



CDSS

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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**

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EDMUND G. BROWN JR.  
GOVERNOR

September 06, 2011

ALL COUNTY LETTER NO. 11-60

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 COUNTY WELFARE TO WORK COORDINATORS  
 ALL COUNTY CALWORKS PROGRAM SPECIALISTS  
 ALL COUNTY REFUGEE COORDINATORS  
 ALL CAL-LEARN COORDINATORS  
 ALL COUNTY CONSORTIUM PROJECT MANAGERS

SUBJECT: GUIDANCE ON IMPLEMENTING THE SUSPENSION OF THE CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) CAL-LEARN PROGRAM FOR FISCAL YEAR 2011-12.

REFERENCES: SENATE BILL (SB) 72 (CHAPTER 8, STATUTES OF 2011), ALL COUNTY LETTER (ACL) 11-36 AND 11-43

The purpose of this letter is to provide guidance to counties on serving pregnant and parenting teens during the Cal-Learn program suspension that was implemented via ACL 11-36, which was released on April 21, 2011. This letter contains information related to the forms used by the Cal-Learn program as well as a question and answer attachment to answer county questions related to the treatment of teen parents in the Welfare-to-Work (WTW) Teen Parent program during the suspension of the Cal-Learn program.

WTW Teen Parent Program Forms

The California Department of Social Services (CDSS) has modified some Cal-Learn forms to incorporate WTW teen parent requirements, in order to develop temporary forms for counties to use during the Cal-Learn program suspension. Copies of the following forms are included with this letter.

- TEMP CL 1: Welfare-to-Work Teen Parent Program Information/Orientation Appointment
- TEMP CL 2: Welfare-to-Work Teen Parent Program Requirements
- TEMP CL 4: Welfare-to-Work Teen Parent Informing Notice to Parent/Legal Guardian of Welfare-to-Work Participant
- TEMP CL 8: Welfare-to-Work Teen Parent Notice of Report Card Submittal Schedule
- TEMP CL 10: Welfare-to-Work Teen Parent Notice of Exemption
- TEMP M42-769: Approve School Bonus

The following new form will be used by a WTW teen parent to request an exemption from participation during the suspension period.

- TEMP CW 2186C: CalWORKs Exemption Request for Welfare-to-Work Teen Parents

The following forms will continue to be used during the Cal-Learn suspension period without modifications. However, any "Cal-Learn" check boxes on these forms must not be used.

- NA 820 (1/01) - Notice Of Action - Transportation Approval
- NA 821 (1/01) - Notice Of Action - Transportation Approval/Denial
- NA 822 (1/01) - Notice Of Action - Transportation Change
- NA 823 (8/00) - Notice Of Action - Ancillary Expenses Approval/Denial
- NA 824 (4/99) - Notice Of Action – Transportation Extension
- NA 825 (8/00) - Notice Of Action - Payment Adjust Transportation
- NA 827 (7/99) - Notice Of Action - Recoupment Unused Advance Payment
- NA 828 (7/99) - Notice Of Action - Transportation And Ancillary Exp Overpayment
- NA 832 (3/10) - Notice of Action - Child Care Services
- NA 833 (1/08) - Notice of Action - Child Care Change
- NA 834 (1/08) - Notice of Action - Child Care Denial
- NA 835 (4/11) - Notice of Action - Child Care Discontinuance
- WTW 11 (07/99) - Welfare to Work/Cal-Learn Supportive Service Overpayment/Underpayment Notice
- WTW 12 (7/99) - Welfare To Work/Cal-Learn Supportive Service Repayment Agreement
- WTW 13 (07/99) - Welfare to Work/Cal-Learn Supportive Service Overpayment Final Notice
- WTW 34 (4/04) - Welfare To Work Family Reunification Plan

The following forms will not be used during the Cal-Learn suspension period. If a form is needed that is listed below and does not have a TEMP version listed above, counties are to use standard WTW forms and notices for WTW teen parents (e.g. use a NA 840 if there is a participation issue instead of a CL 3).

