

# Welfare-to-Work (WTW) Teen Parent Monthly Status Report STAT 45 (7/11)

DOWNLOAD REPORT FORM FROM:  
<http://www.cdss.ca.gov/dssdb/>  
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[admstat45@dss.ca.gov](mailto:admstat45@dss.ca.gov)

COUNTY NAME	VERSION <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISED	REPORT MONTH	REPORT YEAR
<b>PART A. TEEN PARENT STATUS</b>			
1. Teen parents whose Cal-Learn status was carried forward from last month (Item 1a plus or minus Item 1b).....			1
a. Item 6 from last month.....			2
b. Adjustment to Item 1a (Positive or negative number) (Explain in Comments).....			3
2. Teen parents assigned a Cal-Learn status during the month.....			4
3. Teen parents with WTW teen parent status during the month.....			5
4. Teen parents who became exempt during the month.....			6
5. Teen parents who were discontinued during the month.....			7
6. Teen parents carried forward to next month (Item 3 minus Item 4 minus Item 5).....			8
<b>PART B. REASONS FOR EXEMPTION</b>			
7. Teen parents in exemption status during the month.....			9
a. Illness, injury, or incapacitated.....			10
b. Expelled.....			11
c. Supportive services unavailable (3 months or more).....			12
d. Funding related problems (child care/transportation).....			13
e. CalWORKs FC.....			14
<b>PART C. REASONS FOR DEFERRAL</b>			40
8e. Teen parents with good cause during the month.....			40
8. Teen parents in deferral status during the month (Items 8a through 8d).....			45
a. Supportive services temporarily unavailable.....			46
b. Case management services unavailable.....			47
c. Special needs.....			48
d. Postpartum recovery.....			49
<b>PART D. REASONS FOR DISCONTINUANCE</b>			
9. Teen parents discontinued during the month (Items 9a through 9i) (Same as Item 5).....			20
a. Earned High School (HS) diploma or equivalent.....			21
b. No longer pregnant or custodial parent.....			22
c. Attained age 20.....			23
d. County transfer.....			24
e. No longer receiving aid.....			25
f. Erroneously referred to Cal-Learn.....			26
g. Age 19, chose not to continue.....			27
h. Age 19, not eligible to volunteer to continue participating.....			28
i. Other.....			29
<b>PART E. EARNED BONUS OR RECEIVED SANCTION</b>			
10. Teen parents issued a bonus payment during the month (Item 10a plus Item 10b).....			30
a. Teen parents issued \$100 bonus during the month because report card showed satisfactory progress.....			31
b. Teen parents issued \$500 bonus during the month because they earned HS diploma or equivalent.....			32
11. Teen parents sanctioned during the month.....			33
a. Teen parents sanctioned during the month because report card showed less than adequate progress.....			34
b. Teen parents sanctioned during the month because report card was not submitted.....			35
c. Teen parents sanctioned during the month for submitting a late report card without good cause.....			36
12. Dollar value of sanctions issued during the month.....			37
<b>PART F. ISSUED PAYMENT FOR TRANSPORTATION/ANCILLARY EXPENSES</b>			
13. Teen parents issued payment for transportation expenses during the month.....			38
14. Teen parents issued payment for ancillary expenses during the month.....			39
COMMENTS			
CONTACT PERSON	TELEPHONE	EXTENSION	FAX
TITLE/CLASSIFICATION	E-MAIL	DATE SUBMITTED	

The STAT 45 (7/11) form will be used during the Cal-Learn suspension period of July 2011 through June 2012. During this time the gray shaded cells will not be completed.

**WELFARE-TO-WORK (WTW)  
TEEN PARENT MONTHLY STATUS REPORT  
STAT 45 (7/11)**

**INSTRUCTIONS**

**CONTENT**

The monthly STAT 45 (7/11) report contains statistical information on the number of WTW teen parents, including those who were exempt, sanctioned, or given good cause for not participating during the month. It also includes data on the number of teen parents who were issued a bonus payment or a payment for transportation or ancillary expenses. During the Cal-Learn program suspension period, effective July 1, 2011 to June 30, 2012, the STAT 45's title has been renamed from Cal-Learn Teen Parent Status Report to Welfare-to-Work Teen Parent Status Report to reflect the transfer of teen parents from the Cal-Learn program into the Welfare-to-Work Teen Parent program.

This monthly report is designed to capture data on WTW teen parents only during the suspension of the Cal-Learn program from July 1, 2011 to June 30, 2012. Child care data for these individuals is not included on this report, since it is gathered on the Child Care Monthly Report - CalWORKs Families (CW 115) and Child Care Monthly Report – Two-Parent Families (CW 115A).

**PURPOSE**

This report provides county, state and federal entities with information needed for budgeting, and program planning.

**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 20<sup>th</sup> calendar day of the month following the report month.

Download an Excel version of the report form from <http://www.cdss.ca.gov/dssdb/>, complete the downloaded report form, and e-mail to the California Department of Social Services (CDSS), Data Systems and Survey Design Bureau (DSSDB) at [admstat45@dss.ca.gov](mailto:admstat45@dss.ca.gov). This e-mail submission process contains automatic computation of some cells and easy e-mail transmission of completed report forms to DSSDB. The website contains specific instructions and guidance.

