



CDSS

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](http://www.cdss.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

September 30, 2016

ALL COUNTY LETTER (ACL) NO. 16-76

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CalWORKs PROGRAM SPECIALISTS  
ALL CalFresh COORDINATORS  
ALL CONSORTIUM PROJECT MANAGERS  
ALL WELFARE-TO-WORK COORDINATORS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO  
KIDS (CalWORKs): REVISED CW 2184, CW 2189, CW 2190A AND  
CW 2190B FORMS

REFERENCES: MANUAL OF POLICIES AND PROCEDURES (MPP) SECTIONS  
[40-107\(C\)](#), [40-107\(D\)](#), [42-302.1](#), [42-302.2](#), [42-302.111](#), [42-302.112](#),  
[42-302.113](#), [42-302.114](#), [42-711.56](#), [42-711.57](#), [42-711.58](#), [42-715](#)  
[ACL NO. 13-81](#), [ACL NO. 14-12](#), [ACL NO. 14-17](#), [ACL NO. 14-61](#),  
[ACL NO. 14-64](#), [ACL NO. 14-81](#), [ACL NO. 15-01](#), [ACL NO. 15-02](#),  
[ACL NO. 15-03](#)

This ACL transmits four revised CalWORKs forms: the CW 2184, CW 2189, CW 2190A and CW 2190B. The CDSS revised these CW forms based on input and feedback from County Welfare Departments (CWDs) and welfare advocates. Issuance of this ACL will also serve to remind CWDs of the importance of understanding CalWORKs 48-Month Time Limit extensions.

With respect to CalWORKs 48-Month Time Limit extensions, CWDs are reminded to screen clients nearing the end of their CalWORKs 48-Month Time Limit to determine eligibility for a time limit extension. Criterion used to determine eligibility for an extender under MPP Section 42-302.1, et seq. include: client's age, whether or not they are a possible caregiver, potential disabilities, whether domestic violence is present, client's past participation, determination if the client is incapable of participation or employment due to a documented impairment as listed in MPP Sections 42-711.56-.58, whether given documentation of the impairment, the impairment is too severe for employment or

REASON FOR THIS TRANSMITTAL

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

WTW activities and there is a lack of reasonable accommodation as discussed in MPP Section 42-302.114(b)(2)(A)-(C).

### **The CW 2184, CW 2189, CW 2190A and CW 2190B**

CW 2184 – The “CalWORKs 48-Month Time Limit” notice informs clients about the CalWORKs 48-Month Time Limit. In addition to general information about the CalWORKs 48-Month Time Limit, the CW 2184 informs clients about time limit exceptions, exemptions and waivers per MPP Sections 42-301 through 42-302.2.

The changes to the CW 2184 include:

- removal of the previous young child exemption and lack of supportive services exemption that expired in 2012
- addition of the one-time young child exemption
- revision of the disability impairment extender definition

CW 2189 – The “Notice of Your CalWORKs Time Limit-42nd Month on Aid” informs the client that he or she is 6 months from the end of the CalWORKs 48-Month Time Limit as required by MPP Sections 40-107(C) and 40-107(D). This is intended to facilitate a dialogue between the CWD and client in anticipation of the client transitioning off of aid, modifying his or her plan if the assessment indicates it is necessary or to obtain an extension, if eligible. Language was added to the second bullet clarifying that an exemption stops the client’s CalWORKs 48-Month time clock.

CW 2190A – Checkbox number five was added to the CW 2190A “CalWORKs 48-Month Time Limit Extender Request Form.” This addition was made to distinguish when an extension for being unable to maintain employment or participate in WTW is requested under MPP Section 42-302.114.

Hearing rights information was added to this form and one sentence was removed from the bulleted section that was considered redundant.

CW 2190B – This form originally informed clients that they had been denied a CalWORKs 48-Month Time Limit extension. The CW 2190B has been modified to include whether or not a client has been approved, and a space to describe the reason for the approval.

### **CAMERA READY COPIES AND TRANSLATIONS:**

For a camera-ready copy in English, contact the CDSS Forms Management Unit at [fmudss@dss.ca.gov](mailto:fmudss@dss.ca.gov). You may obtain these forms from the CDSS webpage at: <http://www.dss.cahwnet.gov/cdssweb/PG167.htm>.

When all translations are completed per Manual of Policies and Procedures (MPP) Section 21-115.2, they are posted on an on-going basis on the CDSS webpage. Copies of the translated forms can be obtained at:  
[http://www.dss.cahwnet.gov/cdssweb/FormsandPu\\_274.htm](http://www.dss.cahwnet.gov/cdssweb/FormsandPu_274.htm).

For questions on translated materials, please contact the CDSS Language Services at (916) 651-8876. Until translations are available, recipients who have elected to receive materials in languages other than English should be sent the English version of the form or notice along with the GEN 1365 - Notice of Language Services and a local contact number. <http://www.cdss.ca.gov/cdssweb/entres/forms/Multi/GEN1365MUL.pdf>.

The CWDs shall ensure that effective bilingual services are provided. This requirement may be met through utilization of paid interpreters, qualified bilingual employees, and qualified employees of other agencies or community resources. These services shall be provided free of charge to the applicant/recipient.

In the event that CDSS does not provide translations of a form, it is the CWD's responsibility to provide interpreter services if an applicant or recipient requests them. More information regarding translations can be found in MPP Section 21-115.

The ACL and other CDSS Letters and Notices are available on the internet at:  
<http://www.dss.cahwnet.gov/lettersnotices/default.htm>.

If you have any questions regarding this letter, please contact the CalWORKs Eligibility Bureau at (916) 654-1322.

Sincerely,

***Original Document Signed By:***

TODD R. BLAND  
Deputy Director  
Welfare to Work Division

Attachments