

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



January 22, 2002

ALL COUNTY LETTER NO. 02-07

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY WELFARE-TO-WORK  
COORDINATORS  
ALL COUNTY FOOD STAMP COORDINATORS

SUBJECT: REVISED CALCULATION GUIDELINES TO IMPLEMENT A  
SIMPLIFIED FOOD STAMP PROGRAM (SFSP)

REFERENCE: ALL COUNTY INFORMATION NOTICE (ACIN) NO. I-75-00 AND  
NO. I-83-01, ALL COUNTY LETTER (ACL) NO. 01-54 AND 01-84

The purpose of this letter is to transmit revised SFSP guidelines and the revised Welfare to Work (WTW) 15, "Simplified Food Stamp Program Unpaid Work Experience (WEX) and Unpaid Community Service Hours Worksheet" for use by counties in implementing their programs. The original SFSP guidelines and WTW 15 were issued in ACL 01-54, dated August 7, 2001.

The SFSP allows counties to combine the amount of a California Work Opportunity and Responsibility to Kids Program (CalWORKs) assistance unit's (AU) food stamp allotment with the amount of its cash grant when determining the maximum number of hours that the adults in the AU may participate in unpaid work experience and unpaid community service activities. Revisions to the SFSP guidelines include the changing of the grant/allotment month to be used in the SFSP calculation and, as a result of Assembly Bill 1692 that became effective January 2, 2002, the incorporation of U.S. Department of Labor Welfare-to-Work Grant program paid community service and paid WEX as allowable work participation activities for post 18- or 24-month time limit recipients.

The Department again would like to thank county Eligibility and WTW program staff who have spent a tremendous amount of time assisting us. The counties' perspective has been invaluable in resolving complex issues and in establishing viable policies and procedures for the SFSP in California.

## REASON FOR THIS TRANSMITTAL

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

Page Two

Counties may obtain camera-ready copies of the WTW 15 by calling the Forms Management Unit at (916) 657-1907 or CALNET 437-1907. If your county has any questions or needs additional information regarding the SFSP program guidelines, or WTW 15, please contact Audrey King, Employment Bureau, at (916) 654-0946 or [audrey.king@dss.ca.gov](mailto:audrey.king@dss.ca.gov).

Sincerely,

***Original Signed by  
Bruce Wagstaff on 1/17/02***

BRUCE WAGSTAFF  
Deputy Director  
Welfare to Work Division

Attachments

c: CWDA  
CSAC

**SIMPLIFIED FOOD STAMP PROGRAM  
GUIDELINES FOR THE CALCULATION OF  
UNPAID WORK EXPERIENCE and COMMUNITY SERVICE  
PARTICIPATION HOURS**

This document is a guide to help counties calculate the hours of participation in unpaid work experience (WEX) and/or unpaid community service under the Simplified Food Stamp Program (SFSP).

**Recipients who have not reached the 18- or 24-month time limit:** The number of hours resulting from the SFSP minimum wage calculation is the maximum number of hours for which a county may assign these “pre-time limit” clients to unpaid WEX and/or unpaid community service, either separately or combined. However, if the number of hours resulting from the minimum wage calculation is greater than the 32 or 35 hour participation requirement, the 32 or 35 hour participation requirement is the maximum number of hours. A county has the option to refer the clients for fewer hours of participation in unpaid WEX and/or unpaid community service than the minimum wage calculation number based on the participant’s needs and hours of paid employment. The balance of the clients’ work participation requirements (an average of 32 or 35 hours per week, each month) can be met by participation in any other allowable welfare-to-work (WTW) activities (e.g., subsidized employment, adult basic education, vocational training).

**Example 1:** Client A is a single parent with one child, in Region 1, who has no hours of participation in unsubsidized employment, grant-based on-the-job training (OJT) community service, or Department of Labor (DOL) Welfare-to-Work Grant paid community service or paid WEX. To meet her California Work Opportunity and Responsibility to Kids (CalWORKs) work requirement, Client A must participate in WTW activities for an average of 32 hours per week, each month. The county determines that unpaid WEX is an appropriate activity for Client A and that the maximum number of hours the county can send her to this activity is an average of 27 hours per week. (SFSP minimum wage calculation:  $\$548$  cash aid +  $\$248$  food stamp allotment =  $\$796 \div \$6.75$  minimum wage = 117  $\div$  4.33 weekly average = 27 hours unpaid WEX/week. For details on the SFSP calculation process, see Page 3.)

