



CDSS

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**DEPARTMENT OF SOCIAL SERVICES**

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GOVERNOR

February 5, 2014

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

ALL COUNTY LETTER NO. 14-16

TO: ALL COUNTY WELFARE DIRECTORS  
 ALL CALWORKS PROGRAM SPECIALISTS  
 ALL WELFARE-TO-WORK COORDINATORS  
 ALL COUNTY REFUGEE COORDINATORS  
 ALL COUNTY CALFRESH SPECIALISTS  
 ALL CONSORTIA REPRESENTATIVES  
 ALL TRIBAL TANF ADMINISTRATORS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CaWORKs) PROGRAM: RELEASE OF FIFTH SET OF QUESTIONS AND ANSWERS FOR SENATE BILL (SB) 1041 (CHAPTER 47, STATUTES OF 2012) CaWORKs WELFARE-TO-WORK (WTW) PROGRAM CHANGES

REFERENCE: SB 1041; All County Letters (ACLs) 12-53, 12-67, 12-69, 12-72, 13-01, 13-02, 13-12, 13-37, 13-59, and 13-68; All County Information Notice I-08-13; Welfare and Institutions Code (WIC) Sections 11322.8, 11322.85, 11322.86, and 11322.87.

The purpose of this letter is to provide answers to questions that the California Department of Social Services (CDSS) has received about the implementation instructions issued to County Welfare Departments (CWDs) for major changes that were made to CaWORKs WTW requirements pursuant to SB 1041. This letter addresses general questions regarding the WTW 24-Month Time Clock, hourly WTW participation requirements, and participation in WTW educational activities.

Initial implementation instructions for these program changes are contained within ACLs 12-67 and 12-69. The first, second, third, and fourth set of answers to questions relating to these program changes are contained in ACL 13-15, ACL 13-37, ACL 13-59,

and ACL 13-68. Attached is the fifth set of answers to questions relating to these program changes.

If you have any questions or need further information regarding this letter, please contact the following CDSS representatives:

- CalWORKs Eligibility County Consultant (916) 654-1322
- Employment Bureau County Consultant (916) 654-2137
- Child Care Programs (916) 657-2144
- Program Integrity (WDTIP) (916) 654-2125
- Refugee Programs (916) 654-4356

Sincerely,

***Original Document Signed By:***

TODD R. BLAND  
Deputy Director  
Welfare to Work Division

Attachments

**Hourly Participation Requirements:**

1. Q. How are the new SB 1041 hourly participation requirements determined for CalWORKs families?
  - A. Welfare and Institutions Code (WIC) section 11322.8 requires the assignment of participation hours to CalWORKs clients based on three factors:
    - (1) the number of parents or caretaker relatives (parents) included in the assistance unit (AU),
    - (2) the age of the child(ren) in the AU, and
    - (3) the basis for deprivation of the child(ren) in the determination of eligibility for two-parent AUs.

Attachment B provides a flow chart with guidance on when to consider each of these three factors in the assignment of CalWORKs welfare-to-work (WTW) participation requirements.

As displayed in the flow chart, County Welfare Departments (CWD) would first identify the number of parents who are included in the AU for purposes of determining the WTW hourly participation requirements. The number of parents in the AU determines whether the family is considered a CalWORKs single-parent AU or a two-parent AU, which is generally subject to a different number of required participation hours per week.

CalWORKs Minimum Participation Requirements

The CalWORKs minimum participation requirements for clients to avoid sanction are the requirements associated with the WTW 24-Month Time Clock, provided that the client has not exhausted the Welfare-To-Work 24-Month Clock. Clients who have months remaining on the WTW 24-Month Time Clock and who are scheduled to meeting CalWORKs federal standards, as described in ACL 13-59, Attachment B, question # 2, will not be subject to sanction for failing to meet federal standards, as long as CalWORKs minimum participation requirements for the AU are met. The participation requirements for clients who exhaust the WTW 24-Month Time Clock will be defined under separate cover.

CalWORKs Federal Standards

The CalWORKs federal standards are the participation provisions enacted in SB 1041 that closely mirror the Temporary Assistance for Needy Families (TANF) work participation and data reporting requirements. These are the standards that stop months from counting toward the WTW 24-Month Time Clock.

Note that throughout this answer, the participation requirements for meeting CalWORKs federal standards are not always the same as meeting TANF work participation and data reporting requirements. State law limits the federal rules that are used for meeting CalWORKs federal standards.

### **Single-Parent AUs with No Other Parent in the Home**

AUs with only one parent or caretaker relative (single-parent AUs) living in the home must be assigned an hourly work requirement of 20 or 30 hours per week, in accordance with WIC Section 11322.8. The determination of whether a single-parent AU is subject to a 20 or 30 hour per week requirement is based on whether there is a child under six in the home, as per WIC section 11322.8(a)(1)(B). Please see the attached flow chart (Attachment B), following the thread for families with one aided adult in the AU.

