

June 6, 2018

ALL COUNTY LETTER (ACL) NO. 18-43

TO: ALL COUNTY WELFARE DIRECTORS
ALL CALWORKS PROGRAM SPECIALISTS
ALL CALFRESH COORDINATORS
ALL CONSORTIA PROJECT MANAGERS
ALL WELFARE-TO-WORK COORDINATORS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS (CalWORKs): REVISED NOTICE OF ACTION MESSAGES:
M40-107(C), M40-107(D) AND M40-107(G)

REFERENCES: [PERSONAL RESPONSIBILITY AND WORK OPPORTUNITY ACT OF 1996](#); [SENATE BILL \(SB\) 72](#) (CHAPTER 8, STATUTES OF 2011), [SB 1041](#) (CHAPTER 47, STATUTES OF 2012); MANUAL OF POLICIES AND PROCEDURES (MPP) SECTIONS [40-107\(C\)](#), [40-107\(D\)](#), [40-107\(G\)](#), [42-302.1](#), [42-302.2](#), [42-302.111](#), [42-302.112](#), [42-302.113](#), [42-302.114](#); [ALL COUNTY LETTER \(ACL\) 11-33](#)

In the years immediately following the passage of SB 72 and SB 1041, the California Department of Social Services (CDSS) has released a series of ACLs intended to ensure clients maximize their time on aid. SB 72 reduced the CalWORKs time-on-aid clock to the current 48 months and SB 1041 implemented the Welfare-to-Work (WTW) 24-month time clock. To further the goal of improving clients' time on aid experience, in partnership with welfare advocates, the CDSS collaborated to improve a set of time on aid Notice of Action (NOA) messages.

This ACL transmits three revised CalWORKs NOA messages to County Welfare Departments (CWDs):

- M40-107(c) – Time On Aid Between 42nd and 46th Month;

- M40-107(d) – Time on Aid to Former CalWORKs Recipients; and
- M40-107(g) – CalWORKs 48th Month on Aid.

The CDSS revised these NOA messages based on input and feedback from CWDs and advocates. These revised NOA messages will remind clients of the importance of understanding their Temporary Assistance to Needy Families (TANF) and CalWORKs 48-Month Time Limit.

Detailed description of the specific changes to the NOA messages

M40-107(c) – “Time On Aid Between 42nd and 46th Month” notifies clients they are six months from the end of the CalWORKs 48-month time limit as required by MPP sections 40-107(C) and 40-107(D). This is intended to facilitate a dialogue between the CWD and client in anticipation of the client transitioning off aid, modifying his or her plan if the assessment indicates it is necessary or to obtain an extension, if eligible.

The specific revisions to the M40-107(c) were as follows:

- Changing recipient language from the specific “you” to a blank fillable line enabling multiple addresses;
- Removal of the previous table showing months that were counted and not counted (this table has been replaced by a box that provides dates, the number of months exempted and the reason for the exemption);
- Modification of how months are tabulated showing how many months the client was aided, total months exempt, months used against on the CalWORKs 48-month time limit and months remaining on the CalWORKs 48-month time limit;
- Edits to the child support recoupment section for increased readability; and
- New instructions to reflect the changes.

M40-107(d) – “Time on Aid to Former CalWORKs Recipients” informs former CalWORKs recipients applying for aid in other states of the total number of months of TANF received in California.

The specific revisions to the M40-107(d) were as follows:

- Edits to the initial information section for increased readability;
- Addition of a general statement informing clients about TANF aid being the federal version of CalWORKs;
- A paragraph stating that CalWORKs and TANF counts may be different;
- Addition of an explanation that TANF has fewer exemptions than CalWORKs;
- Removal of the previous table showing months that were counted and not counted (this table has been replaced by a box that provides dates, the number of months exempted and the reason for the exemption); and
- New instructions to reflect the changes.

M40-107(g) – “48th Month on Aid” informs an adult recipient that s/he has reached the 48-month time limit and is no longer eligible for aid.

The specific revisions to the M40-107(g) were as follows:

- Changing months of time on aid from 60 to 48 months;
- Explanation that cash aid will be decreasing;
- Addition of who has been removed from the grant, causing the decrease of discontinuance;
- Addition of language explaining how an exception can be requested;
- Removal of the previous table showing months that were counted and not counted (this table has been replaced by a box that provides dates, the number of months exempted and the reason for the exemption); and
- New instructions to reflect the changes.