The county may assign her to participate for 27 hours per week in unpaid WEX and for 5 additional hours in vocational training, or any other appropriate WTW activity. The county may also assign her to less than 27 hours per week of unpaid WEX and to more hours of vocational training or other activities (e.g., 12 hours of unpaid WEX and 20 hours of vocational training).

**Example 2:** Client B is a single parent with one child, in Region 1, and will work the following month in unsubsidized employment for 10 hours per week. She is not participating in grant-based on-the-job training (OJT) community service, or Department of Labor (DOL) Welfare-to-Work Grant paid community service or

paid WEX. To meet her CalWORKs work requirement, Client B must participate in WTW activities for an average of 32 hours per week, each month. The county determines that unpaid WEX is an appropriate activity for Client B and that the maximum number of hours the county can send her to this activity is an average of 27 hours per week. (SFSP minimum wage calculation: \$548 cash aid + \$248 food stamp allotment = \$796 ÷ \$6.75 minimum wage = 117 ÷ 4.33 weekly average = 27 hours unpaid WEX/week).

Because Client B's work requirement is 32 hours per week, and she will participate 10 hours per week in unsubsidized employment, Client B will have 22 unmet hours of participation per week (32-10=22). Therefore, the county may only assign her to 22 hours of unpaid WEX per week, even though the minimum wage calculation resulted in an amount of 27 hours per week. The county may also assign her to less than 22 hours per week of unpaid WEX and to more hours of other allowable WTW activities.

In addition, the regulations provide for a minimum wage calculation for both unpaid community service and unpaid work experience before the 18- or 24-month time limit. In the unusual circumstance that it is necessary for an individual to concurrently participate in both unpaid community service and unpaid work experience before reaching the 18- or 24-month time limit, the amount derived from the minimum wage calculation must be the hourly limit for the two activities combined; that is, the number of hours for both activities together cannot exceed the number of hours resulting from the minimum wage calculation.

**Example 3:** Client C is a single parent with one child, in Region 2, who has no hours of participation in unsubsidized employment, grant-based on-the-job training (OJT) community service, or DOL Welfare-to-Work Grant paid community service or paid WEX. To meet her CalWORKs work requirement, she must participate in WTW activities for an average of 32 hours per week, each month. The county determines that both unpaid WEX and unpaid community service are appropriate activities for the client and that the maximum number of hours the county can send her to these activities is an average of 26 hours per week (SFSP minimum wage calculation: \$521 cash aid + \$248 food stamp allotment = \$769 ÷ \$6.75 minimum wage = 113 ÷ 4.33 weekly average = 26 hours unpaid community service and unpaid WEX/week.) The unpaid WEX assignment totals 15 hours per week. Therefore, the county can only assign Client C to unpaid community service for no more than 11 hours based on the minimum wage calculation (15+11=26). The county must assign Client C to other activities for the remaining 6 hours of her total WTW requirement.

**Recipients who have reached the 18- or 24-month time limit:** The number of hours resulting from the calculation is the **required** number of hours (up to a maximum of 32 or 35 average hours per week) that the county can assign these “post-time limit” clients to unpaid community service, if the client is not participating in sufficient hours of unsubsidized employment, grant-based OJT community service, and/or DOL Welfare-to-Work Grant program paid community service or paid WEX to meet his/her CalWORKs work participation requirement.

**Example 4:** Client D is a single parent with one child, in Region 2, and will work the following month in unsubsidized employment for 4 hours per week. She is not participating in grant-based OJT community service or DOL Welfare-to-Work Grant paid community service or paid WEX. To meet her CalWORKs work requirement, she must participate in WTW activities for an average of 32 hours per week, each month. The county determines that the number of unpaid community service hours required of Client D is an average of 26 hours per week (SFSP minimum wage calculation: \$521 cash aid + \$248 food stamp allotment = \$769 ÷ \$6.75 minimum wage = 113 ÷ 4.33 weekly average = 26 hours. 26 hours is less than 28 hours [32– 4= 28 unmet hours], so 26 hours is the required unpaid community service/week.) The county **must** assign her to participate in unpaid community service for the 26 hours per week.

