



CDSS

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**DEPARTMENT OF SOCIAL SERVICES**

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November 10, 2009

ALL COUNTY LETTER NO. 09-46

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CalWORKs PROGRAM SPECIALISTS  
ALL COUNTY WELFARE-TO-WORK COORDINATORS  
ALL CONSORTIUM PROJECT MANAGERS  
ALL REFUGEE PROGRAM COORDINATORS  
ALL CHILD CARE COORDINATORS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) SHORT TERM CHANGES IMPLEMENTATION GUIDELINES

REFERENCE: ASSEMBLY BILL (AB) X4 4, (CHAPTER 4, STATUTES OF THE FOURTH EXTRAORDINARY SESSION OF 2009)

The purpose of this letter is to inform counties of the short-term changes to the CalWORKs program that were enacted on July 28, 2009 as a result of the passage of AB X4 4 (Chapter 4, Statutes of the Fourth Extraordinary Session of 2009). These short-term changes, which are effective as of August 1, 2009, include the following:

- Counties' option to redirect mental health and substance abuse funding to and from other employment services,
- Time limit exemptions and welfare-to-work (WTW) participation exemptions for clients with young children, and
- Time limit exemptions for clients who have been granted good cause for lack of supportive services.

This letter also provides guidance on informing requirements, transmits temporary forms, and supplies counties with the Welfare Data Tracking Implementation Project (WDTIP) codes for the temporary time limit exemptions.

### **Background**

The passage of the Budget Act of 2009 as well as AB X4 4 impacted the CalWORKs program significantly. The Budget Act included an approximate reduction of \$376 million to the CalWORKs single allocation in the 2009-10 budget year and AB X4 4 enacted statutory changes which affect funding and exemptions in the CalWORKs program. This reduction, along with the overall increasing caseload for CalWORKs, will likely result in insufficient funding to provide the full range of WTW services to all current and new CalWORKs clients in the 2009-2010 and 2010-2011 fiscal years.

The statutory changes included in AB X4 4 allow for more effective utilization of limited resources for CalWORKs services and provide counties additional flexibility to address funding constraints. AB X4 4 also states the goal of the Legislature to minimize disruption of WTW services for those clients already participating, and prioritize exemptions and good cause for new applicants. These short-term changes continue through June 30, 2011. AB X4 4 authorized the California Department of Social Services (CDSS) to implement the statute initially through All County Letter (ACL) or letters, followed by emergency regulations which will be issued no later than July 1, 2010.

### **County Flexibility to Redirect Mental Health and Substance Abuse Funding**

AB X4 4 provides counties the flexibility to temporarily redirect CalWORKs mental health and substance abuse treatment services funding to and from other employment services. This means that counties may use resources from their county's mental health and substance abuse services allocations to pay for other critical CalWORKs services, and vice versa. However, if counties shift mental health and substance abuse funds to cover other CalWORKs employment services expenses and mental health and substance abuse treatment services become unavailable, the clients who exhibit a need for these activities in their WTW plan must be granted good cause from participation due to a situation "that temporarily prevents or significantly impairs the client's ability to be regularly employed or to participate in welfare-to-work activities," pursuant to Welfare and Institutions Code (WIC) Section 11320.3, subdivision (f). Counties are reminded that if employment services funds are redirected from the CalWORKs Single Allocation, they can only be used for non-medical substance abuse and mental health treatment services.

### **New Time Limit and Welfare to Work Exemptions**

AB X4 4 established two new, temporary CalWORKs time limit exemptions which will remain in effect through June 30, 2011. The new exemptions apply to clients who are caring for young children and to clients who may be granted good cause from WTW participation due to a lack of supportive services. These exemptions do not apply to the federal Temporary Assistance for Needy Families time limit.

### **Time Limit and Welfare to Work Exemptions: Clients with Young Children**

AB X4 4 amended WIC Section 11320.3, allowing an additional exemption from WTW activities for a parent or caretaker relative who has primary responsibility for personally providing care to one child who is from 12 months to 23 months of age, or two or more

children who are under six years of age. The county can automatically exempt all clients who qualify for these new exemptions. Those clients who are granted this exemption will not be required to participate and will have their CalWORKs 60-month time clock stopped until they no longer meet these criteria, or until July 1, 2011, whichever comes first. Clients meeting the WTW exemption criteria may be provided the option to volunteer if funding is available to meet their service needs. If a county cannot provide necessary supportive services to clients who wish to volunteer, those clients will remain in exempt status.

