



CDSS

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

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ARNOLD SCHWARZENEGGER
GOVERNOR

November 24, 2008

ALL COUNTY LETTER NO. 08-59

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 REFUGEE PROGRAM COORDINATORS
ALL COUNTY WELFARE-TO-WORK COORDINATORS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS (CalWORKs) SUBSIDIZED EMPLOYMENT CLAIMED UNDER
ASSEMBLY BILL 98 [WTW-AB 98 (1/09)]

REFERENCE: COUNTY FISCAL LETTER (CFL) 07/08-35, dated December 21, 2007;
ALL COUNTY LETTER (ACL) 08-14, dated April 10, 2008;
WELFARE AND INSTITUTIONS (W&I) CODE SECTION 11322.63

The purpose of this ACL is to transmit the newly developed reporting form and instructions (copy attached) resulting from the passage of Assembly Bill (AB) 98, Chapter 589, Statutes of 2007. The reporting requirement for this program will be 24 months; the first report month will be January 2009, with the final report month, December 2010.

AB 98 added Section 11322.63 to the W&I code. This section requires the California Department of Social Services (CDSS) to reimburse counties that choose to participate in this program for 50 percent of a CalWORKs recipient's wage subsidy outside of the county Single Allocation when the recipient is participating in subsidized employment. In order for counties to claim the additional funds, the following conditions must be met:

- The county program must limit wage subsidies to a maximum of six months for each recipient.
- The amount of wage subsidies claimed outside of the Single Allocation may not exceed 50 percent of the maximum aid payment for the assistance unit of which the recipient is a member.

W&I code Section 11322.63 requires the CDSS to report to the Legislature, by January 10, 2011, on the outcomes of implementation. In order to meet the requirements of this section, the CDSS must collect data on the following:

1. The number of CalWORKs recipients who have entered subsidized employment.
2. The number of CalWORKs recipients who found nonsubsidized employment after the subsidy ends.
3. The earnings of the program participants before and after the subsidy.
4. Information about participants meeting the Temporary Assistance for Needy Families (TANF) work participation requirement.

Please ensure that program and reporting staff read and thoroughly understand the form and instructions.

Copies of this form and its instructions can be viewed and downloaded to your PC desktop from <http://www.cdss.ca.gov/research/>. This form may be submitted via e-mail to the CDSS, Data Systems and Survey Design Bureau (DSSDB) at admwtwab98@dss.ca.gov. If e-mail submission is not possible, complete a paper copy of the report form and fax or mail to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 19-081
P.O. Box 944243
Sacramento, CA 94244-2430

FAX: (916) 657-2074

All counties participating in this program are required to submit the report for receipt by CDSS no later than the 20th calendar day of the month following the report month. The first report (January 2009 report month) will be due on or before February 20, 2009. If you have any questions regarding completion of this report, please contact DSSDB, at (916) 651-8269. Program related questions should be directed to your CDSS Employment Bureau County Consultant at (916) 654-2137.

Sincerely,

Original Document Signed By:

ERIC FUJII
Deputy Director
Administration Division

Attachment

**California Work Opportunity and Responsibility
to Kids (CalWORKs)
Subsidized Employment Claimed Under AB 98**

DOWNLOAD REPORT FORM (IN EXCEL) AT:
<http://www.cdss.ca.gov/research/>
E-MAIL COMPLETED REPORT FORM (AS AN EXCEL
ATTACHMENT) TO:
admwtwab98@dss.ca.gov
IF UNABLE TO E-MAIL REPORT FORM, FAX OR MAIL TO:
FAX: (916) 657-2074

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 19-081
P.O. Box 944243
Sacramento, CA 94244-2430