#### **With a Child Under Six**

Single-parent AUs that have a child under six years old in the home have a total 20-hour per week participation requirement. This includes children in the home who are not eligible for cash aid due to the receipt of other public benefits (e.g. Supplemental Security Income/State Supplementary Payment (SSI/SSP, etc.). During the WTW 24-Month Time Clock period, these hours may be in any combination of CalWORKs activities agreed upon by the client and CWD to address the client's barriers to employment. However, to meet CalWORKs federal standards and have months not count toward the WTW 24-Month Time Clock, all 20 hours must be in federal core activities, as described in ACL 12-69.

#### **With No Child Under Six**

Single-parent AUs that do not have a child under six years old in the home are subject to a total 30-hour per week participation requirement, as per WIC section 11322.8. During the WTW 24-Month Time Clock, the aided adults in these families must meet the total 30-hour per week participation requirement, but have no core hourly requirement. To meet CalWORKs federal standards and not have months count toward the WTW 24-Month Clock, 20 of the 30-hour requirement must be in core activities, as described in ACL 12-69.

### **Single-Parent AUs with Excluded Second Parent in the Home**

AU's in which two natural or adoptive parents are living in the home, where one is aided and the other is ineligible (such as for a drug felony or ineligible immigration status) are considered a single-parent AU for determining CalWORKs minimum participation requirements during the WTW 24-Month Time Clock period. When such AUs do not include a child under six in the home, a 30-

hour per week requirement applies when using the WTW 24-Month Time Clock. Single-parent AUs with a child under six in the home that include an aided parent living with an ineligible, unaided second parent are subject to a participation requirement of 20 hours per week when using the WTW 24-Month Time Clock, as per WIC section 11322.8(a)(1)(B). In either case, in order to meet CalWORKs federal standards, aided parents in a single-parent AU who live with an unaided parent must participate a total of 30 hours per week, of which 20 must be in core activities.

### **Single-Parent AUs with a Second Timed Out Parent in the Home**

Once a parent has reached the 48-month limit for CalWORKs cash aid (i.e. has “timed out”) and is removed from the AU, that parent may no longer contribute hours toward meeting the CalWORKs minimum of 35 hours per week for the AU. In cases where the second parent has timed out and the first parent remains in the AU and continues to receive cash aid, the parent remaining in the AU must meet the CalWORKs 35-hour per week minimum participation requirement for two-parent AUs without sharing hours with the timed out parent to meet the requirement.

Whether the first parent remaining in the AU utilizes the WTW 24-Month Time Clock or meets CalWORKs federal standards, he or she must participate a minimum of 35 hours per week to comply with CalWORKs minimum participation requirements for two-parent AUs. However, when a CWD receives verified documentation showing that the timed out parent is working or otherwise involved in a federally allowable activity, the hours must be combined with the first parent’s participation hours solely to determine if CalWORKs federal standards are met and have months not count toward the aided parent’s WTW 24-Month Time Clock. The timed out parent’s hours can be the result of that parent’s independent initiative or through involvement of the CWD.

### **Families with an Aided Parent and a Sanctioned Parent Living in the Home.**

When one parent in a two-parent AU is sanctioned, the aided parent must participate to meet the 35-hour per week requirement alone, or be subject to his or her own WTW sanction. A CalWORKs client in good standing may not combine hours with a sanctioned parent to meet CalWORKs federal standards, unless the sanctioned parent enters into a plan to cure the sanction and he or she successfully completes the plan. If the plan is successfully completed, hours in the plan would be combined with hours of the parent in good standing for purposes of meeting CalWORKs federal standards only. Once the sanction is cured, the parents may combine participation hours to meet CalWORKs federal standards or CalWORKs minimum participation requirements.

### **Two-Parent AUs**

Families that include two aided natural or adoptive parents are considered to be two-parent AUs, in which the adults may be required to participate 35 hours per week to comply with CalWORKs participation requirements. The 35 hours may be shared between the two aided parents. To determine if the 35-hour requirement applies, the CWD must consider the child(ren)'s basis for deprivation in the determination of eligibility. WIC section 11322.8(a)(B)(2) specifies that only parents in a two-parent AU whose basis for aid is unemployment are subject to a 35-hour per week participation requirement. To meet CalWORKs federal standards and have months not count toward the WTW 24-Month Time Clock, aided parents living in two-parent AUs whose basis for eligibility deprivation is unemployment must participate a total of 35 hours per week, of which 30 must be in core activities. There is no minimum number of core hours that one parent must fulfill when sharing hours. In a two-parent AU that includes a parent who is exempt for a reason other than disability, the 35-hour participation requirement can be shared when the exempt parent is volunteering to participate.