- NA 843 (6/99) - Notice of Action - Ineligible
- NA 844 (8/99) - Notice of Action - Adequate Progress
- M42-769 (10/95) - Approve Cal-Learn Bonus
- M42-769A (10/95) - Apply \$100 Cal-Learn Penalty
- M42-769B (10/95) - Apply \$50 Cal-Learn Penalty
- M42-769C (9/94) - Stop Cal-Learn Penalty
- CL 1 (4/99) - Cal-Learn Registration Program Information Orientation Appointment
- CL 2 (4/99) - Cal-Learn Program Requirements
- CL 3 (4/99) - Cal-Learn Notice Of A Participation Problem
- CL 4 (4/99) - Cal-Learn Notice To Parent/Legal Guardian Of Cal-Learn Participant
- CL 8 (3/99) - Cal-Learn Notice Of Report Card Submittal Schedule
- CL 9 (3/99) - Cal-Learn Notice Of Good Cause Determination
- CL 10 (4/99) - Cal-Learn Notice Of Exemption/Deferral

- CL 11 (4/99) - Cal-Learn Notice Of Incomplete Grades
- CL 15 (1/00) - Cal-Learn Case Management Information Intercounty Transfer Form
- CL 16 (1/00) - Cal-Learn Case Management Inter-County Transfer Summary

The following form is not used by WTW teen parents, but has been modified to reflect the suspension of the Cal-Learn program and the extension of the short term young child exemptions.

- TEMP WTW 5: Welfare-to-Work Program Notice

Camera Ready Copies and Translations:

For a camera-ready copy in English, 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 webpage at [http://www.dss.cahwnet.gov/cdssweb/FormsandPu\\_271.htm](http://www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm). When all translations are completed per Manual of Policies and Procedures Section 21-115.2, including Spanish forms, they are posted on an on-going basis on our web site. 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 Language Services at (916) 651-8876. Until translations are available, clients who have elected to receive Spanish, Russian, Vietnamese, and written Chinese materials should be sent the GEN 1365 interpretation informing notice with a local contact number.

Contacts

If you have any program policy questions regarding the information in this letter, please contact your CDSS Employment Bureau county consultant at (916) 654-2137.

Sincerely,

***Original Document Signed By:***

CHARR LEE METSKER  
Deputy Director  
Welfare to Work Division

Attachments

**Question 1:** How will the teen parents who have all their high school credits but have not passed their California High School Exit Examination (CAHSEE) be treated in Welfare-to-Work (WTW)?

**California Department of Social Services (CDSS) Response:** A student who has not passed the CAHSEE has not received a high school diploma or graduated. As was the policy for the Cal-Learn program, the student would still qualify for WTW services, and the assigned activities would be whatever is required for the student to receive his or her diploma or equivalent. This may include tutoring, additional classes, or other activities needed to assist the student in passing the CAHSEE. Counties may, however, determine that participation to earn a high school diploma or equivalent is inappropriate, for WTW purposes only, for the teen as described in Manual of Policies and Procedures (MPP) Section 42-711.311.

**Question 2:** In All County letter (ACL) 09-07, satisfactory progress can mean regular school attendance. If that is the case, can WTW teen parents be sanctioned for poor grades, if they have no good cause?

**CDSS Response:** Yes. ACL 09-07 is California's federal Work Verification Plan (WVP) and does not affect CalWORKs WTW standards and requirements. MPP Section 42-711.8 defines satisfactory participation as "regular attendance and satisfactory progress." If a participant fails to meet county standards for satisfactory participation, he or she may be noncompliant and subject to a sanction.

**Question 3:** How are supportive services still provided if all Cal-Learn funding for transportation and ancillary expenses has been eliminated?

**CDSS Response:** Although funding for transportation and ancillary services under Cal-Learn was eliminated, WTW teen parents shall continue to receive those services through WTW when necessary to participate in the WTW Teen Parent program. If those services are necessary for participation and not provided, the teen parent would have good cause for not participating.

**Question 4:** If a county can find funding to continue Cal-Learn case management, do the teen parents still have to be moved into WTW? Can a county continue to use Cal-Learn plans instead of the WTW 2 for future teen parents?

**CDSS Response:** Pregnant and parenting teens without a high school diploma or equivalent are required to participate in the WTW Teen Parent program during the Cal-Learn suspension. Pregnant and parenting teens that apply for CalWORKs after July 1, 2011 must have a WTW plan, which includes the WTW 2. Counties may, however, incorporate a Cal-Learn case plan into the participant's WTW plan, but a signed WTW 2 must also be included.

