

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



September 3, 2002

ALL COUNTY LETTER NO. 02-66

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

**REASON FOR THIS TRANSMITTAL**

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

**SUBJECT:** AID CODES FOR IMPLEMENTATION OF THE 60-MONTH TIME LIMIT AND SAFETY NET PROGRAM IN THE CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) PROGRAM

**REFERENCE:** ALL COUNTY LETTERS (ACL) 99-90, 00-48, 03-01, 01-66, 02-33, AND ALL COUNTY INFORMATION NOTICE (ACIN) I-52-99

This letter transmits new aid codes for cases in which all adults in the assistance unit (AU), reach the CalWORKs 60-month time limit and are removed from the AU while aid continues to the eligible children under the Safety Net program. The Department will issue a separate ACL that will provide additional guidance regarding implementation of the CalWORKs 60-month time limit and Safety Net program. That letter will include instructions regarding the treatment of timed-out adults' income in a Safety Net case, as well as information about services and other aid programs available to Safety Net cases.

**BACKGROUND**

Under welfare reform, states are prohibited from using federal Temporary Assistance to Needy Families (TANF) program funds to provide assistance to a family that includes a head of household or spouse of a head of household who received TANF-funded assistance for 60 cumulative months. California's cash aid recipients began reaching that fiscal limit (the TANF limit does not affect eligibility for CalWORKs aid) in December 2001. Therefore, counties were instructed by ACL 01-66, dated September 18, 2001, and County Fiscal Letter (CFL) 01/02-31, dated September 27, 2001, to shift the TANF timed-out cases to new aid codes (32 and 3W) to reflect the appropriate funding source.

Effective January 1, 1998, California implemented its state TANF program, CalWORKs, which set a 60-month time limit on receipt of aid for parents, aided non-parent caretaker relatives, and aided stepparents. Months of aid received on and after January 1, 1998,

including countable TANF-funded aid in other states, count toward the aided adult's CalWORKs time limit, unless the month was one in which the adult met a "clock stopper" exemption as listed in Manual of Policies and Procedures (MPP) Section 42-302.21. CalWORKs recipients will begin to reach the CalWORKs 60-month time limit on January 1, 2003. These adults will be discontinued from cash aid and removed from the AU, unless they are eligible for additional aid under "time extender" exceptions, as listed in MPP Section 42-302.11. (See ACL 99-90 and the Errata to ACL 99-90, dated October 21, 1999 and July 26, 2000, respectively, for a more detailed description of CalWORKs time limit requirements.)

California applies time limits to adult recipients only. Therefore, aid will continue under the Safety Net program for children who remain otherwise eligible for CalWORKs when all adults in the AU have been discontinued due to timing out.

### **DEFINITION OF AID CODES FOR CalWORKs TIMED-OUT/SAFETY NET CASES**

Two aid codes have been established for those cases in which all adults have been discontinued from cash aid due to reaching the CalWORKs 60-month limit without meeting a time extender exception. These aid codes are defined as follows:

**Definition for Aid Code 3A – Safety Net - All Other Families, CalWORKs Timed-Out, Child-Only Case.** This aid code is to be used for cases previously categorized as "All Other Families," in which all adults have been discontinued from cash aid and removed from the AU due to reaching the CalWORKs 60-month time limit without meeting a time extender exception. The code shall be used for all cases in this category, regardless of the family's citizenship status prior to timing out (e.g., "legal non-citizen, all other" or "legal non-citizen, all other, mixed.")

Aid code 3A cases will be funded with segregated state funds.

**Definition of Aid Code 3C – Safety Net - Two-Parent, CalWORKs Timed-Out, Child-Only Case.** This aid code is to be used for cases previously categorized as two-parent cases (prior to both parents timing out), in which both adults are discontinued from cash aid and removed from the AU for reaching the CalWORKs 60-month time limit without meeting a time limit extender exemption. (Note that since adults in two-parent cases may reach the 60-month limit at different times, the case is shifted to aid code 3C only when the second parent is discontinued.) The code shall be used for all cases in this category, regardless of the family's citizenship status prior to timing out (e.g. "legal non-citizen, two-parent" or "legal non-citizen, two-parent mixed.")

Aid code 3C cases will be funded with Separate State Program (SSP) funds.

Attachment A provides a listing of the various types of CalWORKs cases and the aid codes designated for them before TANF time limits, after reaching TANF time limits, and after reaching the CalWORKs time limit without meeting a time extender exception.

