activities you offer are not compatible, you can sign off on one volunteer shift of hours and refer the participant back to DPSS.
- **Is additional insurance required for volunteers?**
 - There is no specific requirement for additional insurance for self-initiated workfare or volunteer worksites. Organizations are responsible for their own risk management practices to ensure that adequate insurance coverage is in place to protect all parties involved.
- **Is Workers Compensation coverage required for volunteers?**
 - For worksites that wish to contract directly with DPSS through a non-financial agreement (NFA), workers compensation insurance is required for participants fulfilling their work requirements. While worksites without an NFA with DPSS are not required to provide workers compensation insurance specifically, organizations should ensure that adequate insurance coverage is in place to protect all parties involved.
- **Are background checks for volunteers required?**
 - There are no specific requirements for background checks, such as LiveScan screening. Organizations are responsible for their own risk management practices and volunteer screening procedures.
- **Is there funding available to cover the additional expenses associated with volunteer recruitment and supervision, additional insurance coverage, and/or LiveScan screening?**
 - We understand that the increased financial burden of becoming a worksite can be a notable challenge for some organizations. While there is not current funding available for these types of expenses, we are looking into options to help offset costs, such as providing technical assistance support and/or stipends.

For more information:

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