**Question 5:** Are bonuses only allowed for individuals participating in Cal-Learn prior to July 1, 2011, or for all CalWORKs cases that would have been eligible for Cal-Learn if it had not been suspended?

**CDSS Response:** Any pregnant and parenting individual under age 20 without a high school diploma or equivalent may qualify for a school bonus, provided that the teen became pregnant before age 19.

**Question 6:** Are teen parents required to do bridging activities during summer vacation and other breaks?

**CDSS Response:** No. Teen parents are required to participate in WTW only to earn a high school diploma or equivalent. They are not required to participate during school breaks unless required by the school for the purpose of obtaining a diploma or equivalent.

**Question 7:** Can teen parents who graduate during the Cal-Learn suspension qualify for Self-Initiated Programs (SIPs)?

**CDSS Response:** Yes. While participants in the WTW Teen Parent program would have a WTW plan and be required to participate in obtaining their high school diploma or equivalent, the WTW plan would be limited to those activities. Because of this, the teen parent would not have received a complete WTW appraisal prior to signing a WTW plan. If a WTW teen parent is still required to participate in WTW after receiving his or her diploma or equivalent, then that teen would be subject to the WTW program requirements in MPP Section 42-711.5, including appraisal. An individual 16 or 17 years of age who has obtained a high school diploma, or its equivalent, and is enrolled or planning to enroll in a postsecondary educational, vocational, or technical school training program is exempt from WTW participation as described in MPP Section 42-712.422. These pregnant and parenting teens would be exempt until age 18. If, at appraisal after reaching 18, they meet the SIP requirements, the program would be a SIP. In a situation where a former WTW teen parent has applied for and has been accepted into a program that would qualify as a SIP prior to his or her WTW appraisal after graduation, he or she may qualify for a SIP.

**Question 8:** Can counties access the LodeStar Management Information System for WTW teen parent case management after July 1, 2011?

**CDSS Response:** Yes. The CDSS contract with the Branagh Information Group (BIG) for LodeStar access and support will be active through October 12, 2011. Counties that wish to continue using LodeStar for case management after that date must contract individually with BIG. BIG can be reached at (707) 895-2510 or [helpdesk@branaghgroup.com](mailto:helpdesk@branaghgroup.com).

**Question 9:** ACL 11-36 addresses whether 18 and 19 year-old teen parents are subject to the CalWORKs 48-month time limit. Are younger WTW teen parents subject to the CalWORKs 48-month time limit when they are heads of household?

**CDSS Response:** No. Younger (under age 18) WTW teen parents are not subject to the CalWORKs time limit even when they are head of household. CalWORKs time limits only apply to individuals who are both age 18 and aided as adults (MPP 42-302.1).

However, under the Temporary Assistance for Needy Families (TANF) 60-month time limit, a person under age 18 who is head of household would have their TANF clock ticked, unless they meet a federal time limit exemption.

**Question 10:** In the Cal-Learn program, teens have 90 days to enroll in school. WTW rules do not seem to allow a 90 day grace period for activity assignment. When the schools are closed, teens will not be able to enroll in school. What is the expected time frame(s) for school enrollment under the WTW Teen Parent program?

**CDSS Response:** As stated in MPP Section 42-766.334, Cal-Learn teens did not qualify for bonuses or sanctions until he or she had been participating for at least 90 calendar days. During the Cal-Learn suspension, WTW teen parents may not receive a school bonus within the first 90 days after being informed of WTW requirements. If a teen parent was participating in Cal-Learn before July 1, 2011, the teen would be eligible for a bonus 90 days after the teen first began participating in the Cal-Learn program. In addition, WTW teen parents, like all WTW participants, must enter into a WTW plan no later than 90 days after he or she is required to participate, as stated in MPP Section 42-711.62. The plan would identify the date participation was expected to start. If school was not in session, the teen would not be subject to sanctions.

**Question 11:** If a county brought in pregnant or parenting teens during the month of June to review the WTW teen parent requirements and sign a WTW plan, is the plan valid?