COUNTY NAME	VERSION <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISED	REPORT MONTH	REPORT YEAR
Part A. Subsidized Employment			AB 98 Participants
1. Participants who entered subsidized employment during the report month.....			1
a. Average earnings per week before the subsidy for participants in Item 1 (dollar amount).....			2
b. Average cash grant received before the subsidy for participants in Item 1 (dollar amount).....			3
2. Participants with active subsidized employment during the report month.....			4
a. Average earnings per week during the subsidy for participants in Item 2 (dollar amount).....			5
b. Average work hours per week during the subsidy for participants in Item 2.....			6
c. Average cash grant received during the subsidy for participants in Item 2 (dollar amount).....			7
d. Meeting TANF work participation requirement for participants in Item 2.....			8
Part B. Post-Subsidized Employment			AB 98 Participants
3. Individuals who found unsubsidized employment during the report month after the subsidy ends.....			9
a. Average earnings per week after the subsidy for individuals in Item 3 (dollar amount).....			10
b. Average cash grant received after the subsidy for individuals in Item 3 (dollar amount).....			11
c. Meeting TANF work participation requirement for individuals in Item 3.....			12
Part C. AB 98 Status Follow Up -- 90 Days After the End of Subsidized Employment			AB 98 Participants
4. Individuals off CalWORKs cash aid 90 days after end of subsidized employment (in the 4th month).....			13
5. Individuals on CalWORKs cash aid 90 days after end of subsidized employment (in the 4th month).....			14
a. Currently working in unsubsidized employment.....			15
b. Average earnings per week for individuals in Item 5a (dollar amount).....			16
c. Average work hours per week for individuals in Item 5a.....			17
d. Meeting TANF work participation requirement for individuals in Item 5a.....			18
COMMENTS			
CONTACT PERSON (PRINT)		TELEPHONE	EXTENSION FAX
TITLE/CLASSIFICATION		E-MAIL	DATE COMPLETED

CalWORKs
SUBSIDIZED EMPLOYMENT CLAIMED UNDER AB 98
WTW-AB 98 (1/09)

INSTRUCTIONS

CONTENT

The monthly WTW-AB 98 report contains statistical information on the number of CalWORKs adults who are participating in subsidized employment. It also includes those recipients who have found nonsubsidized employment after the subsidy ends, as well as earnings before and after the subsidy. This report will be in use for 24 months (for report months of January 2009 through December 2010), and is limited to recipients participating in county programs that provide a maximum of six months of wage subsidies for each participant that can be claimed under Assembly Bill 98 (AB 98).

Copies of the report form and instructions can be viewed or printed from the California Department of Social Services (CDSS), Research and Data Reports, website at <http://www.cdss.ca.gov/research/>. The report's released monthly statewide and county-specific data is also available on the website.

In 2007, the California Legislature passed AB 98, which added Section 11322.63 to the Welfare and Institution (W&I) Code. This section requires the CDSS to reimburse only participating counties for 50 percent of a CalWORKs recipient's wage subsidy outside of the county Single Allocation when the recipient is participating in private sector or public sector subsidized employment. In order for county programs to qualify under AB 98, the following conditions must be met:

- 1) The state's share of the wage subsidy must not exceed 50% of the maximum aid payment for the assistance unit, which includes the adult receiving the wage subsidy;
- 2) The wage subsidy must be limited to those county programs that provide a maximum of six months of wage subsidies for each participant.

PURPOSE

The data obtained by this form will be used in a report to the Legislature. CDSS is required to report to the Legislature no later than January 10, 2011, on the outcomes of implementing Section 11322.63 of the W&I Code.

COMPLETION AND SUBMISSION

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 20th calendar day of the month following the report month. This report may be submitted via e-mail or in hard copy:

E-mail submission: Download an Excel version of the report form from <http://www.cdss.ca.gov/research/> to your PC desktop, complete the downloaded report form, and e-mail to CDSS, Data Systems and Survey Design Bureau (DSSDB) at admwtwab98@dss.ca.gov.

Hard copy submission: If e-mail submission is not possible, complete a paper copy of the report form and fax or mail to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 19-081
P.O. Box 944243
Sacramento, CA 94244-2430

FAX: (916) 657-2074

If you have questions regarding this report, contact DSSDB at (916) 651-8269.