For clients in a two-parent assistance unit, currently only one parent or caretaker relative can be granted the exemption based on the care of a child (Manual of Policies and Procedures Section 42-712.473). This principle also applies to the new exemption for clients with young children. One client in a two-parent assistance unit can receive the exemption if the other client is not available to care for the child due to his or her own participation and fulfillment of the 35-hour participation requirement. Necessary supportive services, such as transportation or other ancillary services, would need to be provided to the participating client. Once the exemption ends, the client is not required to participate as long as the other client continues to satisfy the required hours of participation for the assistance unit.

For the purposes of these new temporary exemptions for clients with young children, the exemption automatically cures a sanction. If a sanctioned client meets the new exemption criteria the client must be considered to have cured the sanction by becoming exempt. A sanctioned client that becomes exempt should be added back to the assistance unit in accordance with ACL 03-59. If a client who met the new exemption criteria was in sanction status prior to August 1, 2009, the client should be considered to have cured their sanction and added back to the assistance unit on August 1, 2009. If the client did not meet the new criteria and was sanctioned on or after August 1, 2009, but subsequently he or she meets the new exemption criteria, the client should be added back to the assistance unit the first of the month following the date he or she met the new exemption criteria.

Once the client's temporary exemption ends, the client should be required to sign a new welfare-to-work plan (WTW 2) based on the client's assessment. If the client does not sign a welfare-to-work plan he or she will be noncompliant and return to sanction status.

#### **Time Limit Exemptions: Lack of Supportive Services**

All available funding for supportive services for the 2009-10 fiscal year has already been dispersed to the counties in the CalWORKs Single Allocation. This allocation included the child care reserve that is usually available upon request toward the middle/end of the year. This Child Care reserve portion was issued as a planning allocation contingent upon approval by the Department of Finance and the Legislature. No further funds will be available for the remainder of the year.

Given the reduced funding and the likelihood that counties will not be able to serve all mandated families, counties must establish how best to serve their current population by reviewing their budgets and determining how many of their currently participating clients they can afford to serve. Counties may grant good cause to current clients if there is inadequate funding to fully meet their service needs. Once funding availability has been determined, it is recommended that counties determine whether, and if so how much, funding remains to serve other mandated clients and new applicants.

AB X4 4 states the intent of the Legislature to provide counties additional flexibility to address funding constraints when providing services to their CalWORKs clients. Clients who receive good cause from WTW participation for lack of supportive services will have their CalWORKs 60-month time clock stopped until the county is able to provide those services, or until July 1, 2011, whichever comes first. AB X4 4 also states the intent of the Legislature not to disrupt services for those CalWORKs clients who are already participating, and prioritize exemptions and good cause for new applicants. However, this does not preclude counties from granting these exemptions to current clients if there is inadequate funding to fully meet their service needs. Written policies for granting good cause due to lack of funding for supportive services must be developed.

#### **Providing Notice to Clients of the New Temporary Exemptions**

Within 30 days of the transmittal of this ACL, counties shall advise current WTW clients who are now exempt due to the new AB X4 4 exemptions that they no longer have an obligation to participate in WTW activities. Counties shall not terminate services for newly-exempt, current clients without first providing such clients a reasonable opportunity to volunteer to continue participating. Counties shall permit all current clients who volunteer to continue participating, unless the county determines that it cannot pay for necessary supportive services. Counties' written notification should include the following suggested language; however, counties may modify the language to include appropriate reference to individual county WTW programs:

##### Notice for Age Related Exemption:

You are excused from welfare-to-work activities under a new state law because you have young children. This is known as an exemption.

\_\_ You are exempt because you have a child between the age of 12 months and 23 months. This exemption will last until June 30, 2011 or until the child turns two, whichever comes first.

\_\_ You are exempt because you have two or more children under the age of six. This exemption will last until June 30, 2011 or until you do not have two children under age six, whichever comes first.

You are excused from welfare-to-work activities, but you can choose to volunteer for welfare-to-work activities. If you volunteer, we may be able to pay for transportation,

child care and other costs such as work clothing or tools, books, and supplies, if funding allows.

These exemptions stop your CalWORKs 60-month time clock to get cash aid.