In contrast, two-parent AUs that include an adult who is exempt from WTW due to disability (where the basis for deprivation is incapacity) are considered single-parent AUs for WTW participation during the WTW 24-Month Time Clock period and required to participate for 20 or 30 hours per week, based on the age of the children as described above. However, to meet CalWORKs federal standards and not have months count toward the WTW 24-Month Time Clock, the adult that is required to participate in WTW would need to participate for 30 hours per week, of which 20 hours must be in core activities. The attached flow chart, on the thread for AUs with two aided adults illustrates when to apply a 20/30- versus 35-hour requirement for two-parent AUs. State law [WIC section 11322(a) (2)] only allows a two-parent AU to share a 35-hour requirement. Therefore, the 20- or 30-hour requirement cannot be shared between a parent who is required to participate in WTW and the disabled exempt parent.

Some families may include more than two parents in the AU due to the relationship between the adults and children living in the home. AUs that include three (or more) aided parents, where the basis for eligibility deprivation for at least one child in the home is unemployment, are subject to the total 35-hour per week work requirement for two-parent AUs, as described in ACL 12-69. In this situation, participation hours may be shared by no more than two adults. Each individual adult's WTW 24-Month Time Clock would count months based on whether the AU meets CalWORKs federal standards for two-parent AUs or the adult meets another condition that makes a month not count toward his or her 24-month clock (see question 2 for more information about clock behavior for two-parent families).

2. Q. How do CWDs determine if months count toward the WTW 24-Month Time Clock for adults in two-parent AUs?

A. As described in ACL 12-67, all clients required to participate in CalWORKs activities are subject to the WTW 24-Month Time Clock and each adult in a two-parent AU, has his or her own individual 24-month clock. Months will count toward the WTW 24-Month Time Clock for each adult who participates in order to comply with CalWORKs participation requirements, unless that parent meets a criterion that stops the WTW 24-Month Time Clock. Additionally, months in which CalWORKs federal standards for two-parent AUs are met will not count toward either parent's WTW 24-Month Time Clock. In order to meet CalWORKs federal standards for two-parent AUs, one parent individually, or both parents sharing hours, must participate for 35 total hours per week, 30 of which must be in core activities.

In situations where the first parent is participating and meeting the minimum WTW 24-Month Time-Clock requirements or CalWORKs federal standards, and the second parent is excused from participation (because the first parent is meeting the requirement with no sharing of hours by the second parent), the second parent may choose to participate in volunteer hours beyond the minimum hourly requirement for two-parent AUs. When this occurs or when the second parent is exempt and volunteering, volunteer hours will not result in months counting on the second parent's WTW 24-Month Time Clock, regardless of whether CalWORKs federal standards are met by the parents.

Below is a list of two-parent AU participation scenarios that illustrate conditions in which months will or will not count toward the WTW 24-Month Time Clock, based on whether CalWORKs federal standards for two-parent AUs are met. See the chart in Attachment C, which corresponds to these examples.

#### Two Mandatory Parents Are Participating and Sharing Hours

If both parents are required to participate in WTW because they are sharing hours and meeting CalWORKs federal standards for two-parent AUs, then months will not count toward either parent's WTW 24-Month Time Clock. However, if both parents participate but do not meet CalWORKs federal standards, then both parents will have months count toward their respective WTW 24-Month Time Clocks.

Scenario #1 on Attachment B: Bob (parent one) works for 18 hours per week, while Anne (parent two) is in vocational education (before reaching the 12-month lifetime limit) for 17 hours per week. Combined, the parents participate for a total of 35 hours per week and all of the hours count as core hours (meeting the 30-hour core requirement) under CalWORKs federal standards. CalWORKs federal

standards are met for the AU in the month and; therefore, that month will not count toward either parent's WTW 24-Month Time Clock.

When both parents participate (and neither is an exempt or excused volunteer) and do not meet CalWORKs federal standards, months will count toward both parents' WTW 24-Month Time Clock.

Scenario #2 on Attachment B: Jennifer (parent one) works 18 hours per week (a federal core activity) and Ian (parent two) participates in job skills training (a federal non-core activity) for 17 hours per week. Both parents are participating and the 30-hour core requirement for two-parent families is not met; therefore, both parents will have months count toward their WTW 24-Month Time Clocks.

#### First Parent Participating, Second Parent is Excused

As described in ACL 13-37, when one parent agrees to fully meet the 35-hour participation requirement, the second parent is excused from WTW participation. Months do not count toward the WTW 24-Month Time Clock for the second parent who is excused from participation requirements (regardless of whether he or she voluntarily participates - see example below).