If automation of these revised NOAs is not completed by consortia before the effective date, counties will need to use alternative means of noticing clients until programming is completed.

CAMERA READY COPIES AND TRANSLATIONS:

For camera-ready copies in English, contact the Forms Management Unit at fmudss@dss.ca.gov. If your office has internet access you may obtain this form from the CDSS webpage at: <http://www.cdss.ca.gov/inforesources/Forms-Brochures/Forms-by-Program>

When translations are completed per MPP section 21-115.2, including Spanish form, they are posted on our website. Copies of the translated forms can be obtained at: <http://www.cdss.ca.gov/inforesources/Translated-Forms-and-Publications>.

For questions on translated materials, please contact Language Services at (916) 651-8876. Until translations are available, recipients who have elected to receive materials in languages other than English should be sent the English version of the form or notice along with the *GEN 1365-Notice of Language Services* and a local contact.

The CWD shall ensure that effective bilingual services are provided. This requirement may be met through utilization of paid interpreters, qualified bilingual employees, and qualified employees of other agencies or community resources. These services shall be provided free of charge to the applicant/recipient.

In the event that CDSS does not provide translations of a form, it is the county's responsibility to provide the translation if an applicant or recipient requests it. More information regarding translations can be found in MPP Section 21-115.

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If you have any questions regarding this letter, please contact the CalWORKs Eligibility Bureau at (916) 654-1322.

Sincerely,

Original Document Signed By:

TODD R. BLAND
Deputy Director
Family Engagement & Empowerment Division

Attachments

State of California
Department of Social Services

Page 1 of 2
Noa Msg Doc No.: M40-107c
Action : Other
Issue: CalWORKs 48-Month Time Limit
Title: Time On Aid Between 42nd and 46th
Month

Auto ID No.:
Source :
Issued by :

Use Form No. : NA 530, attach NA 270
Original Date : 03-01-02
Revision Date : 06-06-18

Reg Cite : 40-107.142, 42-302, 42-302.21
42-712

MESSAGE:

On the date of the last time limit notice, _____,
the County determined that you,
_____ used a total of _____
months of your lifetime 48-month time limit of
CalWORKs cash aid.

As of _____, _____, has used a total of
[] months of the 48 months of time-limited
CalWORKs.

Here's why:

You have used [] months since your last time limit
notice:

Since then, you got CalWORKs:

from _____ to _____ = _____ months.

from _____ to _____ = _____ months.

Subtotal: = _____ months.

We did not count the months
listed below toward the 48-month
CalWORKs time limit:

Date(s)		# months:
Reason		
Date(s)		
Reason		

Total months that did not count: _____
Total Months aided: _____
Total Exempt Months: - _____
Total Months Unticked for Collected Child Support: - _____
Total Against 48-month time limit: = _____
Months left on 48-month time limit: _____

If you were exempt, the month(s) did not count toward the CalWORKs 48-month time limit. These months are listed below.

- ___ The State got child support payments for children CalWORKs. These payments can give you more time on the 48-month time limit.
- ___ No child support was collected for children in your Assistance Unit.
- ___ You do not have exempt months based on child support collection.

AUTHORITY: Senate Bill 72 (Chapter 8, Statutes of 2011)

INSTRUCTIONS: Use at 42nd/46th month on aid to inform an adult recipient of the total number of months that s/he received aid.

Complete the following:

- Date of last time limit NOA.
- Name of the adult recipient.
- Total number of months of aid used, as reported on previous time limit NOA.
- Date of previous NOA.
- Name of the adult recipient.
- Number of months used (between 42 or 46 months).
- Number of months used since last time limit notice.
- Period(s) of time the family was eligible to receive aid (excludes the period of discontinuance and suspense months, but includes zero basic grant (ZBG) months), since the last time limit NOA.
- Number of months that did not count toward the time limit, (i.e., exemptions, ZBG months, and sanctioned months), since last time limit NOA.
- Total number of months of aid that counted.
- Total number of exempted months.
- Total number of months unticked for collected child support.
- Total months used against the 48-month time limit.
- Total months left on the 48-month time limit.
- Total number of months used (between 42 or 46 months.)
- Check appropriate box for child support time limit exemption; use addendum for child support time limit exemption if applicable.
- The year and number of months that did not count on page two (use continuation page NA 270.)