If you are currently sanctioned, your sanction will stop and you will get your part of the family's cash aid back.

Call your worker for more information. If you do not know how to contact your worker, call your county at \_\_\_\_\_.

Notice for Lack of Supportive Services:

The county does not have money to pay for your supportive services such as child care, books, and tools at this time. For this reason we are excusing you from welfare-to-work activities until we contact you again, or until June 30, 2011, whichever comes first.

While you are excused from WTW activities, your CalWORKs 60-month time clock to get cash aid is stopped.

Call your worker for more information. If you do not know how to contact your worker, call your county at \_\_\_\_\_.

**Forms**

**TEMP CW 2186A**

The attached TEMP CW 2186A has been revised to include the new WTW participation exemption and the 60-month time limit exemptions for applicants or recipients who have young children or have been given good cause due to lack of supportive services. These new exemptions have been added to the back side of the form, which lists exemptions that do not need to be requested. This temporary form is used in the same manner as the existing CW 2186A CalWORKs Time Limit and Welfare-to-Work Participation Exemption Request Form. This new temporary form will expire on June 30, 2011, at which time counties must resume their use of the original CW 2186A.

**CW 2186B**

The current CW 2186B CalWORKs and Welfare to Work Time Limit Exemption Determination form shall remain in use. Counties shall use this form to notify applicants or clients of their 60-month time limit and WTW participation exemptions.

**TEMP M40-107a**

When making adjustments to time on aid (TOA) clocks due to the new time limit exemptions, counties shall send clients the notice of action (NOA) TEMP M40-107a (attached). This NOA explains the change in the exemptions rules and provides information regarding the adults' remaining time on aid. Counties can show the new time limit count as

of August 1, 2009. All other existing notice requirements remain in place, i.e. counties must provide time limit information in accordance with MPP Section 40-107(a)(4) and will send NOAs at the time of the initial eligibility determination, during redeterminations of eligibility, and at the 54th and 60th month time intervals.

For a camera-ready copy of any of the above mentioned forms in English or any questions regarding forms, please contact the Forms Management Unit at [fmudss@dss.ca.gov](mailto:fmudss@dss.ca.gov). If your office has Internet access, you may obtain these forms from the CDSS web page at: [http://www.dss.cahwnet.gov/cdssweb/FormsandPu\\_271.htm](http://www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm).

When translations are completed, they are posted on an ongoing basis on CDSS' website for use by the counties pursuant to MPP Section 21-115.2. Copies of translated forms may be obtained at [http://www.dss.cahwnet.gov/cdssweb/FormsandPu\\_274.htm](http://www.dss.cahwnet.gov/cdssweb/FormsandPu_274.htm). For questions regarding translated materials, please contact Language Services at (916) 651-8876.

**New Welfare Data Tracking Implementation Project (WDTIP) Tracking Recipients Across California (TRAC) Codes**

Counties must ensure clients with these time limit exemptions are identified and appropriately tracked on the WDTIP TRAC system. Two new separate WDTIP TRAC codes have been created for clients who qualify for the new exemptions. Counties will use Program Exception Code (PEC) 03 and Program Exception Reason Code (PERC) 316 to identify those cases in which parents are exempt from WTW activities due to providing care for young children. Counties will use PEC 04 and PERC 407 to identify cases in which clients have received good cause for lack of supportive services. Additional WDTIP TRAC instructions will be provided under separate cover.

If you have questions or need additional information regarding this ACL, contact your CalWORKs Employment Bureau county consultant at (916) 654-2137 or your CalWORKs Eligibility consultant at (916) 654-1322. If you have questions regarding child care policies or the planning allocation of the 2009-10 child care reserve, please call the Child Care Programs Bureau at (916) 657-2144.

Sincerely,

***Original Document Signed By:***

CHARR LEE METSKER  
Deputy Director  
Welfare to Work Division

Attachment

**CalWORKs TIME LIMIT and WELFARE-TO-WORK PARTICIPATION EXEMPTION REQUEST FORM**

PLEASE PRINT

YOUR NAME		<b>COUNTY USE ONLY</b>	
ADDRESS	STREET	COUNTY	
CITY	ZIP	CASE NAME	
PHONE (     )		CASE NO.	OTHER ID NO.
<b>QUESTIONS? ASK YOUR WORKER.</b>		WORKER NAME	WORKER PHONE NO. (     )

Most adults can only receive 60 months (5 years) of cash aid from the CalWORKs program. Unless exempt, an individual is required to participate in CalWORKs Welfare-to-Work activities as a condition for receiving aid.