Scenario #3 on Attachment B: Alfonzo (parent one) is employed for 35 hours per week. Maria (parent two) is excused from participation because Alfonzo is fulfilling the full 35-hour per week requirement for the family and; therefore, months will not count toward Maria's WTW 24-Month Time Clock. Because Alfonzo is meeting both the 30-hour core requirement and 35-hour overall requirement for CalWORKs federal standards, the months will not count toward his WTW 24-Month Time Clock.

Scenario #4 on Attachment B: Mercedes (parent one) works for 20 hours each week and participates in job skills training for 15 hours per week, for a weekly total of 35 participation hours, meeting the CalWORKs minimum participation requirements for two-parent families. Blake (parent two) is excused from participation because Mercedes is meeting the hourly requirement. However, with only 20 core hours of employment, Mercedes does not meet the minimum requirement of 30 core participation hours per week for two-parent families under CalWORKs federal standards. As a result, Mercedes will have months count toward her WTW 24-Month Time Clock. Blake, being excused, will not have months count toward his 24-month clock.

#### First Parent Participating, Second Parent is Exempt (Other than Disability)

When one parent has a WTW exemption that is not due to disability, the other parent must fulfill the 35-hour CalWORKs minimum participation requirements for the AU, unless the exempt parent volunteers to contribute toward the 35-hour

requirement. For clients who are exempt from participation requirements, months do not count on WTW 24-Month Time Clock. Therefore, if the exempt parent is participating, only the mandatory parent will have months count toward the WTW 24-Month Time Clock, unless the parents' participation hours are such that meet CalWORKs federal standards.

Scenario #3 on Attachment B: Max (parent one) is in on-the-job training for 30 hours per week and attends education directly related to employment for 5 hours per week working toward a GED. Sabrina (parent two) provides care for an incapacitated child and is exempt from participation as a result. In this situation, months will not count toward either parent's WTW 24-Month Time Clock, as Max is meeting CalWORKs federal standards and Sabrina is exempt.

Scenario #4 on Attachment B: Alex (parent one) is engaged in substance abuse treatment (countable as job readiness) for 20 hours per week and attends education directly related to employment for 15 hours per week in order to obtain a GED. Bobbi (parent two) is caring for her incapacitated grandmother living in the home and is exempt from WTW participation as a result. Bobbi, because she is exempt, will not have months count toward her WTW 24-Month Time Clock. Alex is participating a total of 35 hours per week and meeting CalWORKs minimum participation requirements, but not enough core hours to meet CalWORKs federal standards. Alex will have months count toward his WTW 24-Month Clock.

#### Two Parents Participating, One Parent is a Volunteer

Exempt and excused second parents may choose to participate voluntarily. Months do not count toward the exempt or excused second parent's WTW 24-Month Time Clock, regardless of whether that parent chooses to participate in volunteer hours. Months will count toward the first parent's WTW 24-Month Time Clock unless the participation hours of the first parent, or the combination of mandatory and volunteer hours of the first and second parents respectively, are such that meet CalWORKs federal standards.

Scenario #5 on Attachment B: Vernon (parent one) is working 25 hours per week and is currently in his seventh consecutive week of substance abuse treatment, which he attends for 10 hours per week. Petra (parent two) is pregnant and has been given an exemption as a result, but is able to and wants to work as a receptionist at a local salon for 5 hours per week. With the exemption, months will not count toward Petra's WTW 24-Month Time Clock. Vernon is participating for 35 hours per week, but is not meeting the 30 core hourly requirement under CalWORKs federal standards alone. However, when combined, both parents together are working 30 hours per week and meeting the core hourly requirement. As a result, the months will not count toward Vernon's WTW 24-Month Time Clock.

Example (not on attached chart): Yuriy (parent one) is working 20 hours and participates in job skills training for 15 hours each week. Christina (parent two) has been given an exemption to care for the couple's 14-month old child. Yuriy's schedule is such that it allows Christina to attend school to pursue an Associate in Arts degree (job skills training) for 5 hours each week. Being exempt, months will not count toward Christina's WTW 24-Month Time Clock. Yuriy is meeting the CalWORKs minimum participation requirement of 35 hours per week for two-parent families. However, neither Yuriy's participation hours alone or the combination of his and Christina's hours meet the 30-hour core requirement under CalWORKs federal standards; therefore, months will count toward Yuriy's WTW 24-Month Time Clock.

First Parent Participating, Second Parent is Timed Out

Months will count toward the aided parent's WTW 24-Month Time Clock based on whether he or she meets a condition that allows a month to not count toward the 24-month clock. When determining if the aided parent is meeting CalWORKs federal standards, the CWD would consider any hours for which the timed out parent has submitted verified documentation of participation in federally allowable hours.