The county must also assign Client D to other allowable WTW activities, except unpaid WEX or unpaid community service, for two hours. This is necessary to make up the two-hour difference between the hours of participation in unsubsidized employment (4 hours per week) and unpaid community service hours (26 hours per week) and the client’s work requirement of 32 hours per week (26+4 =30; 32-30=2). Client D’s unsubsidized employment added to her unpaid community service hours that were determined by using the minimum wage calculation were not sufficient to meet the work participation requirement. Please see Page 7 of these guidelines, Participation In Additional Activities to Meet the Work Requirement, for additional information about the hours of participation required for post-time limit individuals.

### **Determination of Unpaid WEX and Unpaid Community Service Participation Hours**

To determine the number of unpaid WEX and unpaid community service participation hours, complete the steps below, as appropriate. These steps outline the determination of participation hours for pre-time limit unpaid WEX or unpaid community service, or post-time limit unpaid community service. The steps also are included in the attached WTW 15, “Simplified Food Stamp Program Unpaid Work Experience (WEX) and Unpaid Community Service Hours Worksheet.”

- Complete Steps 4 through 8 to determine the maximum number of hours of unpaid WEX and/or unpaid community service for individuals who have not reached the 18- or 24-month time limit. As stated above, this number is only the maximum number

of hours, not a required number of hours. Assignment hours cannot exceed the 32/35 hour requirement, and counties may assign the participant to fewer hours than the minimum wage calculation maximum based on the participant's needs and hours of paid employment. Please refer to Example 2, on Page 1, for a situation in which the numbers of hours resulting from Steps 4 through 8 are used to determine unpaid WEX and/or unpaid community service participation hours for individuals working part-time in unsubsidized employment.

- Complete Steps 1 through 10 to determine the hours of unpaid community service for individuals who have reached the 18- or 24-month time limit and are not participating in sufficient hours of unsubsidized employment, grant-based OJT community service, and/or DOL Welfare-to-Work Grant paid community service or paid WEX to meet their work requirement. Step 9 is the required number of average hours per week of unpaid community service post-time limit. Step 10 is the number of average hours per week of additional activities required, if any.

For the purpose of performing the calculations below:

**Grant/Calculation Month** = month prior to the Activity Participation Month. The grant amount received for this month is the basis for determining the hours of participation in the SFSP calculation. The grant amount should include the amount of cash aid authorized for the Grant/Calculation Month, including any underpayment adjustments and supplemental payments issued to the recipient for the Grant/Calculation Month on or before the 10<sup>th</sup> day of that month. The amount of cash aid authorized is the amount after any overpayment or penalty adjustments and does not include any amount used to subsidize grant-based OJT community service.

**Activity Participation Month** = month following the Grant/Calculation Month in which the unpaid WEX or unpaid community service activities will be performed.

In the Grant/Calculation Month:

**Step 1.** Determine the participant's weekly work participation requirement (32 or 35 hours, as appropriate) for the Activity Participation Month.

**Step 2.** Estimate the number of hours of unsubsidized employment, grant-based OJT community service, and/or DOL Welfare-to-Work Grant paid community service or paid WEX, based on available information, that the participant is expected to work per week, if any, in the Activity Participation Month.

**Step 3.** Determine any unmet hours of participation for the Activity Participation Month by subtracting the estimated weekly number of hours of unsubsidized employment, grant-based OJT community service, and/or DOL Welfare-to-Work Grant paid community service or paid WEX from Step 2, if any, from the total weekly number of hours of participation required (32 or 35) from Step 1.

If the result obtained in Step 3 is zero hours of participation, meaning that no unpaid community service participation is required, stop here.

If the result obtained in Step 3 is greater than zero, meaning unpaid community service is required, proceed to Step 4.

**Step 4.** Determine the actual cash grant authorized for the Grant/Calculation Month. (The amount including underpayments and supplemental payments issued on or before the 10<sup>th</sup> day of the month and after the recoupment of penalties and overpayment adjustments. Do not include any amount to be used to subsidize grant-based OJT community service.)

**Step 5.** Determine the actual food stamp allotment authorized for the Grant/Calculation Month. (The amount after overissuance adjustments and including any underissuances paid on or before the 10<sup>th</sup> of the month.) To determine the prorated amount for mixed households, take the total household food stamp allotment and divide it by the number of food stamp recipients in the household to equal the dollar amount received per person. Multiply this amount by the number of CalWORKs cash aid recipients in the household.