**INSTRUCTIONS TO THE CLIENT:**

If you answer "Yes" to any of these questions, you may be exempt for a month or longer from the CalWORKs 60-month time limit and Welfare-to-Work participation. You may need to give information to help the county decide if you should be exempt. Please answer all of the questions. **The county cannot answer these questions for you. Please be sure to sign and date the back of this form.**

**YES    NO    Welfare-to-Work Participation**

1. Are you pregnant and does a doctor state that you cannot work or participate in Welfare-to-Work activities for 32 hours per week if you are a one-parent assistance unit or for 35 hours per week if you are a two-parent assistance unit?
2. Are you the parent or caretaker of a child age \_\_\_\_\_ or under? (Depending on the County, you may be exempt if your child is 12 weeks old or under, six (6) months old or under, or 12 months old or under.) This exemption is available only once.
3. If you have used exemption #2, have you recently become the parent or caretaker of another infant? (Depending on the County, you may be exempt for 12 weeks to 6 months.)
4. Are you a full time volunteer in the Volunteers in Service to America (VISTA) Program?

**YES    NO    CalWORKs 60-Month Time Limit and Welfare-to-Work Participation Exemptions**

5. Are you a 16-or 17-year old who has a high school diploma or its equivalent and is enrolled or planning to enroll in a educational, vocational or technical school training program?
6. Are you physically or mentally unable to work or participate in a Welfare-to-Work activity for 32 hours per week if you are a one-parent assistance unit or for 35 hours per week if you are a two-parent assistance unit on a regular basis for at least 30 calendar days? Please provide any medical proof of your disability.
7. Are you the nonparent caretaker of a child who is a dependent or ward of the court, or at risk of being placed in foster care?
8. Do you need to stay home to take care of someone in the household who cannot take care of him/herself, which makes it hard for you to work or participate in a Welfare-to-Work activity?
9. Are you eligible for, participating in, or exempt from Cal-Learn? You are not eligible for this exemption if you are 19 years old but are not participating in Cal-Learn as a volunteer.
10. Are you living in Indian Country, as defined by federal law, in which 50 percent of the adults are unemployed? (This exemption applies only to the 60-month time limit, not the Welfare-to-Work participation exemption.)

**PLEASE READ THE BACK OF THIS FORM TO FIND OUT ABOUT MORE EXEMPTIONS.**

## CalWORKs TIME LIMIT and WELFARE-TO-WORK PARTICIPATION EXEMPTION REQUEST FORM (BACK)

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**Welfare-to-Work Participation Exemptions** - You do NOT have to return this form for these exemptions.

You will not be required to participate in the Welfare-to-Work program if any of the reasons apply to you.

- You are under 16 years old.
- You are 16, 17, or 18 years old and in high school or adult school.
- You are 60 years or older.
- You are the parent or caretaker of one child who is between 12 and 23 months of age, or two or more children who are under six years of age.

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**CalWORKs 60-Month Time Limit Exemptions** - You do NOT have to request these exemptions, on this form. You may contact your worker if any of these reasons apply to you.

A month of aid will not count against your 60-month time limit if any of the reasons listed below apply to you.

- You did not receive CalWORKs cash aid because your grant was less than \$10.
- Your cash grant is fully repaid by child support collection.
- You are only receiving supportive services such as child care, transportation, and case management.
- You are 60 years or older.
- You are the parent or caretaker of one child who is between 12 and 23 months of age, or two or more children who are under six years of age.
- You have been given good cause from Welfare-To-Work participation due to lack of supportive services.

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### **CalWORKs 60-Month Time Limit and Welfare-to-Work Participation Waivers**

If you or a family member are a past or present victim of domestic abuse and the county determines that your condition or situation prevents or impairs your ability to be regularly employed or to participate in Welfare-to-Work activities, the county may waive the CalWORKs 60-month time limit and/or the Welfare-to-Work participation requirements. You do not have to complete this form to get a waiver to the time limits. You may contact your worker to request a domestic abuse waiver.