GENERAL INSTRUCTIONS

Enter in the boxes provided near the top of the form the county name, version (Initial or Revised) and the report month and year.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

Enter in the boxes at the end of the form the name, job title or classification, telephone, fax number and e-mail address of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

Count participants claimed under AB 98 who received cash aid or who were eligible for cash aid (e.g., zero basic grant status) in the report month.

Calculate weekly averages by taking monthly total hours or earnings, dividing by 4.33, and then rounding to the nearest whole number or dollar amount.

Calculate participants' average cash grant by taking the total cash grant paid to the families for the month, dividing by the number of participants in the specific section, and then rounding to the nearest whole number.

DEFINITIONS

AB 98 Participants: CalWORKs recipients who are engaged in a subsidized employment activity, as defined below, in a county program that meets the conditions described in the content statement of this document.

Average Earnings per Week: The total amount of each participant's monthly earnings divided by 4.33. This is limited to earned income. Round earnings to the nearest dollar.

Average Work Hours per Week: The total number of each participant's hours worked in the report month divided by 4.33. Round hours to the nearest whole number.

Employment: Work that is compensated at least at applicable state or federal minimum wage. If neither wage rate applies, the work must be compensated in an amount equivalent to the lesser of the two [MPP Section 42-701.2(e)(1)].

Entered subsidized employment: Are those participants who began subsidized employment during the report month at the applicable state or federal minimum wage.

Subsidized employment: For purposes of AB 98 programs, subsidized employment is employment in which a private or public sector employer is partially or wholly reimbursed for participants' wages and/or training costs. Other Welfare-to-Work activities, including but not limited to work study, on-the-job training (OJT), grant-based OJT, and work experience (WEX), are not AB 98 eligible activities.

Temporary Assistance for Needy Families (TANF) work participation requirement: The TANF work participation rate requirement is the average number of hours per week required for a family to count in the TANF overall participation rate: 20 hours for a work-eligible single custodial parent of a child under six years old, and 30 hours for all other work-eligible individuals, including two-parent families.

Unsubsidized employment: Unsubsidized employment means full or part time employment in the private or public sector that is not subsidized by TANF or any other public program.

ITEM INSTRUCTIONS**Part A. Subsidized Employment**

1. Participants who entered subsidized employment during the report month: Enter the total number of participants who began subsidized employment during the report month, whether or not they remained on aid. Note: This is a count of new individuals who entered employment in the report month. *[Cell 1]*
 - a. Average earnings per week before the subsidy for participants in Item 1 (dollar amount): Enter the average earnings per week for participants in Item 1 in the month immediately preceding the report month. Round the earnings to the nearest dollar. *[Cell 2]*
 - b. Average cash grant received before the subsidy for participants in Item 1 (dollar amount): Enter the average cash grant paid to families that include the participants in Item 1 in the month immediately preceding the report month. Round the cash grant to the nearest whole number. *[Cell 3]*
2. Participants with active subsidized employment during the report month: Enter the total number of participants who were in subsidized employment during the report month. Note: This is a count of all participants in subsidized employment during the report month, both ongoing and newly entered participants. *[Cell 4]*
 - a. Average earnings per week during the subsidy for participants in Item 2 (dollar amount): Enter the average earnings per week for participants in Item 2 during the report month. Round the earnings to the nearest dollar. *[Cell 5]*
 - b. Average work hours per week during the subsidy for participants in Item 2: Enter the average number of hours worked by the participants in Item 2 during the report month. Round the work hours to the nearest whole number. *[Cell 6]*
 - c. Average cash grant received during the subsidy for participants in Item 2 (dollar amount): Enter the average cash grant paid to families that include the participants in Item 2, during the report month. Round the cash grant to the nearest whole number. *[Cell 7]*
 - d. Meeting TANF work participation requirement for participants in Item 2: Enter the total number of participants in subsidized employment who are meeting the TANF work participation requirement during the report month. *[Cell 8]*