**CDSS Response:** Yes. However, any plans signed prior to July 1, 2011, would not have taken effect until that date. Also, teens may not be sanctioned for failing to attend a meeting called for that purpose, or for failing to sign the WTW plan prior to July 1, 2011.

**Question 12:** Would a teen parent need to maintain a 2.0 grade point average (GPA) to avoid a sanction for not making satisfactory progress? Also, what activity would be appropriate to cure a sanction?

**CDSS Response:** “Satisfactory Progress” is defined as a GPA of 2.0 or equivalent only for the purposes of determining whether a participant is eligible for a bonus. Standards of satisfactory participation for WTW sanction purposes (which includes regular attendance and satisfactory progress) should be determined by the county. Counties may elect to use the standards of participation and attendance used by the local school districts, or develop other standards for this unique population. WTW participation requirements for pregnant and parenting teens must be the same as the requirements for other mandatory WTW teens. A teen wishing to cure a sanction must participate in the activity that he or she previously refused to perform. For example, if a WTW teen has been sanctioned for not meeting satisfactory participation standards and wishes to cure, he or she would be required to return to school and provide the county with proof of satisfactory progress.

**Question 13:** What is the requirement for school attendance? Will this be tracked via the monthly WTW contact or by the school attendance requirement under CalWORKs?

**CDSS Response:** Regular school attendance for WTW teen parents may be tracked through the normal county processes for other children in CalWORKs who are attending school, or through county required WTW participation reports.

# WELFARE-TO-WORK PROGRAM INFORMATION ORIENTATION APPOINTMENT NOTICE

DATE: \_\_\_\_\_

CASE NAME: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

REGISTRANT'S NAME: \_\_\_\_\_



## EXPLANATION OF THE WELFARE-TO-WORK TEEN PARENT PROGRAM

You are required to participate in the Welfare-to-Work Teen Parent program. You must participate in Welfare-to-Work unless you are exempt.

You must participate in the Welfare-to-Work program if you are pregnant or a custodial parent under the age of 20 and do not have a high school diploma or equivalent.

### WHAT WELFARE-TO-WORK MEANS TO YOU

- The Welfare-to-Work Teen Parent program encourages teenage CalWORKs recipients who are pregnant or already a parent to stay in or return to school. Participants may get cash bonuses for meeting program requirements.
- Participants will get Welfare-to-Work case management services and assistance with child care and transportation costs.
- Your Welfare-to-Work manager will:
  - Tell you about the different kinds of child care and where to find child care.
  - Ensure that you understand Welfare-to-Work requirements and what will happen if you do not meet these requirements.
  - Help you to develop a Welfare-to-Work plan.

The next step for you will be to attend a Welfare-to-Work orientation.

You have been scheduled to go to orientation on \_\_\_\_\_  
at \_\_\_\_\_ o'clock at \_\_\_\_\_.

If you cannot keep this appointment, please call your Welfare-to-Work worker: \_\_\_\_\_ at \_\_\_\_\_ by \_\_\_\_\_ to schedule another appointment.

This notice is not notification of the program requirements. The Welfare-to-Work Teen Parent program requirements will be given to you during the orientation.

**YOU MUST GO TO ORIENTATION EVEN IF YOU BELIEVE YOU MAY BE EXEMPT.**

If you think this action is wrong you may ask for a hearing. The Welfare-to-Work hearing rights information on the back of this form tells you how. You can also call your Welfare-to-Work worker if you think this notice is wrong.



TEMP CL 1 – WELFARE-TO-WORK TEEN PARENT PROGRAM  
INFORMATION/ORIENTATION APPOINTMENT NOTICE

This form is to be used to inform teen parents that they are scheduled for a Welfare-to-Work orientation.

This form contains a brief general description of the Welfare-to-Work Teen Parent program but does not include the Welfare-to-Work participation requirements. The form also includes a list of case management services that will be provided plus the availability of child care and transportation costs assistance. The form is to be sent to individuals who must participate in the program

**INSTRUCTIONS:**

Enter the date the orientation has been scheduled, the time and address.

This form must be sent to the teen parent and the caretaker relative of the Assistance Unit.