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- You will be informed in writing whether or not you are exempt from the CalWORKs time limit and/or Welfare-to-Work participation and the reason why.
  - You may be asked to give the county proof of your reason for requesting an exemption.
  - If you do not agree with the county, you may ask for a State hearing.
  - Depending on your situation, you may be evaluated each month to determine if you continue to be exempt.

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YOUR SIGNATURE

DATE



# CalWORKs and WELFARE TO WORK TIME LIMIT EXEMPTION DETERMINATION

COUNTY	
CASE NAME	
CASE NO.	OTHER ID NO.
WORKER NAME	

Questions? Ask your worker.

Date \_\_\_\_\_

On \_\_\_\_\_, \_\_\_\_\_ requested an exemption, and the county made the following determination: (DATE) (NAME)

### A. WELFARE TO WORK PARTICIPATION (WTW) EXEMPTIONS

- 1.  The exemption is APPROVED.

He/she will not be required to participate in Welfare to Work. His/her exemption will end on \_\_\_\_\_. If his/her exemption should continue, he/she must provide information to show that it should continue, before the ending date above, or he/she will be expected to participate in Welfare to Work.

He/she can ask to volunteer to participate in Welfare to Work and will be told what activities and/or services are available.

Reason for exemption from Welfare to Work participation: \_\_\_\_\_

His/her condition may be looked at again to see if he/she continues to be exempt. If he/she is no longer exempt, he/she will be expected to participate in Welfare to Work.

- 2.  The exemption is DENIED.

He/she is required to participate in Welfare to Work. He/she will get a notice from the county telling him/her when to attend the Welfare to Work activities and/or services.

Reason for Denial: \_\_\_\_\_

### B. CalWORKs 60-MONTH TIME LIMIT EXEMPTIONS

- 1.  The exemption is APPROVED.

Each month of aid for the period that his/her condition or circumstance lasts will not count toward the CalWORKs 60-month time limit. His/her exemption will end on \_\_\_\_\_. If his/her exemption should continue, he/she must provide information to show that it should continue, before the ending date above, or he/she will be expected to participate in Welfare to Work.

Reason for exemption: \_\_\_\_\_

His/her condition may be looked at again to see if he/she continues to be exempt. If he/she is no longer exempt, each month of aid will count toward the 60-month time limit.

- 2.  The exemption is DENIED.

Each month of aid will continue to count toward the CalWORKs 60-month time limit.

Reason for Denial: \_\_\_\_\_

**CONTACT YOUR WORKER IF YOU THINK THIS NOTICE IS WRONG. YOU MAY ALSO ASK FOR A STATE HEARING. "YOUR HEARING RIGHTS" FORM ON THE BACK SIDE OF THIS PAGE TELLS YOU HOW TO ASK FOR A STATE HEARING.**

**Rules:** These rules apply; you may review them at your welfare office: MPP 42-302.1, 42- 302.2, 42-302.21, 42-302.3 - .34, 42-710, and 42-712.

## YOUR HEARING RIGHTS

You have the right to ask for a hearing if you disagree with any county action. You have only 90 days to ask for a hearing. The 90 days started the day after the county gave or mailed you this notice.

If you ask for a hearing before an action on Cash Aid, Medi-Cal, Food Stamps, or Child Care takes place:

- Your Cash Aid or Medi-Cal will stay the same while you wait for a hearing.
- Your Child Care Services may stay the same while you wait for a hearing.
- Your Food Stamps will stay the same until the hearing or the end of your certification period, whichever is earlier.

If the hearing decision says we are right, you will owe us for any extra Cash Aid, Food Stamps or Child Care Services you got.

To let us lower or stop your benefits before the hearing, check below:

Yes, lower or stop:  Cash Aid  Food Stamps  Child Care

While You Wait for a Hearing Decision for:

### Welfare to Work:

You do not have to take part in the activities.

You may receive child care payments for employment and for activities approved by the county before this notice.

If we told you your other supportive services payments will stop, you will not get any more payments, even if you go to your activity.

If we told you we will pay your other supportive services, they will be paid in the amount and in the way we told you in this notice.

- To get those supportive services, you must go to the activity the county told you to attend.
- If the amount of supportive services the county pays while you wait for a hearing decision is not enough to allow you to participate, you can stop going to the activity.

### Cal-Learn:

- You cannot participate in the Cal-Learn Program if we told you we cannot serve you.
- We will only pay for Cal-Learn supportive services for an approved activity.