First Parent Participating, Second Parent is Sanctioned

When in sanction, months will not count toward a parent's WTW 24-Month Time Clock. Months will count toward the non-sanctioned parent's WTW 24-Month Time Clock, unless that parent's participation is such that meets CalWORKs federal standards or that parent meets another condition that stops the WTW 24-Month Clock. Hours in a sanctioned parent's plan to cure the sanction that are successfully completed must be considered only when determining if the aided parent is meeting CalWORKs federal standards. Please note that clients in a compliance plan are not sanctioned, and the regular process for counting months toward the WTW 24-Month Time Clock would apply.

3. Q. What are the hourly WTW participation requirements for adults who opt into the AU, such as stepparents/same-sex spouses and Registered Domestic Partners (RDPs)?
  - A. Stepparents/same-sex spouses and RDPs (optional adults) who are living with an eligible child (who is not a natural or adoptive child of the stepparent, etc.) and who are otherwise eligible for CalWORKs may choose to be included in the AU and receive aid (MPP section 82-828). All aided individuals, unless exempt, are required to participate in WTW as a condition of eligibility for aid (WIC section 11320.3). Therefore, adults such as stepparents/same-sex spouses and RDPs who opt into the AU to receive aid are subject to WTW requirements.

When an adult opts into an AU that has only one natural or adoptive parent, the basis of eligibility would not be unemployment. As a result, such AUs have the same participation requirements as single-parent AUs with no other parent in the home as described in question number 1 of this letter. State law only allows a 35-hour weekly participation requirement to be shared among two adults; therefore, one adult in these AUs must fulfill the 20 or 30 hour per week requirement, based on the age of the child(ren).

When an adult opts into an AU that also includes two natural or adoptive parents, the AU would have the same participation requirements as two-parent AUs described in question number 1 of this letter.

Stepparents/same-sex spouses and RDPs who opt into the AU may also qualify for exemptions from WTW participation requirements like other individuals. If an adult has opted into the AU and is exempt, the parent, unless exempt, must meet the participation requirement. In situations where the natural or adoptive parent qualifies for an exemption and the optional adult is non-exempt, the optional adult is required to meet the participation requirement for the AU.

Any individual, including optional adults, who are required to participate and fails to comply with WTW participation requirements without good cause will be subject to sanctions, in accordance with MPP section 42-721.2. Therefore, compliance and sanction procedures described in MPP sections 42-721.2 and .4, respectively, must apply to the optional adult if he or she has agreed to and then failed to fulfill, in whole or in part, the work requirements of 20, 30 or 35 hours per week.

4. Q. Are individuals who are “deemed” to be meeting the TANF core hourly requirement in community services and/or unpaid work experience for federal reporting purposes considered to be meeting the core hourly requirement for CalWORKs federal standards?

A. Yes. Individuals who are deemed to be participating for 20 or 30 hours per week, for single- and two-parent AUs respectively, in community service or unpaid work experience after participating the maximum number of hours allowed under Fair Labor Standards Act (FLSA) rules are considered to be meeting the federal core hourly requirement for federal reporting purposes and the core hourly requirement in CalWORKs federal standards. However, while deemed hours count toward the core hourly requirement for CalWORKs federal standards, they do not count toward the CalWORKs minimum participation requirements of 20, 30 and 35 hours per week. Individuals who are deemed to be meeting federal core requirement through a total number of hours less than 20 or 30 hours per week must engage in additional hours to comply with the CalWORKs minimum hourly participation requirements. The additional hours

may be in either core or non-core activities. As a reminder, all of the minimum required hours must be in other federal core or non-core activities, as described in ACL 12-69, in order to meet CalWORKs federal standards. Months in which the individual meets the federal core requirement and participates for a total of 20, 30, or 35 hours per week in activities that meet CalWORKs federal standards will not count toward the CalWORKs WTW 24-Month Time Clock.

*Example #1:* John, a single parent of an eight year-old child, is assigned to participate in work experience for 15 hours per week, the maximum number of hours allowed by FLSA. By participating the maximum number of hours that may be required in work experience under FLSA, John is deemed to be engaged for 20 hours per week, which fulfills the core hourly requirements for CalWORKs federal standards. However, to fully meet CalWORKs federal standards to stop the WTW 24-Month Time Clock and comply with the CalWORKs minimum participation requirement of 30 hours per week for single-parent AUs (with no child under six), John would need to participate an additional 15 hours in other federal core or non-core activities. John, having met the core hourly requirement with deemed hours, is able to enroll in job skills training directly related to employment (a non-core activity) for the remaining 15 hours per week needed to meet the 30-hour requirement. Months will not count toward his WTW 24-Month Clock, because he has met the CalWORKs federal standards of 30 hours with 20 core hours (by virtue of the work experience being deemed as meeting the 20 core hour requirement.)