**WELFARE-TO-WORK PROGRAM REQUIREMENTS**

DATE:
CASE NAME:
REGISTRANT'S NAME:
CASE NUMBER:
WELFARE-TO-WORK WORKER'S NAME:
PHONE NUMBER:

**THIS NOTICE IS NOTIFICATION OF THE PROGRAM REQUIREMENTS****WHAT WELFARE-TO-WORK MEANS TO YOU**

Because you have been registered for the Welfare-to-Work Teen Parent program:

- You must go to school on a full-time basis to get a high school diploma or equivalent.
- You must participate until you reach age 20 unless you are exempt.
- You will be given the opportunity to help in the development of your case plan including a report card submittal schedule.
- You must turn in your report card or progress report to your Welfare-to-Work worker.
- You can get up to four \$100 bonuses a year for getting a report card with grades that average a C or better.
- You can get a \$500 bonus upon graduation.
- You could be sanctioned for getting low grades or penalized for not attending school. Ask your Welfare-to-Work worker for details.

The county will provide case management services to help you with:

- Developing a report card schedule.
- Developing an educational plan to assist you in graduating from high school or equivalent.
- Monitoring your progress and help you make necessary changes to your school program.
- Providing referrals to appropriate community services.
- Making sure that you understand Welfare-to-Work requirements and consequences of not meeting program requirements.

You can receive child care, transportation and educational related expenses if needed.

It is your responsibility to tell your Welfare-to-Work worker if you move, change child care or need other supportive services, or have problems in meeting the program requirements.

Before we lower your cash aid for not making satisfactory progress in school, you will be given a chance to say why you did not. If you have a good reason, your cash aid will not be lowered.

**EXEMPTIONS**

You have been registered for the Welfare-to-Work Teen Parent program. A teen parent may be exempt if he or she:

- Is ill, injured, or physically unable to go to school.
- Is a non-parent caretaker of a child who is a dependent or ward of the court, or at risk of being placed in foster care.

**GOOD CAUSE**

Your cash aid will not be lowered if you had a good reason for not meeting the Welfare-to-Work Teen Parent program requirements. You must talk to your Welfare-to-Work worker to see if you had good cause. An example of good cause might be if your child care provider was unavailable.

If you meet any of the listed reasons for being exempt from the Welfare-to-Work Teen Parent program you are still required to go to school. The California Education code Section 48200 requires that you attend school.

You have the right to ask to be excused from Welfare-to-Work, or ask for services like child care and transportation, or to ask for any other service provided by the Welfare-to-Work Teen Parent program. You may ask your Welfare-to-Work worker by phone or in person, or you may ask in writing.

## TEMP CL 2 – WELFARE-TO-WORK TEEN PARENT PROGRAM REQUIREMENTS

This notice is to be used to inform all mandatory participants in the Welfare-to-Work Teen Parent program of participation requirements; a brief description of case management services and supportive services, and information about bonuses and exemptions. It also informs participants that it is the teen's responsibility to inform their case managers of a participation problem.

### INSTRUCTIONS:

Give this notice to the Welfare-to-Work Teen Parent program participants when they attend their program orientation. If the teen parent does not attend the scheduled orientation, send the TEMP CL 2 with the NA 840 NOTICE OF ACTION.

This notice is given to the teen parent and the caretaker relative of the Assistance Unit.

**WELFARE-TO-WORK TEEN PARENT  
INFORMING NOTICE TO PARENT/LEGAL  
GUARDIAN OF WELFARE-TO-WORK  
PARTICIPANT**

ISSUE DATE:	
CASE NAME:	CASE NUMBER:
WELFARE-TO-WORK WORKER'S NAME:	PHONE NUMBER:

**TO:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is to inform you that there is a problem with \_\_\_\_\_'s participation in the Welfare-to-Work Teen Parent program. The problem is that \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

In order to discuss this problem, \_\_\_\_\_ has an appointment on \_\_\_\_\_, at \_\_\_\_\_ o'clock at \_\_\_\_\_.

You can call \_\_\_\_\_ at \_\_\_\_\_ if you have questions.

The purpose of this appointment is:

- To find out if there was a good reason for \_\_\_\_\_ not doing what Welfare-to-Work requires.
- To come to an agreement on a Welfare-to-Work plan.