## OTHER INFORMATION

**Medi-Cal Managed Care Plan Members:** The action on this notice may stop you from getting services from your managed care health plan. You may wish to contact your health plan membership services if you have questions.

**Child and/or Medical Support:** The local child support agency will help collect support at no cost even if you are not on cash aid. If they now collect support for you, they will keep doing so unless you tell them in writing to stop. They will send you current support money collected but will keep past due money collected that is owed to the county.

**Family Planning:** Your welfare office will give you information when you ask for it.

**Hearing File:** If you ask for a hearing, the State Hearing Division will set up a file. You have the right to see this file before your hearing and to get a copy of the county's written position on your case at least two days before the hearing. The state may give your hearing file to the Welfare Department and the U.S. Departments of Health and Human Services and Agriculture. **(W&I Code Sections 10850 and 10950.)**

## TO ASK FOR A HEARING:

- Fill out this page.
- Make a copy of the front and back of this page for your records. If you ask, your worker will get you a copy of this page.
- Send or take this page to:

OR

- Call toll free: 1-800-952-5253 or for hearing or speech impaired who use TDD, 1-800-952-8349.

To Get Help: You can ask about your hearing rights or for a legal aid referral at the toll-free state phone numbers listed above. You may get free legal help at your local legal aid or welfare rights office.

If you do not want to go to the hearing alone, you can bring a friend or someone with you.

### HEARING REQUEST

I want a hearing due to an action by the Welfare Department of \_\_\_\_\_ County about my:

Cash Aid  Food Stamps  Medi-Cal

Other (list) \_\_\_\_\_

Here's Why: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you need more space, check here and add a page.

I need the state to provide me with an interpreter at no cost to me. (A relative or friend cannot interpret for you at the hearing.)

My language or dialect is: \_\_\_\_\_

NAME OF PERSON WHOSE BENEFITS WERE DENIED, CHANGED OR STOPPED

BIRTH DATE

PHONE NUMBER

STREET ADDRESS

CITY

STATE

ZIP CODE

SIGNATURE

DATE

NAME OF PERSON COMPLETING THIS FORM

PHONE NUMBER

I want the person named below to represent me at this hearing. I give my permission for this person to see my records or go to the hearing for me. (This person can be a friend or relative but cannot interpret for you.)

NAME

PHONE NUMBER

STREET ADDRESS

CITY

STATE

ZIP CODE

Action: Change  
Issue: CalWORKs 60-Month Time Limit  
Title: Time on Aid (unticking months  
due to temporary exemptions)

Auto ID No.:  
Source :  
Issued by :  
Reg Cite : 40-107(a)(4), 42-302, 42-302.21, 42-712

Use Form No.: NA 530  
Original Date: 09-01-09  
Revision Date:

MESSAGE:

As of \_\_\_\_\_, the county has determined that you,  
\_\_\_\_\_ have used \_\_\_\_\_ months of  
your lifetime 60-month time limit of CalWORKs cash  
aid.

Here's why:

Beginning July 28, 2009, the CalWORKs rules about  
time limit exemptions have changed. There are two  
new exemptions that can stop your CalWORKs 60-  
month time limit clock. Your clock will remain stopped  
until you do not meet the condition checked below, or  
until June 30, 2011, whichever comes first.

If you were exempt, the month(s) that do not count for  
time limit purposes starting August 1, 2009 are listed  
on the next page.

The new time limit exemption applies to you because:

- You are a parent or other relative who is caring  
for one child who is 12 to 23 months of age or at  
least two children who are under six years of age;  
or
- You have good cause because the county is  
unable to provide the supportive services you  
need to participate in welfare to work activities.

Months that did not count due to  
this exemption. = \_\_\_\_\_ months

Year \_\_\_\_\_ - Aug Sept Oct

You may be eligible to get aid for \_\_\_\_\_ more months.

INSTRUCTIONS: Use to inform an adult recipient of a change to the total number of months that s/he received aid. Check the appropriate box indicating the reason the client has a new time limit exemption.

Complete the following:

- Date of notification.
- Name of the adult recipient.
- Total number of months of aid used, (i.e. counted toward the time limit.)
- Check appropriate box to indicate the time limit exemption applicable.
- Number of months that did not count toward the time limit due to the temporary exemptions under CalWORKs Reform.
- The year and months that did not count for time limit purposes starting August 1, 2009
- Remaining number of months available.