**Step 6.** Determine the total benefits paid for the Grant/Calculation Month (add the actual cash grant in Step 4 to the actual food stamp allotment in Step 5).

**Step 7.** Divide the total benefits in Step 6 by the federal or State minimum wage, whichever is greater. Currently, counties must use \$6.75 per hour, the State minimum wage. Please note that the federal and State minimum wage are subject to periodic adjustments, so the amount may change.

**Step 8.** Convert the monthly amount in Step 7 to a **weekly** amount by dividing by 4.33 (average number of weeks per month).

**Step 9.** For required unpaid community service hours post time limits, determine the number of unpaid community service hours to be assigned in the Activity Participation Month by using the **lesser** of the number of hours from Step 3 (unmet hours per week) or Step 8 (minimum wage calculation amount per week). The smaller number is the required number of unpaid community service hours post-time limit.

If the amount from Step 3 (unmet hours of participation) is less than the amount from Step 8 (minimum wage calculation hours), the amount from Step 3 is the required number of unpaid community service hours post-time limit, and no additional WTW activities are required. **Stop here**.

If the amount from Step 8 is less than the amount from Step 3, the amount from Step 8 is the required number of unpaid community service hours post-time limit, and additional WTW activities are required. Proceed to Step 10.

**Step 10.** Determine the weekly number of hours of participation in additional WTW activities, if any, necessary to meet the work participation requirement. Subtract the unpaid community service hours per week from Step 8 from the unmet hours per week in Step 3. If there is a balance, the individual must participate in additional WTW activities, except unpaid WEX, for this number of hours to meet his/her work participation requirement. Please see Page 6 of these guidelines, Participation In Additional Activities to Meet the Work Requirement. If the result is zero, no participation in additional activities is needed.

**Example 5:** Client E is a single parent with one child, in Region 1, who has no hours of participation in unsubsidized employment, grant-based OJT community service, or DOL Welfare-to-Work Grant paid community service or paid WEX. She will reach the 18- or 24-month time limit at the end of June and, to meet her CalWORKs work requirement beginning July, must participate in unsubsidized employment, grant-based OJT community service, or DOL Welfare-to-Work Grant paid community service or paid WEX, and/or unpaid community service, for 32 hours per week.

Using the steps beginning on Page 4, the county determines in June (the Grant/Calculation Month), that Client E will work in unsubsidized employment for 3 hours per week beginning in July (the Activity Participation Month). Her total unmet hours of participation (Step 3) is 29 hours per week for July. The number of hours resulting from the minimum wage calculation (Step 8) is an average of 27 hours per week. (SFSP minimum wage calculation: \$548 cash grant + \$248 food stamp allotment = \$796 total benefits ÷ \$6.75 minimum wage = 117 hours/month ÷ 4.33 weekly average = 27 hours unpaid community service/week.) Because 27 is less than 29 (Step 9), 27 hours is Client E's unpaid community service participation requirement.

Additionally, Client E is required to participate in WTW activities for 32 hours per week, but her unpaid community service requirement is only 27 hours per week and she is working 3 hours per week, for a total of 30 hours. Therefore, the county must assign Client E to 2 hours per week of participation in other activities, except unpaid WEX or unpaid community service, to meet the WTW requirement (Step 10: 29 hours [unmet hours from Step 3] minus 27 hours [from Step 8] = 2 hours). Please see Page 7, Participation In Additional Activities to Meet the Work Requirement.

**Example 6:** Client F is a single parent with two children, in Region 1, who has no hours of participation in unsubsidized employment, grant-based OJT community service, or DOL Welfare-to-Work Grant paid community service or paid WEX. She will reach the 18- or 24-month time limit at the end of June and, to meet her CalWORKs work requirement beginning July, must participate in unsubsidized employment, grant-based OJT community service, or DOL Welfare-to-Work Grant paid community service or paid WEX, and/or unpaid community service, for 32 hours per week.

