



WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

DECEMBER 12, 2016

ALL COUNTY LETTER NO. 16-102

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

SUBJECT: **DEEMING HOURS FOR CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) PARTICIPANTS IN APPROVED WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) CAREER PATHWAYS**

REFERENCES: [ASSEMBLY BILL \(AB\) 1603](#) (Chapter 25, Statutes of 2016); ALL COUNTY LETTER (ACL) NOS. [15-80](#) AND [16-51](#); WELFARE AND INSTITUTIONS CODE (WIC) SECTIONS [11322.8](#) AND [11322.83](#), CALIFORNIA DEPARTMENT OF SOCIAL SERVICES MANUAL OF POLICIES AND PROCEDURES (MPP) SECTIONS [42-709](#) and [42-711](#); UNITED STATES PUBLIC LAW (P.L.) [113-128](#) (WIOA STATUTE); AND [CALIFORNIA STATE WIOA PLAN](#)

REASON FOR THIS TRANSMITTAL

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

The purpose of this letter is to provide guidance regarding Approved WIOA Career Pathway activities for CalWORKs welfare-to-work (WTW) participants. Participation in Approved WIOA Career Pathway activities satisfies the hourly requirements for CalWORKs Minimum Standards (WTW 24-Month Time Clock). This policy is pursuant to section 10 of [AB 1603](#) (effective July 1, 2016) and the WIC section [11322.83](#). The goal of this career pathway strategy is to encourage and enhance the partnerships among County Welfare Departments (CWDs), America’s Job Centers of CaliforniaSM (AJCCs; formerly One-Stop Career Centers), and local workforce development boards (local boards) to help WTW participants achieve self-sufficiency.

Deeming Participation Hours

Prior to being considered for an Approved WIOA Career Pathway, participants are engaged in the WTW flow for upfront engagement activities, which may include orientation, appraisal, job search, assessment, and development of the WTW Plan Activity Assignment (WTW 2). When a WTW participant is engaged in activities that meet the requirements of Approved WIOA Career Pathway activities, the participation is deemed to meet the CalWORKs Minimum Standards hourly requirements and the participant's WTW 24-Month Time Clock ticks unless there is another qualifying condition that stops the clock. The number of hours for an Approved WIOA Career Pathway activity will vary based on the type of activity/ies needed for each pathway. The verification requirements for Approved WIOA Career Pathway activities are the same as for other WTW activities because Approved WIOA Career Pathway activities are also allowable WTW activities.

Satisfactory participation in an Approved WIOA Career Pathway meets the average weekly 20-, 30-, or 35-hour requirements described in the California Department of Social Services (CDSS) MPP section [42-711](#) even when the actual participation hours are less than the hourly requirements for participants subject to CalWORKs Minimum Standards. For example, if a parent in an assistance unit (AU) with a 35-hour requirement is making satisfactory progress in an Approved WIOA Career Pathway, that parent is deemed to meet the hourly requirement for CalWORKs Minimum Standards.

Participation in an Approved WIOA Career Pathway **cannot be deemed** to meet the requirements for **CalWORKs federal standards** as described in the WIC section [11322.8\(b\)](#). However, participation in Approved WIOA Career Pathway activities **may still meet** the requirements of CalWORKs federal standards if the activities fulfill the hourly requirements described in MPP section [42-709.2](#) and the core/non-core requirements as described in the MPP section [42-709.3](#).

Definition of Career Pathway

The WIOA statute at [P.L. 113-128, section 3\(7\)](#), defines a career pathway as a combination of rigorous and high-quality education, training, and other services that does the following:

- aligns with the skill needs of industries in the economy of the state or regional economy involved;
- prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships;
- includes counseling to support an individual in achieving the individual's education and career goals;
- includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational group;
- organizes education, training, and other services to meet the specific needs of an individual in a manner that accelerates the educational and career advancement of the individual;

- enables an individual to attain a secondary school diploma or its recognized equivalent [if needed], and at least one recognized postsecondary credential; and
- helps an individual enter or advance within a specific occupation or occupational group.

Counseling, as discussed in the definition of career pathway above may include but is not limited to job counseling through the AJCC or case management related to career pathway activities through the CWD. **Credential** as discussed in the definition of career pathway above refers to certificates and degrees that increase the likelihood of employment in a specific, high demand occupation or occupational group.

Examples of WTW activities that may meet the requirements of Approved WIOA Career Pathways include but are not limited to the following:

- Subsidized employment
- Vocational education training
- Job skills training directly related to employment
- Education directly related to employment

Additional information about career pathways is in the attachment to [ACL No. 16-51](#). Also, the California Workforce Development Board has issued a [policy brief](#) and the Administration for Children and Families has issued an [information memorandum](#) regarding career pathways for WTW participants.

Approved WIOA Career Pathway

An **Approved** WIOA Career Pathway results in industry recognized credentials and/or employment in occupations recognized as high demand by the local boards. To determine if WTW activities meet the requirements of an Approved WIOA Career Pathway, the CWDs communicate with the AJCCs, which are overseen by local boards. The CWDs are strongly encouraged to partner with their local AJCCs on career pathway activities, including for referrals to services not provided directly by the AJCCs. The Approved WIOA Career Pathway activities do not need to be held at or provided through an AJCC. Additionally, the participant must be making satisfactory progress in the Approved WIOA Career Pathway as determined by the CWD. Guidance for satisfactory progress is available in [ACL No. 15-80](#).

Initially, procedures for obtaining the local board's approval of career pathways are established through meetings or discussions between the CWD and representatives of the local board. Following agreement on these procedures, the local board updates the WIOA memorandum of understanding (MOU) with the CWD to include the procedures for approving WIOA career pathways. The WIOA MOU between local boards and CWDs is discussed in [ACL No. 16-51](#).

In order for a CWD to deem hours, an Approved WIOA Career Pathway must meet all of the following requirements:

- the activities are included in the participant's WTW 2;

- the activities meet the requirements of a career pathway program approved by the local board; and
- the participant must be making satisfactory progress in the pathway as determined by the CWD.

WIOA Purpose and Partnerships

The WIOA promotes collaboration and coordination across public agencies and funding sources to assist low-skilled adults and youth to obtain marketable skills and recognized credentials to help them enter and progress in the workforce. This is achieved via career pathways, which are focused on connecting education, training, and other services with in-demand occupations and the needs of employers.

The WIOA requires well-coordinated partnerships between WIOA and Temporary Assistance for Needy Families programs, including career pathways. Additionally, the WIOA statute at [P.L. 113-128 section 134\(c\)\(3\)\(E\)](#) states that individualized career services must be given on a priority basis to public assistance recipients. Furthermore, the CDSS agreed with the California Workforce Development Board in the [California State WIOA Plan](#) (appendix G) to promote the building of career pathway programs and elevate service delivery to improve client outcomes. Deeming hours for WTW participants in Approved WIOA Career Pathways helps the CDSS to fulfill that partnership agreement.

If you have questions about this letter or the WIOA, contact your CalWORKs Employment Bureau county consultant at (916) 654-2137.

Sincerely,

Original Document Signed By:

TODD R. BLAND
Deputy Director
Welfare to Work Division

c: CWDA