*Example #2:* Yolanda is a single mother of a three year-old daughter and has completed one year of a two-year nursing vocational education program. The next semester of her program starts in three months, so Yolanda is assigned to participate in community service until class begins again. It was determined by the CWD using the minimum wage calculation that Yolanda can be assigned no more than 15 hours per week in community service to comply with FLSA rules. If Yolanda participates 15 hours per week, the maximum number of hours allowed in community service under FLSA, Yolanda will be deemed to be meeting the 20 core hours per week requirement for CalWORKs federal standards for purposes of stopping the WTW 24-Month Time Clock. However, to meet the minimum CalWORKs federal standards participation requirement of 20 hours per week for single parents with a child under six, Yolanda must participate an additional five hours in federal core or non-core activities.

Yolanda enrolls in a summer course that is counted as education directly related to employment for five hours per week. If Yolanda participates in community service for 15 hours per week and education directly related to employment for five hours per week as scheduled, she will have complied with both the CalWORKs minimum participation requirements and the CalWORKs federal standards, and will not have months count on her WTW 24-Month Time Clock.

**WTW 24-Month Time Clock:**

5. Q. Are stepparents/same sex spouses and RDPs subject to the WTW 24-Month Time Clock requirements?
- A. Yes. All individuals required to participate in WTW are subject to the WTW 24-Month Time Clock, including adults that opt into the AU. Months will count toward the optional adult's WTW 24-Month Time Clock when he or she is participating in WTW depending on the mix of activities that comprise his or her WTW plan, as described in ACL 13-59. Like other CalWORKs clients, participating optional adults may meet conditions that result in months that do not count toward the WTW 24-Month Time Clock as described in ACL 12-67. For example, optional adults may qualify for a WTW exemption or good cause like other CalWORKs clients, which may stop the 24-month clock. Additionally, similar to the second parent in a two-parent AU, in an AU where there is a natural or adoptive parent and an optional adult, the optional adult may be "excused" from participation in WTW activities because the natural or adoptive parent is meeting the participation requirement for the AU. In this case, months will not count toward the optional adult's WTW 24-Month Time Clock, even if the optional adult volunteers to participate non-mandatory hours.

Meeting CalWORKs Federal Standards

Months in which the AU meets CalWORKs federal standards will not count toward either the parent or optional adult's WTW 24-Month Time Clock. For purposes of meeting CalWORKs federal standards, the addition of the optional adult in a single-parent AU will not subject the AU to the requirement for two-parent AUs described in WIC section 11322.8(2). For single-parent AUs, one aided adult (the parent or the optional adult) must participate the full number of required overall and core hours to meet CalWORKs federal standards. Note that single-parent AUs that include an optional adult and a child under six in the home have a 30- (not a 20-) hour per week work requirement to meet CalWORKs federal standards.

For two-parent AUs that include three or more adults, the 35-hour total and 30-hour core requirement per week may be met by any aided adult alone or combined, but not more than two adults may combine hours to meet CalWORKs federal standards. For two-parent AUs that include an optional (and third) adult, meeting CalWORKs federal standards for the AU stops months from counting toward all three adults' WTW 24-Month Time Clocks.

**Educational Activities:**

6. Q. With the elimination of the core/non-core requirements in CalWORKs, how is study time to be treated within the WTW 24-Month Time Clock?

A. Prior to SB 1041, study time was divided into credit and non-credit, with non-credit study time only counting as a non-core activity at county option. With the removal of the core/non-core requirements this division no longer exists. The WTW 24-Month Time Clock is meant to give clients the necessary education, training, and other barrier removal activities they may need. The way in which study time is counted as an activity is changing as a result of this flexibility.

This change includes aligning the rules for study time within the WTW 24-Month Time Clock with the rules for study time under CalWORKs federal standards. Study time must count as part of an education or training activity if it meets the definition of supervised or unsupervised homework time as described in ACL 13-68. Hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time may be counted in the individual's WTW plan. The total of supervised and unsupervised homework hours must not exceed the hours required or advised by the education provider. For example, if a student was enrolled in six hours of classes each week, then the CWD could assign up to six hours of unsupervised study time each week, for a total of 12 hours in the assigned education activity. If the school's recommended homework time is three hours per each hour of class time, then the student's WTW plan may contain an additional 12 hours of homework time (for a total of 18), but the additional six hours of homework time must be supervised.

7. Q. Can a client with a Self-Initiated Program (SIP) WTW plan voluntarily attend assessment and sign a non-SIP WTW plan?

A. Yes. A client in a SIP can voluntarily choose to end his or her SIP at any time before the program is completed. If the client indicates an interest in ending the SIP, the county should discuss what other WTW plan options the client may have, including whether an assessment would be necessary for his or her situation. When necessary, an assessment will be conducted prior to the client choosing to end his or her SIP in order for the client to make an informed decision about the activities that would replace the SIP hours in his or her WTW plan. This discussion must be documented in the client's case file.