Using the Steps beginning on Page 4, the county determines that the number hours resulting from the minimum wage calculation (Step 8) is an average of 35 hours per week. (SFSP minimum wage calculation: \$679 cash grant + \$356 food stamp allotment = \$1,035 total benefits ÷ \$6.75 minimum wage = 153 hours/month ÷ 4.33 weekly average = 35 hours unpaid community service/week.) Because 32 (Step 3) is less than 35 (Step 8), 32 hours is Client F's unpaid community service participation requirement (Step 9). In this situation, no additional WTW activities are required because the number of unmet hours (Step 3) is less than the amount of hours from the minimum wage calculation (Step 8). In this case, the result from the minimum wage calculation is greater than the WTW requirement of 32 hours per week.

### **Cash Grant/Food Stamp Allotment Amount Used In Calculating Hours**

The cash grant amount, described in the "Grant/Calculation Month" paragraph on Page 4, and food stamp allotment that are provided to the AU in the Grant/Calculation Month, shall be used to calculate the maximum hours of unpaid WEX or unpaid community service participation.

When an AU's grant amount and/or food stamp allotment has been reduced due to a sanction, penalty, or overpayment, or increased due to an underpayment/underissuance or supplemental payment issued on or before the 10<sup>th</sup> day of the Grant/Calculation Month, the county shall use the actual amount and allotment that was issued to the AU, not what the AU otherwise would have received, to determine an individual's hours of participation in unpaid WEX or unpaid community service. When an individual is participating in grant-based OJT community service, the county shall use an AU's residual grant amount, if any, and food stamp allotment to determine the individual's hours of participation in unpaid WEX or unpaid community service. The residual cash grant amount is the amount of the cash aid payment actually received by the recipient, not including the amount used to subsidize his/her grant-based OJT community service.

### **Participation In Additional Activities to Meet the Work Requirement**

In accordance with Manual of Policies and Procedures (MPP) Section 42-711.95, an individual who has reached the 18- or 24-month time limit, **and** whose hours of participation in unpaid community service are determined by using the SFSP minimum wage calculation, but whose hours are insufficient to meet his/her work participation requirement of 32/35 hours per week, must participate in other WTW activities for the balance of any hours necessary to satisfy that requirement. Under these circumstances, participation in any appropriate WTW activity, as noted in MPP Section 42-716.111, except unpaid WEX, is allowable. When unpaid community service hours are determined using the minimum wage calculation, participants cannot be assigned to unpaid WEX for the balance of any hours necessary to satisfy the weekly work participation requirement. A participant may not volunteer to participate in additional unpaid community service hours beyond the calculation.

**Example 7:** Client G is a single parent with one child, in Region 2, who has no hours of participation in unsubsidized employment, grant-based OJT community service, or DOL Welfare-to-Work Grant paid community service or paid WEX. Client G is required to perform an average of 26 hours of unpaid community service per week (SFSP minimum wage calculation: \$521 cash grant + \$248 food stamp allotment = \$769 total benefits ÷ \$6.75 minimum wage = 113 hours/month ÷ 4.33 weekly average = 26 hours unpaid community service/week; 26 is less than the number of unmet hours [32], so 26 is the required number of hours of unpaid community service). The additional 6 hours of participation per week that are needed by Client G to meet her work participation requirement of 32 hours per week must be met through participation in other allowable WTW activities, as noted in MPP Section 42-716.111, except unpaid community service or unpaid WEX.

If changes in the grant amount, the food stamp allotment, and/or the individual's employment status would result in a decrease of the number of hours that he/she must participate in additional activities, including eliminating the need to participate in the additional activities altogether, the county may allow the individual to continue in these activities until a natural break occurs, e.g., the end of the school semester. However, participation in any WTW activity for more than 32/35 hours per week must be voluntary and cannot be required of any CalWORKs participant.

### **Mixed Households**

In food stamp households with both CalWORKs-aided and non-aided individuals, only the prorated portion of the food stamp allotment for members receiving CalWORKs assistance will be used in determining the maximum number of hours that CalWORKs recipients may participate in unpaid WEX and unpaid community service activities. Counties must prorate the food stamp allotment based on the number of CalWORKs recipients in the household.

**Example 8:** Client H is a single parent living with her three children and a friend in Region 2. Client H and her children receive CalWORKs cash aid and food stamps, but the friend receives food stamps only. The prorated portion of the food stamp allotment to be used in determining the maximum number of unpaid WEX and unpaid community service hours for a mixed food stamp household of five individuals, four of whom also receive CalWORKs cash aid, is \$432 (Prorated Food Stamp formula: \$537 food stamp allotment ÷ 5 food stamp recipients = \$108 per recipient x 4 CalWORKs cash aid recipients = \$432). This is the amount to use in Step 5 of the SFSP Worksheet (WTW 15).