If \_\_\_\_\_ does not have a good reason and does not agree to go to school or it's equivalent, your cash aid may be lowered.

As the parent or guardian of \_\_\_\_\_, you may also go to this meeting.

TEMP CL 4 – WELFARE-TO-WORK TEEN PARENT INFORMING NOTICE TO PARENT/LEGAL GUARDIAN OF WELFARE-TO-WORK PARTICIPANT.

This form notifies parents and/or caretaker relatives that a teen parent has a participation problem in the Welfare-to-Work Teen Parent program. This notice explains exactly what the participation problem is.

INSTRUCTIONS:

Complete the name and address of the Welfare-to-Work participant's parent(s) or caretaker relative. Complete the teen parent's name. Explain the problem. Enter the teen parent's name who has an appointment to discuss the problem. Check the appropriate box. Again, enter the teen parent's name in the following two spaces. In the space below, additional information may be added as appropriate.

The NA Back 9 YOUR HEARING RIGHTS must be issued with this form.

If this form is being issued because the Welfare-to-Work participant did not attend his/her Welfare-to-Work Teen Parent program orientation, a TEMP CL 2 must be issued with the TEMP CL 4, NA 840, and NA Back 9.

# WELFARE-TO-WORK TEEN PARENT NOTICE OF REPORT CARD SUBMITTAL SCHEDULE

ISSUE DATE: _____	
CASE NAME: _____	CASE NUMBER: _____
WELFARE-TO-WORK WORKER'S NAME: _____	TELEPHONE NO. _____

If you have any questions, please call your Welfare-to-Work worker.

**TO:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On \_\_\_\_\_,  we  your worker decided the dates your report cards or progress reports are due.

The dates your report cards or progress reports must be given to your Welfare-to-Work worker are as follows:

1. \_\_\_\_\_.
2. \_\_\_\_\_.
3. \_\_\_\_\_.
4. \_\_\_\_\_.

[Your supportive services needs will be addressed in another notice.]

You must have completed 90 full days in the Welfare-to-Work program before you can get a school bonus. You can call your worker to find out when your 90 days begins.

If you do not receive a report card or progress report call your Welfare-to-Work worker.

If you think this action is wrong, you may ask for a hearing. The Welfare-to-Work hearing rights information on the back of this form tells you how. You can also call your Welfare-to-Work worker if you think this action is wrong.

Worker name: \_\_\_\_\_.

Telephone number: \_\_\_\_\_.

**RULES:** These rules apply: MPP 42-766.31. You may review them at your welfare office.

## TEMP CL 8 – WELFARE-TO-WORK TEEN PARENT NOTICE OF REPORT CARD SUBMITTAL SCHEDULE

This notice informs parents or caretaker relatives and teen parents of the dates report cards are due and that they must be submitted to their Welfare-to-Work worker. Counties can add language regarding how failure to submit a report card would result in non-compliance when the county policy uses report cards for such purposes.

### INSTRUCTIONS:

County forms may use some or all of the suggested language. Insert information about county satisfactory progress requirements and noncompliance information when appropriate.

Complete teen parent's name and address. Enter date of decision. Enter the four dates the report card is due.

Attach NA Back 9 YOUR HEARING RIGHTS.

Send this notice to the teen parent and the caretaker relative of the Assistance Unit.

# WELFARE-TO-WORK TEEN PARENT NOTICE OF EXEMPTION

ISSUE DATE:	
CASE NAME:	CASE NUMBER:
WORKER NAME:	WORKER NO.:

If you have any questions, please call your Welfare-to-Work worker.

**TO:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This is to inform you that you are exempt from Welfare-to-Work:

**HOWEVER, THIS DOES NOT MEAN THAT YOU DO NOT HAVE TO GO TO SCHOOL. THE CALIFORNIA EDUCATION CODE SECTION 48200 REQUIRES THAT YOU MUST STILL ATTEND SCHOOL.**

The following tells you why you are exempt:

**EXEMPTION:**

A teen parent is exempt if he or she:

- Is ill, injured, or physically unable to go to school.
- Is a non-parent caretaker of a child who is a dependent or ward of the court, or at risk of being placed in foster care.

Because you are exempt, you will not receive Welfare-to-Work services.