8. Q. When a client who is scheduled to meet CalWORKs federal standards has good cause for failure to participate, must he or she have good cause for at least 50 percent of his or her scheduled participation in the month for that month to not count toward the WTW 24-Month Time Clock, as described in ACL 13-37?
- A. No. The requirement that a month will not count toward the WTW 24-Month Time Clock only when the client has good cause for at least 50 percent of his or her participation requirements, as described in ACL 13-37, only applies to clients with a WTW plan designed to meet CalWORKs minimum standards. This requirement will not apply to clients whose plan is designed to meet CalWORKs federal standards. Instead, the CWD would follow the regular good cause rules. Days in which the client has good cause for failure to participate will not result in a failure to meet the CalWORKs federal standards and have the month count toward the WTW 24-Month Time Clock. Clients scheduled to meet CalWORKs federal standards and who have good cause for failure to participate will experience no change in their WTW 24-Month Time Clock status as a result.

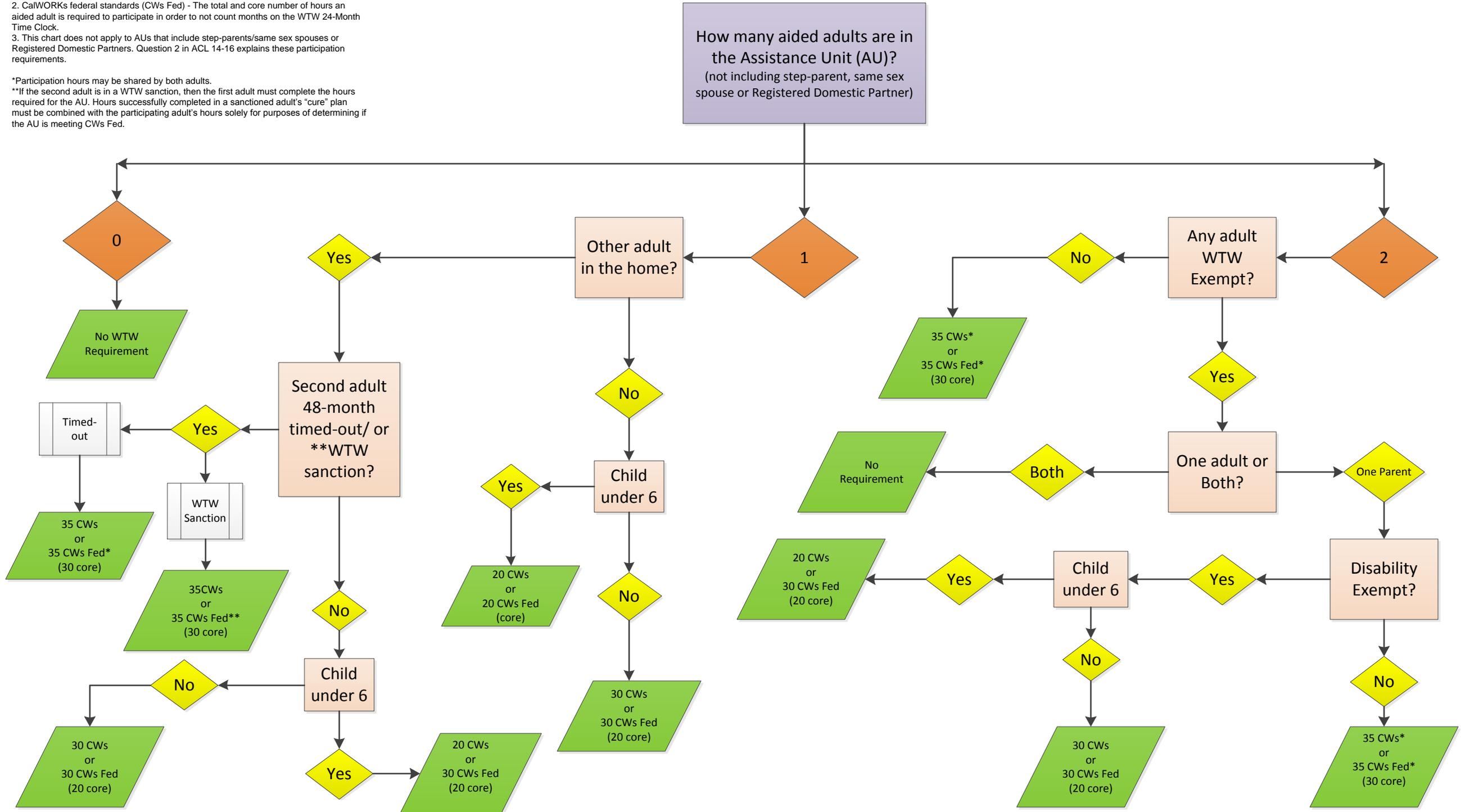
# CalWORKs WTW 24-Month Time Clock Hourly Work Participation Requirements Flow Chart