### **Amending the WTW plan**

When a CalWORKs WTW participant reaches the 18- or 24-month time limit, the county must require the individual to sign a WTW 3, Welfare to Work Plan Activity Assignment Change, to reflect the change of his/her assignment to unpaid community service,

grant-based OJT community service, DOL Welfare-to-Work Grant paid community service or paid WEX, and/or unsubsidized employment. To avoid the need to amend the WTW plan each time there is a change in the individual's hours of participation in unpaid community service because of fluctuations in cash aid, food stamp allotment, estimated number of hours of unsubsidized employment, grant-based OJT, and/or DOL Welfare-to-Work Grant paid community service or paid WEX, the county should use the following suggested language for the WTW 3:

Your required hours of participation in unsubsidized employment, grant-based OJT community service, DOL Welfare-to-Work Grant paid community service or paid WEX, and/or unpaid community service are (insert 32 or 35 hours, as appropriate) per week. Your weekly hours of participation in unpaid community service may vary month by month, depending on the number of hours that you work and the amount of your cash grant and any food stamps. During the time when you must participate in unpaid community service to meet your required hours of participation, we will tell you:

- how many hours per week you must participate;
- if your scheduled hours for participation will change;
- if you will need to participate in other activities; and
- what those other activities are.

### **Informing Individuals of Hours of Unpaid WEX or Unpaid Community Service Participation (After the Initial Calculation and Recalculations)**

As soon as possible after the county completes the calculation to determine the number of hours of an individual's initial participation in unpaid WEX or unpaid community service participation, it must inform the individual, **in writing**, of his/her participation hours and other requirements pertaining to the unpaid WEX and unpaid community service assignment. To expedite the informing process, a county may wish to first provide the information to the individual verbally. However, the county must follow-up the verbal communication with an informing notice as soon as possible.

At a minimum, the following information must be given to an unpaid WEX or unpaid community service participant: 1) the required weekly number of participation hours in unpaid WEX or unpaid community service; 2) the required weekly number of participation hours in other activities, if any; 3) the required daily number of participation hours; 4) the name and location of the unpaid WEX or unpaid community service worksite; 5) the name of the person(s) at the worksite to whom the participant reports; 6) the beginning date, start time, and daily schedule of participation; and 7) the reason(s) for any changes in unpaid WEX or unpaid community service hours.

For individuals who do not work, or whose work hours and other circumstances remain the same each month, their AUs' cash grant amounts and required unpaid WEX or unpaid community service participation hours will not change from month to month. In such cases, there is no need for the county to inform the individuals each month of their

participation requirements. For individuals whose work and other circumstances vary monthly, the county must inform them each month of changes in required hours of participation in unpaid WEX and unpaid community service in the Activity Participation Month.

Upon learning that there is a change in circumstances that affect an individual's required hours of participation, even when the change occurs in the middle of a month, the county must recalculate the individual's participation hours. It then must inform the individual and his/her worksite of the change in participation hours, as soon as administratively possible before the change becomes effective, to provide time for the individual to make new child care and transportation arrangements, and for the worksite to make any adjustments to accommodate the changed hours. The written informing requirements mentioned earlier in this section of the guidelines also apply to notifying an individual of changes in his/her unpaid WEX or unpaid community service participation due to the recalculation of participation hours.

The change in hours of participation must be implemented as quickly as possible, so that: 1) if the recalculation results in a reduction of required hours of participation in unpaid WEX or unpaid community service for the individual, the individual will not exceed the maximum hours of participation in these activities allowed under the SFSP minimum wage calculation; and 2) if the recalculation results in the need for an increase in participation hours, the individual will be referred for the additional hours of required participation that he/she must complete to fulfill his/her CalWORKs work requirement. To facilitate these changes, counties should request that participants inform them immediately of anticipated changes in their paid work hours during the Activity Participation Month.

