

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



June 4, 2004

ALL COUNTY INFORMATION NOTICE NO. I-38-04

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CalWORKs PROGRAM SPECIALISTS  
ALL WELFARE TO WORK COORDINATORS

**SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS  
(CalWORKs) WELFARE-TO-WORK (WTW) INTER-COUNTY TRANSFERS**

REFERENCE: ALL COUNTY LETTER 01-71

The purpose of this letter is to provide counties with guidelines for developing and approving WTW plans for, and providing supportive services to, CalWORKs recipients who move from one county to another and must participate in the CalWORKs WTW program.

Manual of Policies and Procedures (MPP) Section 40-187 requires that a county approve or deny cash assistance for an individual who has transferred into the county, within 30 days from the date that it is notified of the transfer by the individual's previous county. Within this 30-day time period, the California Department of Social Services (CDSS) encourages counties to make every effort to help the individual make a smooth and expeditious transition into the WTW program in his or her new county of residence. In doing so, counties can assist individuals to make the most effective use of their limited time to receive the cash assistance and WTW services under CalWORKs that they need to become employed and self-sufficient as soon as possible. It should be noted that, while the Department suggests that counties complete these tasks within a 30-day timeframe, counties can, by mutual agreement, complete the transfer of responsibility for these cases sooner.

As part of the 30-day transition process mentioned above, the second county should establish a CalWORKs WTW case and ensure that the transferred individual is engaged in WTW activities. During this time, the county can meet with the person to discuss his or her employment history, job skills, educational background, need for supportive services, and other information that is relevant to the individual's participation in the WTW program. Additionally, the county should review the individual's previous CalWORKs WTW plan, if one was completed, as part of the information gathering process. In accordance with MPP Section 40-188.13, the WTW plan is among the documentation that must be provided to the second county by the previous county within seven working days from the notification date of a case transfer.

When individuals transfer to another county, but do not have a completed WTW plan, the second county should place them in the activity in which they were participating in the previous county so that they resume participation from where they were in the CalWORKs WTW program flow in the previous county. For example, if an employee's assigned activity in the first county is to attend job club, then the second county should schedule the individual for job club. If a transferring individual has a WTW plan, the county must determine whether the activities and services included in that plan remain appropriate, given the labor market and available resources in the current county. When continued participation in an activity is appropriate, the county should refer the individual to that activity, when feasible. If a specific activity is appropriate, but not available, the county should attempt to refer the individual to a comparable activity. If the county determines that the activities and services in the previous WTW plan are no longer appropriate, it must determine the appropriate WTW activity for that individual and amend his or her WTW plan (using the WTW 2, Welfare to Work Plan – Activity Assignment, or WTW 3, Welfare to Work – Activity Assignment Change), based on pertinent information that the county gathered during the transfer period.

In some cases, an individual transferring to a nearby county may be able to continue with the activity and service provider that are identified in the previous WTW plan. However, allowing the individual to continue with that plan is solely at county discretion, since no county is required to accept a WTW plan that was developed by another county. To determine whether to allow an individual to continue with his or her previous plan, counties should consider the following factors to develop an overall picture of the individual's past and current capabilities:

1. Whether the activity is appropriate for the individual.
2. Whether participation in, and/or successful completion of, the program will assist the individual to find a job in this county (is the program providing training that will lead to employment in a demand occupation).
3. Whether the training location is within the norm of how far other people in the same county customarily travel for training or for work.
4. Whether the individual is currently meeting the hourly work participation requirement, making satisfactory progress, and complying with other program requirements.
5. Whether the individual complied with the requirements of his or her current program in a manner that leads the county to believe that he or she will successfully complete the program.
6. Whether the individual will be able to complete the current activity within a reasonable period of time.

Once consideration is given to the above factors, the county can better decide whether it is practical and feasible to allow the individual to continue in the same activity and/or service provider that was identified in the previous WTW plan or if a new WTW plan should be developed.

In addition, CDSS is reminding counties that MPP Section 42-750 requires that counties provide the necessary supportive services, i.e., assistance with transportation, child care, and work-related expenses, to enable CalWORKs recipients to participate in the program activity to which he or she is assigned or to accept or retain employment. Therefore, the determination of what supportive services will be provided to an individual should also be made as part of the case transfer process. However, it also should be noted that, when appropriate, child care services can be provided in the second county before the completion of the 30-day cash assistance transfer period. New child care intercounty transfer regulations (MPP Section 47-310 et seq.), with an effective date of June 12, 2004, will be issued shortly and will provide clarification on establishing child care cases when individuals transfer from one county to another. In cases when an individual transfers to a nearby county, and the second county opts to allow the individual to continue with his or her existing WTW plan, it is critical that both counties make efforts for the seamless provision of necessary supportive services to the individual, therefore assisting him or her to avoid any break in participation.

As stated earlier in this letter, the process of transferring an individual into both the cash assistance and WTW components of CalWORKs simultaneously when he or she transfers to a new county is critical to assisting the person make the most effective use of his or her limited time to receive CalWORKs cash aid and employment-related services. Expediting an individual's participation in WTW can lead to earlier employment opportunities for him or her, which may assist the county to reduce its caseload and program costs, as the individual finds employment and reduces his or her dependency on cash assistance.

If you have questions regarding this matter, please contact May Otow, Employment Bureau, at (916) 654-1394. For questions regarding the provision of child-care during an intercounty transfer, please contact Krista Meek at (916) 654-1507.

Sincerely,

***Original signed by  
Charr Lee Metsker on 6/4/04***

CHARR LEE METSKER, Chief  
Employment and Eligibility Branch

c: CWDA  
CSAC