If e-mail submission is not possible or if you have questions regarding the completion or submission of this report, contact DSSDB at (916) 651-8269. For reference purposes, copies of the report form and instructions can be downloaded at the CDSS Research and Data Reports (RADR) website at <http://www.cdss.ca.gov/research/>. The report's released monthly statewide and county-specific data is also available on the website.

**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.** If your county does not provide a particular service/activity, or the service/activity is provided but the county is unable to collect or track the data, enter "0" and explain in the Comments section.

**GENERAL INSTRUCTIONS (Continued)**

Enter in the boxes at the end of the form the name, job title or classification, telephone number, 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 submitted (this is usually the date when the report is e-mailed to DSSDB).

**DEFINITIONS**

The following definitions are to be used when completing the STAT 45 (7/11). Whenever possible, regulatory cites from the Manual of Policy and Procedures (MPP) have been provided so that if additional information regarding the definition is needed it can be referenced.

Ancillary expenses: Expenses that are a direct result of a teen parent attending an educational program. This includes, but is not limited to, schoolbooks, General Education Diploma (GED) testing costs, laboratory fees, etc. (MPP 42-750)

Bonus: A payment of money that is made as part of the Assistance Unit's (AU) cash aid for teen parents making satisfactory progress in the education program they are attending or for completing the education program they were attending. (MPP 42-762.3b(1))

Payments are:

- \$100 (MPP 42-762.22 and MPP 42-766.631) for satisfactory progress, or
- \$500 (MPP 42-762.23 and MPP 42-766.81) for completing the education program.

Completing an education program includes passing the GED examination, attaining a California High School (HS) certificate of proficiency, or earning a HS diploma or its equivalent.

Note: A teen parent cannot receive a \$100 and \$500 bonus during the same report card period. (MPP 42-769.124(a))

Exempt: An individual who is not required to participate in the WTW Teen Parent program because he/she meets any of the exemptions listed below.

Exemptions shall only be granted by the CWD if an individual:

- Has a serious illness, injury or incapacity that significantly impairs the teen parent from meeting the WTW Teen Parent program requirements. (MPP Section 42-712.44)
- Is an aided non-parent relative who has primary responsibility for providing care for a child who is a dependent or ward of the court, receiving KinGAP benefits, or a child at risk of placement in foster care. (MPP Section 42-712.45)

Good Cause: The recipient is excused from participation when the CWD determines there is a condition or other circumstance that temporarily prevents, or significantly impairs, the individual's ability to participate. The CWD shall review the continuing validity of the good cause determination as necessary, but at least every three months. (MPP 42-713)

Sanction: The reduction in the cash aid payment for the AU is based on WTW sanction criteria. Sanctions occur when a teen parent fails, without good cause, to meet WTW teen parent participation requirements. (MPP 42-721, ACL 11-36)

**DEFINITIONS (Continued)**

Satisfactory progress: Making at least a “C” (2.0) or equivalent grade point average on a report card, only for purposes of determining eligibility for a school bonus. (MPP 42-762.3s(2), MPP-42-762.3 b(1))

School attendance penalty: The reduction in the cash aid payment for the AU based on school attendance. This penalty occurs when a teen parent fails, without good cause, to regularly attend school, as determined by the county. (MPP 42-719, 40-105.5)

Teen parent: An individual participating in the WTW Teen Parent program. To be a participant, an individual must:

- Be a CalWORKs cash aid recipient under the age of 20; and
- Not have obtained a high school diploma or its equivalent; and
- Reside with his/her child in the same AU; or
- Be pregnant; and
- Have been notified of the WTW Teen Parent program under Section 42-764.

Transportation expenses: Reasonable transportation costs associated with getting to or coming from a WTW Teen Parent program assignment. This includes transportation costs that arise when the individual drops off and picks up his/her own child from childcare. (MPP 42-750.112)

WTW teen parent case: For statistical reporting purposes, a WTW teen parent case is considered a case when the WTW Teen Parent program Information/Orientation Notice (TEMP CL 1) is sent.

**ITEM INSTRUCTIONS****PART A. TEEN PARENT STATUS**

Part A summarizes data on the number of teen parents who hold a nonexempt status during the month.

3. Teen parents with WTW teen parent status during the month: Enter the number of teen parents that are currently participating in the WTW Teen Parent program. Include both new and ongoing teen parents. [Cell 5]

**PART B. REASONS FOR EXEMPTION**

7. Teen parents in exemption status during the month: Enter the number of teen parents who have been determined exempt from the WTW Teen Parent program. Include both new and ongoing teen parents with exemptions. [Cell 9]

**PART C. REASONS FOR DEFERRAL**

- 8e. Teen parents with good cause during the month: Enter the number of teens that currently have good cause for not participating in the WTW Teen Parent program. Include both new and ongoing teen parents with good cause. [Cell 40]

**ITEM INSTRUCTIONS (Continued)****PART E. EARNED BONUS OR RECEIVED SANCTION**

Part E is designed to capture unduplicated data on those teen parents reported in Item 3 who are issued a bonus or who are sanctioned because they did not meet WTW program requirements. Data reported in this part excludes teen parents who are exempt or granted good cause, because they are not subject to sanction nor are they eligible for bonuses. Note that teen parents cannot be issued a \$500 graduation bonus and a \$100 bonus for satisfactory school progress for the same report card period (MPP 42-769.124(a)).