If you think this action is wrong, you may ask for a hearing. The Welfare-to-Work hearing rights information on the back of this form tells you how. You can also call your Welfare-to-Work worker if you think this action is wrong.

**RULES:** These rules apply MPP 42-712. You may review them at your welfare office.



## TEMP CL 10 – WELFARE-TO-WORK TEEN PARENT NOTICE OF EXEMPTION

Use this form to inform teen parents if they are exempt from participating in the Welfare-to-Work Teen Parent program. The notice informs exempt individuals that they will not receive any Welfare-to-Work services.

### INSTRUCTIONS:

Complete name and address of teen parent. Enter effective date. Check appropriate box. Enter beginning date and ending date (if applicable) for the exemption.

Attach the NA Back 9 YOUR HEARING RIGHTS.

State of California  
Department of Social Services

Noa Msg Doc No.: TEMP M42-769 Page 1 of 1  
Action : Approve  
Issue: School Bonus  
Title: Approve Bonus  
Use Form No. : NA 290  
Original Date : 01-01-94  
Revision Date : 08-22-11

Auto ID No.:  
Source :  
Issued by : ACL 11-60  
Reg Cite : 42-769

MESSAGE:

The County has approved a School Bonus of \$\_\_\_\_\_ as a supplement to your cash aid for the month of \_\_\_\_\_, 20\_\_\_. The bonus is for \_\_\_\_\_, who is in Welfare to Work.

Here's why:

The county received a report showing school progress for this person for the report card period ending \_\_\_\_\_. Based on this report:

- For satisfactory school progress, your family is getting a \$100 bonus.
- For getting a high school diploma or its equivalent, you are getting a \$500 bonus.

INSTRUCTIONS: Use this noa to grant a school bonus for satisfactory school progress or for school graduation.

- o The noa for the \$500.00 bonus will be addressed and mailed to the graduate whether or not he or she is still in the assistance unit.
- o Enter the amount of the bonus, the cash aid month supplemented by the bonus, and the name of the person that earned the bonus.
- o Enter the date of the end of the report card period.
- o Check the appropriate box.

This page replaces M42-769 dated 10-02-95 during the suspension of the Cal-Learn program.

file : pkian/MSERIES/cl.4276

**CalWORKs EXEMPTION REQUEST FOR WELFARE-TO-WORK TEEN PARENTS***PLEASE PRINT*

YOUR NAME		<b>COUNTY USE ONLY</b>	
ADDRESS	STREET	COUNTY	
CITY	ZIP	CASE NAME	
PHONE (     )		CASE NO.	OTHER ID NO.
WELFARE-TO-WORK WORKER NAME		WELFARE-TO-WORK WORKER PHONE NO.	

**QUESTIONS? ASK YOUR WELFARE-TO-WORK WORKER.****INSTRUCTIONS TO THE CLIENT:**

If you do not have a high school diploma or equivalent and you are a pregnant and/or parenting teen under 20 years old, you may be eligible for the exemptions listed below. If you answer "Yes" to any of these questions, you may be exempt for a month or longer from 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 bottom of this form.**

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

1. Are you physically or mentally unable to participate in Welfare-to-Work Activities on a regular basis for at least 30 calendar days? Please provide any medical proof of your disability.
2. 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?

**Domestic Abuse Waiver of Welfare-to-Work Participation**

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 participate in Welfare-to-work activities, the county may waive the Welfare-to-Work participation requirements. you may contact your worker to request a domestic abuse waiver.

YOUR SIGNATURE	DATE
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**PLEASE SIGN AND DATE THIS FORM.**

## TEMP CW 2186C – CalWORKs EXEMPTION REQUEST FOR WELFARE TO WORK TEEN PARENTS

This form is to be filled out by a Welfare-to-Work teen parent who is requesting an exemption from participation requirements.

### INSTRUCTIONS

This form is to be used instead of the CW 2186A for exemption requests by Welfare-to-Work teen parents. The form is to be completed by the Welfare-to-Work teen parent.