### **Conflicts Between Unsubsidized Employment and Unpaid WEX or Unpaid Community Service Schedules**

If there are conflicts between an individual's unsubsidized employment, grant-based OJT community service, and/or DOL Welfare-to-Work Grant paid community service or paid WEX schedule and his/her unpaid WEX or unpaid community service schedule, including participation in additional WTW activities, the participation requirements should be arranged to avoid any disruption of the individual's paid activity. Unsubsidized employment should always be the primary assignment and given precedence when determining an individual's participation requirement in WTW activities.

# SIMPLIFIED FOOD STAMP PROGRAM UNPAID WORK EXPERIENCE (WEX) AND UNPAID COMMUNITY SERVICE HOURS WORKSHEET

**NOTE:** Complete Lines 4-8 to determine maximum hours of unpaid WEX and/or unpaid community service for individuals who have not reached the 18- or 24-month time limit. Complete Lines 1 - 10 to determine required hours of unpaid community service for individuals who have reached the 18- or 24-month time limit and are not participating in sufficient hours of unsubsidized employment, grant-based OJT community service, and/or U.S. Department of Labor (DOL) Welfare-to-Work Grant paid community service or paid WEX, to meet their work requirement.

GRANT/CALCULATION MONTH (MONTH PRIOR TO THE ACTIVITY PARTICIPATION MONTH)

ACTIVITY PARTICIPATION MONTH

PARTICIPANT'S NAME

CASE NO.

1. Total Hours of Participation Required Per Week. <i>(32/35 Hours)</i>	
2. Estimated Number of <b>Unsubsidized Employment, Grant-Based OJT Community Service, and/or DOL Welfare-to-Work Grant Paid Community Service or Paid WEX</b> Hours Per Week Expected in the Activity Participation Month.	
3. Unmet Hours of Participation Per Week for the Activity Participation Month. <i>(Subtract line 2 from line 1)</i> If line 3 is zero, no unpaid community service is required. STOP HERE. If line 3 is greater than zero, unpaid community service is required. Proceed to line 4.	=
4. Actual Cash Grant Authorized for the Grant/Calculation Month, Including Underpayments and Supplemental Payments On or Before the 10th of the Month. <i>(After Penalties and Overpayments. Do Not Include Any Amount Used to Subsidize Grant-Based OJT Community Service.)</i>	\$
5. Actual Food Stamp Allotment Authorized for the Grant/Calculation Month, Including Underissuances Paid On or Before the 10th of the Month. <i>(After Overissuance Adjustments.)</i> To determine prorated amount for <b>mixed food stamp households</b> , use this formula:  $\frac{\text{Total Household FS Allotment (\$ \underline{\hspace{2cm}})}}{\text{\# of FS Recipients in Household (\underline{\hspace{2cm}})}} = \frac{\text{\hspace{2cm}}}{\text{\small (FS Amount/ Person)}} \times \frac{\text{\hspace{2cm}}}{\text{\small (\# of CalWORKs Recipients)}}$	+ \$
6. Total Benefits Paid for the Grant/Calculation Month. <i>(Total of line 4 and line 5)</i>	= \$
7. Monthly Minimum Wage Calculation Amount for the Grant/Calculation Month. <i>(Divide line 6 by the appropriate minimum wage)</i>  $\frac{\text{\$ \underline{\hspace{2cm}}}}{\text{\small (line 6)}} \div \frac{\text{\$ \underline{\hspace{2cm}}}}{\text{\small (Minimum Wage)}}$	=
8. Maximum Average Unpaid WEX/Community Service Hours <i>(Pre-Time Limit)</i> or Average Weekly Minimum Wage Calculation Amount <i>(Post-Time Limit)</i> for the Grant/Calculation Month. <i>(Divide line 7 by 4.33)</i> <i>(Round Down)</i>  $\frac{\text{\hspace{2cm}}}{\text{\small (line 7)}} \div \underline{4.33}$	=
9. <b>Average Unpaid Community Service Hours</b> to be Assigned Per Week for the Activity Participation Month. <i>(Enter lesser of line 3 or line 8. If line 3 is less than line 8, STOP HERE. If line 8 is less than line 3, proceed to line 10.)</i>	
10. Additional Hours in Other Activities to Meet Work Participation Requirement for the Activity Participation Month. <i>(Subtract line 8 from line 3)</i>	

COMPLETED BY

AGENCY

DISTRICT NUMBER (IF APPLICABLE)

DATE