Part B. Post-Subsidized Employment

3. Individuals who found unsubsidized employment during the report month after subsidy ends: Enter the total number of individuals who found unsubsidized employment during the report month immediately following the end of the subsidy. *[Cell 9]*
 - a. Average earnings per week after the subsidy for individuals in Item 3 (dollar amount): Enter the average earnings per week for individuals in Item 3 during the report month. Round the earnings to the nearest dollar. *[Cell 10]*
 - b. Average cash grant received after the subsidy for individuals in Item 3 (dollar amount): Enter the average cash grant paid to families that include the individuals in Item 3, during the report month. Round the cash grant to the nearest whole number. *[Cell 11]*
 - c. Meeting TANF work participation requirement for individuals in Item 3: Enter the total number of individuals participating in unsubsidized employment who are meeting the TANF work participation requirement. *[Cell 12]*

ITEM INSTRUCTIONS CONTINUED**Part C. AB 98 Status Follow Up - 90 Days After the End of Subsidized Employment**

4. Individuals off CalWORKs cash aid 90 days after end of subsidized employment (in the 4th month):
Enter the total number of individuals who are no longer on or eligible for cash aid 90 days after the end of subsidized employment during the report month. *[Cell 13]*
5. Individuals on CalWORKs cash aid 90 days after end of subsidized employment (in the 4th month):
Enter the total number of individuals who are still on or eligible for cash aid 90 days after the end of subsidized employment during the report month. *[Cell 14]*
 - a. Currently working in unsubsidized employment: Enter the total number of individuals who are working in unsubsidized employment during the report month. *[Cell 15]*
 - b. Average earnings per week for individuals in Item 5a (dollar amount): Enter the average earnings per week for individuals in Item 5a during the report month. Round the earnings to the nearest dollar. *[Cell 16]*
 - c. Average work hours per week for individuals in Item 5a: Enter the average number of hours worked by individuals in Item 5a during the report month. Round the work hours to the nearest whole number. *[Cell 17]*
 - d. Meeting TANF work participation requirement for individuals in Item 5a: Enter the total number of individuals participating in unsubsidized employment who are meeting the TANF work participation requirement during the report month. *[Cell 18]*

COMMENTS

Use the Comments section to:

- Explain any major fluctuations in data.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.

CalWORKs SUBSIDIZED EMPLOYMENT CLAIMED UNDER AB 98 (WTW-AB 98)

VALIDATION RULES AND EDITS

CELLS 1 - 18: Each data cell in this report must be equal to or greater than 0.
No data cells should be left blank.

Part A. Subsidized Employment

- Cell 1 If Cell 1 is 0, then Cells 2 and 3 must be 0
If Cell 1 has a value greater than 0, then Cells 2 and 3 may or may not have a value
- Cell 4 If Cell 4 is 0, then Cells 5, 6, 7 and 8 must be 0
If Cell 4 has a value greater than 0, then Cells 5, 6 and 7 must have a value
Cell 4 must be greater than or equal to Cell 8
- Cell 8 Cell 8 must be less than or equal to Cell 4

Part B. Post-Subsidized Employment

- Cell 9 If Cell 9 is 0, then Cells 10, 11 and 12 must be 0
If Cell 9 has a value greater than 0, then Cells 10 and 11 must have a value
Cell 9 must be greater than or equal to Cell 12
- Cell 12 Cell 12 must be less than or equal to Cell 9

Part C. AB 98 Status Follow Up – 90 Days after the End of Subsidized Employment

- Cell 14 If Cell 14 is 0, then Cells 15, 16, 17 and 18 must be 0
If Cell 14 has a value greater than 0, then Cells 15, 16 and 17 may or may not have a value
Cell 14 must be greater than or equal to Cell 15
- Cell 15 Cell 15 must be less than or equal to Cell 14
Cell 15 must be greater than or equal to Cell 18
- Cell 18 Cell 18 must be less than or equal to Cell 15