## WELFARE-TO-WORK PROGRAM NOTICE

### **WHAT WELFARE-TO-WORK MEANS TO YOU**

- Welfare-to-Work can teach, train and counsel you to help you find a job.
- Some of the things Welfare-to-Work can do for you are:
  - Show you how to look for a job.
  - Help you with educational or vocational/on-the-job training and teach you basic reading, math and English.
  - Help you get work experience.
- Welfare-to-Work will help you arrange and pay for supportive services like child care, transportation, and other costs such as special tools or clothing you need to take a job. You may get advance payments if you need them. You won't have to use your cash aid to pay for supportive services.
- Welfare-to-Work will tell you about the available kinds of child care and where to find child care.

### **WHEN YOU MUST BE IN WELFARE-TO-WORK**

- You must be in Welfare-to-Work if you get cash aid under the California Work Opportunity and Responsibility to Kids (CalWORKs) program and you are not excused (exempt) from participating.
- You don't have to be in Welfare-to-Work if you are exempt. If you are required to participate in the Welfare-To-Work Teen Parent program, many of these exemptions will not apply to you. For more information, contact your eligibility worker or Welfare-To-Work worker. You are exempt if you are:
  - Under 16 years old.
  - 16, 17 or 18 years old and in high school or adult school full time unless you go to school as part of your Welfare-to-Work plan.
  - The nonparent relative caretaker of a child who is a dependent or ward of the court, or a child at risk of being placed in foster care.
  - Staying home to take care of someone in the household who can't take care of him/herself if that keeps you from working or participating in a Welfare-to-Work activity on a regular basis.
  - A parent or caretaker relative of a child six months old or under (or, depending on the county, for a child 12 weeks old or under or for a child 12 months old or under). Ask your worker how young your child has to be for you to be exempt. This exemption is available only once. BUT if you are a teen parent who is required to participate in the Welfare-to-Work Teen parent program, you must participate no matter how old your child is, unless you have another reason to be exempt.
  - Physically or mentally unable to work or participate in a Welfare-to-Work activity on a regular basis for at least 30 calendar days.
  - 60 years old or older.
  - Pregnant and a doctor states that you cannot work or participate in Welfare-to-Work activities.
  - A parent or caretaker relative with a child 12 to 23 months of age, or with two children under six years of age.

- If you are a person who has no legal right to work in the United States, you will be excused from Welfare-to-Work.

If you do not meet any of the listed reasons for being exempt from Welfare-to-Work, you may be required to go to Welfare-to-Work. If you are required to go, you will get a notice that tells you when your first appointment will be.

- If you believe that you have a good reason for not participating, you should ask your worker to give you a form (WTW 27) to use to make your request to be exempt from Welfare-to-Work. You will be told by the county whether you can be exempt from Welfare-to-Work or are required to participate.
- Even if you don't have to be in Welfare-to-Work, you can ask to participate and you will be told if you can.

### **IF YOU DO NOT DO WHAT WELFARE-TO-WORK REQUIRES**

- If you are required to be in Welfare-to-Work:
  - You will have a chance to say why you did not do what you were required to do.
  - If you do not have a good reason, and you will not do what Welfare-to-Work requires to fix the problem, your cash aid will be lowered.
- If you are not required to be in Welfare-to-Work, but you asked to be in Welfare-to-Work (volunteer):
  - You will have a chance to say why you did not do what was asked.
  - If you do not have a good reason and you are not willing to do what Welfare-to-Work requires to fix the problem, your cash aid will not be lowered, but you may not be allowed back in Welfare-to-Work for a period of time.

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When you get a job and go off aid, the county may be able to continue to pay for supportive services for up to the first 12 months after you have started a job if you need the services to keep your job and you cannot get the supportive services costs from somewhere else. You may also be able to get transitional Medi-Cal for 12 months.

You have the right to ask for services like child care, transportation, or other service provided by Welfare-to-Work. You may ask your worker by phone or in person, or you may ask in writing.

You have the right to ask for a state hearing if you disagree with any of the decisions made by the county about participating in Welfare-to-Work.

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## 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 have good cause as to why you were not able to file for a hearing within the 90 days, you may still file for a hearing. If you provide good cause, a hearing may still be scheduled.

If you ask for a hearing before an action on Cash Aid, Medi-Cal, CalFresh (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 CalFresh (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, CalFresh (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  CalFresh (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  CalFresh (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