State of California
Department of Social Services

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Noa Msg Doc No.: M40-107d
Action : Other
Issue: Out of State Time Limit Inquiry
Title: Time On Aid to Former
CalWORKs Recipients

Auto ID No.:
Source :
Issued by :
Reg Cite : 40-107.151

Use Form No. : NA 290
Original Date : 03-01-02
Revision Date : 06-06-18

MESSAGE:

The State where you applied for aid has asked the County about the number of months you got CalWORKs.

Federal law limits adults to 60 months of "TANF" aid. CalWORKs is California's TANF program and grants aid for 48 months unless you had an exemption or had months unticked for child support payments that repaid a month's full grant.

Your California count for CalWORKs may be different than the TANF count of the count in your new State. If you have questions, contact your worker.

The County provided the following information:

As of _____, the County has determined that _____ used _____ months of your lifetime 48-month time limit of CalWORKs cash aid.

Here's why:

You got TANF-funded aid in California:

from _____ to _____ = _____ months.

from _____ to _____ = _____ months.

from _____ to _____ = _____ months.

Total: _____ = _____ months.

The months that did not count toward the TANF 60-month time limit are shown on the next page.

CalWORKs does not count (exempt) months for more reasons than federal TANF rules. The months that did not count toward the TANF 60-month time limit are:

Date(s)		# months:
Reason		
Date(s)		
Reason		

INSTRUCTIONS: Use at the time a former CalWORKs recipient applies for aid in another state to inform the former recipient of the total number of months that s/he received TANF-funded in California.

Complete the following:

- Date of notification.
- Name of the adult recipient.
- Total number of months of TANF-funded aid used (i.e., counted toward the time limit).
- Period(s) of time the family was eligible to receive aid (excludes the period of discontinuance and suspense months, but includes zero basic grant (ZBG) months.)
- Number of months that did not count toward the time limit (i.e., TANF exemptions and sanctioned months). Put the year, number of months, and reason(s) that did not count on page two.

State of California

Department of Social Services

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Noa Msg Doc No.: M40-107g

Action : Discontinuance/Change

Issue: CalWORKs 48-Month Time Limit

Title: 48th Month On Aid

Auto ID No.:

Source :

Issued by :

Reg Cite : 40-107.147, 42-302, 42-302.21,
42-712, 44-111, 44-113, 44-207.2

Use Form No.: NA 530, attach NA 532

Original Date : 11-01-02, New

Revision Date : 06-06-18

MESSAGE:

As of _____, the County is changing your family's cash aid from \$_____ to \$_____. We have removed _____ from the grant. The new amount of cash aid is for the [] remaining eligible members of your family. The new cash aid amount is figured on the next page.

Here's why:

As of _____, _____, has used 48 months of CalWORKs cash aid. Adults cannot get CalWORKs cash aid after 48 months unless they meet an exception to the time limit. We have no record of your meeting an exception. **If you disagree, ask for a hearing.**

You may be able to get aid for yourself after 48 months. The reasons are listed on form CW 2190A, sent out with this notice. Fill out and return this form to the County any time you think you qualify for an exception.

You got CalWORKs aid:

from _____ to _____ = _____ months.

from _____ to _____ = _____ months.

from _____ to _____ = _____ months.

We did not count the months listed below toward the 48-month CalWORKs time limit.

If you were exempt, the month(s) did not count toward the CalWORKs 48-month time limit. These months are listed on the next page.

Date(s)		# months:
Reason		
Date(s)		
Reason		

The list on this page includes months that are exempt due to child support collection. The last page(s) shows how child support was applied to exempt month(s).

___ You may also have months that are exempt because of child support collection. If you do, these months will be included in your next notice.

___ No child support was collected for children in your AU.

Total months that did not count: _____ months.

INSTRUCTIONS: Use at 48th month on aid to inform an adult recipient that s/he reached the 48-month time limit and is no longer eligible for aid.

Complete the following:

- Date of last time limit NOA.
- Previous amount of cash aid.
- New amount of cash aid.
- Name of the adult recipient that was removed.
- Number of remaining members in the AU.
- Period(s) of time the family was eligible to receive aid (excludes the period of discontinuance and suspense months, but includes zero basic grant (ZBG) months), since the last time limit NOA.
- Dates, number of months and reason(s) that months did not count toward the time limit, (i.e., exemptions, ZBG months, and sanctioned months), since last time limit NOA.
- Check appropriate box for child support time limit exemption.
- Total number of months (48 months).

Attach Continuation Page NA 532 to show the family's income (AU + Non-members AU) is more than MAP and the exempt months, including year and number of months that did not count. If child support exemption is applicable, use addendum for exempt months due to child support collection.