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July 11, 2019

ALL COUNTY LETTER (ACL) NO. 19-42

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CALFRESH PROGRAM SPECIALISTS
ALL CONSORTIA REPRESENTATIVES
ALL COUNTY WELFARE TO WORK COORDINATORS
ALL COUNTY CALWORKS PROGRAM SPECIALISTS

SUBJECT: WELFARE TO WORK (WTW) GUIDANCE FOR IMPLEMENTING THE
CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS (CalWORKs) HOME VISITING INITIATIVE (HVI)

REFERENCE: [AB 1811 \(CHAPTER 35, STATUTES 2018\)](#); [WELFARE AND INSTITUTIONS CODE \(WIC\) SECTION 11330.7\(c\)](#), [WIC SECTION 11330.7\(b\)\(5\)](#), and [WIC SECTION 11330.6\(d\)\(3\)](#); [MANUAL OF POLICIES AND PROCEDURES \(MPP\) SECTION 42-750.11](#), [MPP SECTION 42-716](#), [MPP SECTION 42-713.21](#), [MPP SECTION 42-712](#), and [MPP SECTION 42-701.2\(v\)\(2\)](#); [ALL COUNTY LETTER \(ACL\) 18-70](#); and [COUNTY FISCAL LETTER \(CFL\) NO. 18/19-51](#), [CFL NO. 18/19-50](#), and [CFL NO. 18/19-49](#); [CALIFORNIA'S WORK VERIFICATION PLAN](#)

This All County Letter (ACL) provides CalWORKs WTW guidance to counties implementing the CalWORKs Home Visiting Initiative (HVI), an evidence-based CalWORKs initiative taking a two-generational approach to alleviating poverty and promoting self-sufficiency.

BACKGROUND

Assembly Bill (AB) 1811 (Chapter 35, Statutes of 2018) established the CalWORKs HVI, a voluntary program model that connects new parents with a nurse or other trained professional who makes regular visits to the client's home to provide guidance, coaching, access to prenatal and postnatal care, and other health and social services.

For CalWORKs program recipients, HVI will help parents access necessary resources, improve parenting and household management skills, and maintain a safe and nurturing home environment for the child to thrive and grow.

An additional voluntary component of the home visiting initiative for CalWORKs recipients encourages the client to enroll their child, and volunteer, in an early learning setting (i.e., child care center) to develop work experience and learn more about the physical, cognitive, and social-emotional development of the child.

In HVI, county caseworkers play a critical role in promoting this voluntary initiative and supporting clients as they engage in the initiative. Included in that support capacity is the development of a WTW plan and ensuring the provision of necessary supportive services for CalWORKs recipients to support their efforts to participate in the HVI.

For information regarding the allocation of funds and claiming instructions, please refer to County Fiscal Letter (CFL) 18/19-51, CFL 18/19-50, and CFL 18/19-49.

For information regarding the HVI, more broadly, please refer to All County Welfare Directors Letters (ACWDLs), dated July 31, 2018 and April 25, 2019.

ELIGIBILITY

In order to be eligible for HVI, in a county where HVI is offered, an individual must:

- Be a member of a CalWORKs Assistance Unit or the parent or caretaker relative for a child only case;
- Be pregnant and have no other children at the time of enrollment in the initiative; or
- Be a first-time parent or caretaker relative of a child less than 24 months of age at the time of enrollment in the initiative.

A county may serve additional individuals not described above so long as the county offers home visiting to all individuals in the target population.

WTW CLIENTS IN HVI

The WTW clients in HVI may be mandatory or voluntary participants in WTW. Unless exempt from WTW, all CalWORKs clients are required to participate in WTW as a condition of eligibility. Volunteers, as per MPP 42-701.2(v)(2), are not required to participate in WTW due to qualifying for a WTW exemption as provided in MPP 42-712 but choose to participate. As per MPP 42-712.5, volunteers in WTW may end their voluntary participation at any time without loss of eligibility for aid, provided their status has not changed in a way that requires participation.

ASSIGNING HOURS IN A WTW PLAN

In accordance with WIC Section 11330.7(c), all HVI hours, including hours spent directly with the home visitor (home visiting sessions) and any hours spent volunteering in an early learning setting must be assigned in the client's WTW plan, and counted toward meeting the assistance unit's (AU's) participation requirements, when applicable; however, CalWORKs HVI clients are not required to participate in WTW or develop a WTW plan in order to participate in the HVI, as per WIC Section 11330.6(d)(3).

Building the WTW Plan

Hours in HVI activities for CalWORKs clients participating in WTW voluntarily or as a mandatory participant may be assigned on either the left (CalWORKs minimum standards) or right (CalWORKs federal standards) side of the WTW plan, as appropriate.

CalWORKs Minimum Standards

- Activity: **Job search and job readiness-** For assignment of home visiting sessions.
- Activity: **Other activities necessary to assist in obtaining employment-** For HVI activities that do not meet the definition of activities assigned to CalWORKs federal standards.

CalWORKs Federal Standards

- Activity: **Job search and job readiness-** For assignment of home visiting sessions.
- Activity: **Community services, work experience (WEX), or job search and job readiness-** For assignment of volunteer hours at an early learning center.

NOTE: Activities are assigned in accordance with activity descriptions detailed in MPP Section 42-716.1. Job search and job readiness may be counted for four weeks (120 hours) and six weeks (180 hours) total in a 12-month period for CalWORKs federal standards. Work experience (WEX) is initially limited to 12 months, but per MPP Section 42-716.1(d) may be extended at the discretion of the county and the WTW participant.