10. Teen parents issued a bonus payment during the month (Item 10a plus Item 10b): Enter the total number of teen parents who were issued a bonus this month. This entry will equal the sum of Items 10a and 10b. *[Cell 30]*
  - a. Teen parents issued \$100 bonus during the month because report card showed satisfactory progress: Enter the number of teen parents who were issued a \$100 bonus this month because they showed satisfactory progress in the education program where they were enrolled. *[Cell 31]*
  - b. Teen parents issued \$500 bonus during the month because they earned HS diploma or equivalent: Enter the number of teen parents who were issued a \$500 bonus this month because they earned a HS diploma or equivalent. *[Cell 32]*
11. Teen parents sanctioned during the month: Enter the number of teen parents who were sanctioned during this month because they did not meet WTW Teen Parent program requirements, or who received a penalty for not attending school. Include both new and ongoing sanctions and penalties. *[Cell 33]*

**PART F. ISSUED PAYMENT FOR TRANSPORTATION/ANCILLARY EXPENSES**

Part F is designed to capture unduplicated data on those teen parents who are issued payment for transportation and/or ancillary services this report month. Note: For reporting purposes, if a teen parent is issued multiple payments for the same type of service in the same month, count the teen parent only once in that month. For example, if a teen parent is issued two payments for transportation and one payment for ancillary services in the same month, he/she would be reported once in Item 13 and once in Item 14 for that month.

13. Teen parents issued a payment for transportation expenses during the month: Enter the number of teen parents who were issued payment for transportation expenses this month. *[Cell 38]*
14. Teen parents issued a payment for ancillary expenses during the month: Enter the number of teen parents who were issued payment for ancillary expenses this month. *[Cell 39]*

**COMMENTS**

Use the Comments section to:

- Explain any "0" data entry for an item if the county does not provide the service/activity.
- Explain any major fluctuations in data.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.

## Welfare-to-Work (WTW) Teen Parent Monthly Status Report STAT 45 (7/11)

### Cells 1-39

The STAT 45 (7/11) form is to be used during the Cal-Learn suspension period of July 2011 through June 2012. During this time the gray shaded cells are not to be completed.

#### Cells 5, 9, 30, 31, 32, 33, 38, 39 and 40

Each data cell in this report must be a whole number greater than or equal to zero (0).  
~~except Item 1b/Cell 3 may be either a positive or negative number.~~  
Enter whole numbers only, no decimals or negative numbers  
~~(except Item 1b/Cell 3 may be a negative number).~~ No data cells should be left blank.

#### ~~PART A. TEEN PARENT STATUS~~

- ~~CELL 1: Cell 1 must be equal to Cell 2 plus Cell 3~~  
~~CELL 2: Cell 2 must be equal to last month's Cell 8~~  
~~CELL 3: Cell 3 must be equal to (Cell 1 minus Cell 2)~~  
~~CELL 5: Cell 5 must be equal to (Cell 1 plus Cell 4)~~  
~~CELL 6: Cell 6 must be equal to or less than Cell 9~~  
~~CELL 7: Cell 7 must be equal to Cell 20~~  
~~CELL 8: Cell 8 must be equal to (Cell 5 minus Cell 6 minus Cell 7)~~

#### ~~PART B. REASONS FOR EXEMPTION~~

- ~~CELL 9: Cell 9 must be equal to (Cell 10 plus Cell 11 plus Cell 12 plus Cell 13 plus Cell 14)~~  
~~Cell 9 must be equal to or greater than Cell 6~~

#### ~~PART C. REASONS FOR DEFERRAL~~

- ~~CELL 15: Cell 15 must be equal to (Cell 16 plus Cell 17 plus Cell 18 plus Cell 19)~~

#### ~~PART D. REASONS FOR DISCONTINUANCE~~

- ~~CELL 20: Cell 20 must be equal to (Cell 21 plus Cell 22 plus Cell 23 plus Cell 24 plus Cell 25 plus Cell 26 plus Cell 27 plus Cell 28)~~  
~~Cell 20 must be equal to Cell 7~~

#### ~~PART E. EARNED BONUS OR RECEIVED SANCTION~~

- ~~CELL 30: Cell 30 must be equal to (Cell 31 plus Cell 32)~~  
~~CELL 33: Cell 33 must be equal to (Cell 34 plus Cell 35 plus Cell 36)~~

#### ~~PART F. ISSUED PAYMENT FOR TRANSPORTATION/ANCILLARY EXPENSES~~

~~NONE (No Validation Rule or Edit)~~