**Note:**

1. CalWORKs (CWs) - The number of hours an aided adult is required to participate while using the WTW 24-Month Time Clock.
2. CalWORKs federal standards (CWs Fed) - The total and core number of hours an aided adult is required to participate in order to not count months on the WTW 24-Month Time Clock.
3. This chart does not apply to AUs that include step-parents/same sex spouses or Registered Domestic Partners. Question 2 in ACL 14-16 explains these participation requirements.

\*Participation hours may be shared by both adults.

\*\*If the second adult is in a WTW sanction, then the first adult must complete the hours required for the AU. Hours successfully completed in a sanctioned adult's "cure" plan must be combined with the participating adult's hours solely for purposes of determining if the AU is meeting CWs Fed.



ACL 14-16 Attachment C

Welfare To Work 24-Month Time Clock

Two-Parent Assistant Units (AUs) (excluding AUs that include one parent that is exempt due to disability) and Single- Parent AUs with a Timed Out Parent Living in the Home

Adults in a two-parent AU each have their own individual CalWORKs WTW 24-Month Time Clock. Months are not counted toward both adults' 24-month clock when the AU meets CalWORKs federal standards (CW Fed). To meet CW Fed, two-parent AUs must participate a total of 35 hours per week, 30 of which must be in federal core activities. The hourly requirement can be met by one adult or through a combination of both adults' participation hours (core hours can be shared) as described below.

Months Count Yes	Months Count No	<b>Both Parents Participating (sharing hours) <u>Scenario #1</u></b> <i>Household meets CW Fed</i>	Explanation
	X	Parent One – 18 hours per week in employment (federal core) <u>Core hours: 35</u> Total hours: 35	Both parents participate and meet CW Fed – months are not counted toward both parents' clock.
	X	Parent Two – 17 hours per week vocational education within 12 months (federal core) <u>Core hours: 35</u> Total hours: 35	Both parents participate and meet CW Fed – months are not counted toward both parents' clock.

Months Count Yes	Months Count No	<b>Both Parents Participating (sharing hours) <u>Scenario #2</u></b> <i>Household does <u>not</u> meet CW</i>	Explanation
X		<i>Fed</i> Parent One – 18 hours per week in employment (federal core)	Both parents participate and do not meet CW Fed – months will count toward both parents' clock.
X		Parent Two – 17 hours per week vocational education within 12 months (federal core)	Both parents participate and do not meet CW Fed – months will count toward both parents' clock.

Months Count Yes	Months Count No	<b>One Parent Participating (one parent excused<sup>1</sup>, exempt<sup>2</sup>, or timed out) <u>Scenario #3</u></b> <i>Household meets CW Fed</i>	Explanation
	X	Fed Parent One – 18 hours per week in employment (federal core)	One parent meets CW Fed for the family – months are not counted toward either parent’s 24-month clock.
	X	Parent Two – 17 hours per week vocational education within 12 months (federal core)	One parent meets CW Fed for the family – months are not counted toward either parent’s 24-month clock.

Months Count Yes	Months Count No	<b>One Parent Participating (one parent excused<sup>1</sup>, exempt<sup>2</sup>, or timed out) <u>Scenario #4</u></b> <i>Household does <u>not</u> meet CW Fed</i>	Explanation
X		Parent One – 20 hours of employment (federal core) per week, 15 hours in job skills training (federal non-core)	One parent participates, but does not meet CW Fed – months will count toward the participating parent’s clock; months are not counted toward the non-participating parent’s clock.
	X	Parent Two – 0 participation hours per week Core hours: 20 Total hours: 35	One parent participates, but does not meet CW Fed – months will count toward the participating parent’s clock; months are not counted toward the non-participating parent’s clock.

Months Count Yes	Months Count No	<b>Both Parents Participating (one parent excused<sup>1</sup>, exempt<sup>2</sup>, or timed out) <u>Scenario #5</u></b> <i>Household meets CW Fed</i>	Explanation
	x	Parent One – 25 hours of employment per week (federal core), 10 hours per week in job skills training (CW minimum 35-hour requirement met)	The mandatory parent and non-mandatory parent combine hours to meet CW Fed – months are not counted toward both parents’ clock.
	X	Parent Two – 5 hours of employment per week (non-mandatory hours count for CW Fed) <u>Core hours: 30</u> Total hours: 40	The mandatory parent and non-mandatory parent combine hours to meet CW Fed – months are not counted toward both parents’ clock.