CalWORKs time limits associated with CalWORKs federal standards activities or the WTW 24-MTC will not prevent CalWORKs clients from accessing HVI; when these time limits have been exceeded, counties may assign HVI as "Other activities necessary to assist in obtaining employment" on either the left or right side of the plan, dependent upon whether the plan is built to meet federal or minimum standards.

FEDERAL REPORTING

HVI participation in home visiting sessions and/or volunteering in an early learning setting may be counted for Work Participation Rate (WPR). Clients engaged in HVI may meet the definition of a work-eligible individual (WEI) as described in ACL 18-70, Attachment 1, pages 16-17, and be included in the Temporary Assistance for Needy Families (TANF) sample.

Home visiting sessions may be counted as job search and job readiness for 120 hours up to 180 hours total in a 12-month period, in accordance with federal reporting instructions provided in ACL 18-07. Beyond this time limit, counties are encouraged to report home visiting session hours as “Other activities that directly lead to unsubsidized employment”.

Volunteer hours in an early learning setting may be counted as community service, work experience (WEX), or job readiness.

For purposes of federal reporting, as described in ACL 18-70, Attachment 3, page 17, #24 “Work Activities Other Than Those Specified Above”, when a client is not meeting the core hourly requirement, as may occur with voluntary participants in HVI, counties are strongly encouraged to report participation hours in federally reportable activities as “Work Activities Other Than Those Specified Above.”

DOCUMENTATION AND VERIFICATION

Documentation and verification of HVI activities for WTW and federal reporting purposes must conform to requirements in California’s TANF Work Verification Plan. For instructions specific to documentation and verification of HVI activities for federal reporting, please refer to CDSS’ annual TANF Work Participation Data reporting instructions (ACL 18-70).

SUPPORTIVE SERVICES

Consistent with MPP Section 42-750.11, all clients participating in a WTW activity, including those with and without a WTW plan, may be eligible for the full array of CalWORKs WTW supportive services:

- Child care,
- Transportation,
- Ancillary services, and
- Diaper assistance for qualifying children in the home to participate in HVI activities.

For HVI clients in WTW, supportive services for HVI must be included in the WTW plan (mandatory or voluntary), where a plan has been developed. If supportive services are not available for HVI activities needed to meet WTW requirements, clients must be given good cause, as per MPP Section 42-713.21.

Clients in WTW sanction or removed from aid status and in a plan to have aid restored as per 42-721.48-49 may receive WTW supportive services. For HVI clients who are not eligible for WTW supportive services, home visitors will provide information, resources, and referrals to other community resources for services.

CONTACTS

If you have any questions or need further information regarding this letter, please contact the following CDSS representatives:

- CalWORKs Employment County Consultant: Telephone: (916) 654-2137
- Child Care Programs: CalWORKsHVI@dss.ca.gov
- Fiscal Policy and Analysis: Fiscal.Systems@dss.ca.gov

Sincerely,

Original Document Signed By:

MARCELA RUIZ
Acting Deputy Director
Family Engagement and Empowerment Division
Attachment

CalWORKs Home Visiting Initiative (HVI) Job Aid

What is HVI?

- A two-generational voluntary program model that connects new parents with a nurse or other trained professional who makes regular visits to the client's home to provide guidance, coaching, access to prenatal and postnatal care, and other health and social services.

HVI Clients in Welfare-To-Work (WTW)

- May be mandatory or voluntary WTW participants.
- Are not required to sign a WTW plan but are encouraged to do so if they are voluntary WTW participants.
- May be eligible for the full array of supportive services, including child care, transportation, ancillary services, and diaper assistance for clients with young children.

WTW Plan Allowable Activities in HVI

CalWORKs Minimum Standards (Left Side of the WTW Plan)	CalWORKs Federal Standards (Right-Side of the WTW Plan)
Other activities necessary to assist in obtaining employment <ul style="list-style-type: none"> • For assignment of home visiting session (when job search and job readiness time limits are exhausted) • For assignment of volunteer hours in an early learning setting if unable to assign as community service or work experience 	Job search and job readiness <ul style="list-style-type: none"> • For assignment of home visiting session or volunteer hours at an early learning setting Community service, work experience, or job search and job readiness <ul style="list-style-type: none"> • For assignment of volunteer hours at an early learning setting

How to Count Hours in HVI for Purposes of Work Participation Rate (WPR)

HVI participation in home visiting sessions and/or volunteering in an early learning setting may be counted for WPR. Clients engaged in HVI may meet the definition of work-eligible individuals as described in ACL 18-70, and be included in the TANF sample.

Counting Hours in HVI for WPR	<i>Home Visiting Sessions</i>	<i>Volunteer Hours in an Early Learning Center</i>
Activities Meeting WPR*	Job search and job readiness (Four consecutive weeks, 120 hours, and six weeks total, 180 hours, in a 12-month period)	Community Service, work experience (WEX), or job readiness
Activities Not Meeting WPR (Despite not meeting WPR, counties are encouraged to report all hours of participation)	Work Activities Other Than Those Specified Above	Work Activities Other Than Those Specified Above

*For clients not meeting the core hourly requirement, counties are strongly encouraged to report participation hours in federally reportable activities as "Work Activities Other Than Those Specified Above."