## **CASES NOT MEETING THE SAFETY NET CASE DEFINITION**

**All Other Families Cases** – If an All Other Families case contains two aided adults, and only one adult is discontinued from the AU for reaching the time limit, this case should not be considered a Safety Net case. For example, cases with incapacity as a basis for deprivation where one adult is disabled and exempt from the CalWORKs 60-month time limit would remain in its existing aid code and should not be shifted into a Safety Net aid code.

**Two-Parent Cases** – Two parent cases in which only one adult reaches the CalWORKs time limit should not be considered a Safety Net case and should continue to be coded under aid code 35, 3M, or 3U, as appropriate.

**Zero-Parent Cases** – Current zero-parent cases (child-only cases that are in that category for reasons other than the adults reaching the CalWORKs 60-month time limit) should not be considered Safety Net cases and should continue to be coded under existing zero-parent aid codes (33, 3R, 3G, and 3H.) A zero parent case is one in which the parent(s) or caretaker(s) is excluded from or ineligible for cash assistance. Examples of zero-parent cases include, but are not limited to, cases in which the parent(s) in the home is a convicted drug felon or is receiving Supplemental Security Income (SSI) and therefore not aided, or cases in which the caretaker relative is non-needy and not aided.

## **FISCAL CLAIMING AND DATA REPORTING INSTRUCTIONS**

Fiscal claiming and data reporting instructions will be provided in the near future under separate cover. For fiscal claiming questions, please contact your Fiscal Policy Bureau county analyst at (916) 654-3440, and for questions about data reporting you may contact the Data Systems and Survey Design Bureau at (916) 651-8269.

If you have questions or need more information concerning this letter or about the CalWORKs 60-month time limits, please contact Cora Myers at (916) 654-2236 (email: [cora.myers@dss.ca.gov](mailto:cora.myers@dss.ca.gov)).

Sincerely,

*Original document signed by  
Bruce Wagstaff on 9/3/02*

**BRUCE WAGSTAFF**  
Deputy Director  
Welfare to Work Division

Attachment

c: CWDA  
CSAC

**Attachment A**

Description	Funding Source Before TANF Time Limit	Aid Code Before Time Limits	TANF Timed-Out Aid Code	Safety Net Aid Code (CalWORKs Timed-Out)
<u>All Other Families</u>	Federal TANF	30/3P (3P = Non-exempt/exempt MAP cases)	32	3A - Funded with segregated state funds. <ul style="list-style-type: none"> <li>• No TANF time left</li> <li>• No CW time left</li> </ul>
Legal Non-Citizen <ul style="list-style-type: none"> <li>• “All Other Families”</li> <li>• No one is federally eligible</li> </ul>	Segregated state funds	3L	N/A – Adult never received federal TANF. Remains coded as 3L.	3A – Funded with segregated state funds. <ul style="list-style-type: none"> <li>• No CW time left</li> </ul>
Legal Non-Citizen – Mixed <ul style="list-style-type: none"> <li>• “All Other Families”</li> <li>• 1 fed adult/1 non-fed person</li> </ul>	Co-mingled, federal (TANF) and state funds	3E	3W	3A – Funded with segregated state funds. <ul style="list-style-type: none"> <li>• No TANF time left</li> <li>• No CW time left</li> </ul>
Legal Non-Citizen – Mixed <ul style="list-style-type: none"> <li>• “All Other Families”</li> <li>• 1 fed person/no federally eligible adult</li> </ul>	Co-mingled, federal (TANF) and state funds	3E	N/A – Adult never received federal TANF. Remains coded as 3E	3A – Funded with segregated state funds.

Description	Funding Source Before TANF Time Limit	Aid Code Before Time Limits	TANF Timed-Out Aid Code	Safety Net Aid Code (CalWORKs Timed-Out)
<u>Two-Parent</u>	Separate State Program (SSP) funds	35	N/A – Adult never received federal TANF. Remains coded as 35.	3C – continue to fund with SSP.
Legal Non-Citizen <ul style="list-style-type: none"> <li>• Two-parent</li> <li>• No one is federally eligible</li> </ul>	SSP	3M	N/A – Adult never received federal TANF. Remains coded as 3M.	3C – continue to fund with SSP.
Legal Non-Citizen – Mixed <ul style="list-style-type: none"> <li>• Two-parent</li> <li>• 1 fed child/1 non-fed adult</li> </ul>	SSP	3U	N/A – Adult never received federal TANF. Remains coded as 3U.	3C – continue to fund with SSP.