

November 27, 2019

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY LETTER NO. 19-110**

This All County Letter (ACL) provides instructions to County Welfare Departments (CWDs) on the California Work Opportunity and Responsibility to Kids (CalWORKs) Stage One Child Care immediate and continuous eligibility procedures for utilizing a monthly data report and online summary screen.



KIM JOHNSON  
DIRECTOR

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

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GAVIN NEWSOM  
GOVERNOR

November 27, 2019

ALL COUNTY LETTER (ACL) NO. 19-110

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY CHILD CARE COORDINATORS  
ALL WELFARE TO WORK COORDINATORS  
ALL COUNTY ELIGIBILITY WORKERS  
ALL CONSORTIA REPRESENTATIVES

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) STAGE ONE CHILD CARE: IMMEDIATE AND CONTINUOUS ELIGIBILITY MONTHLY DATA REPORT AND ONLINE SUMMARY SCREEN

REFERENCE: [ASSEMBLY BILL \(AB\) 121 \(CHAPTER 414, STATUTES OF 2019\)](#); [ALL COUNTY LETTER 19-99](#); [TITLE 5 OF THE CALIFORNIA CODE OF REGULATIONS \(CCR\) SECTION 18409](#); [MANUAL OF POLICIES AND PROCEDURES \(MPP\) SECTIONS 47-230.23; MPP 47-230.231-232; MPP 47-310; MPP 80-301\(C\)\(2\); MPP 80-301\(S\)\(5\); MPP 80-301\(M\)\(5\); MPP 82-808.11; TITLE 45 OF THE CODE OF FEDERAL REGULATIONS \(CFR\) SECTION 260.30](#)

This All County Letter (ACL) provides instructions to County Welfare Departments (CWDs) on the California Work Opportunity and Responsibility to Kids (CalWORKs) Stage One Child Care immediate and continuous eligibility procedures for utilizing a monthly data report and online summary screen that contains current individual family data needed to enroll a family in CalWORKs child care services, or to transfer a family between stages. This guidance is issued in accordance with the implementation of [Assembly Bill \(AB\) 121 \(Chapter 414, Statutes of 2019\)](#), signed by the Governor on October 2, 2019, and is to accompany [All County Letter 19-99](#).

## PURPOSE OF IMMEDIATE AND CONTINUOUS CHILD CARE ELIGIBILITY

The purpose of immediate and continuous eligibility is to support family self-sufficiency by providing immediate and consistent child care assistance while the family's work

and/or activities stabilize. Immediate and continuous eligibility is part of a two-generational approach to create better opportunities for economic mobility by simultaneously focusing on the needs of parents and children.

Implementation of this policy provides for access to quality, stable, early care and education for children while their parents engage in activities that lead to positive wellness and economic outcomes. Immediate and continuous child care aligns Stage One Child Care eligibility periods with all other statewide child care and development subsidy programs. As a result, families who may touch other parts of the child care system, as well as child care providers and the state and local agencies that administer various child care programs, benefit from this continuity.

## **MONTHLY DATA REPORT**

Beginning January 1, 2021, or the date that Statewide Automated Welfare System (SAWS) automation changes occur, whichever date is later, CWDs shall provide CalWORKs Stage Two administrators a monthly report of all families who meet the following criteria:

- The parent/caretaker's cash aid has been discontinued in the last 30 days
  - In two parent families, this would be the date that the last aided adult in the assistance unit (AU) discontinued from aid
- The parent/caretaker has not received aid in the last 30 days
- The parent/caretaker has children in the home who are potentially eligible for child care services
  - "Potentially eligible" means all children in, or excluded from, the CalWORKs AU, who are living in the home under the parent/caretaker's care and control

The report shall include the parent/caretaker's most current contact information. CWDs may provide or require training on security protocols and confidentiality of individual family data to an administrator who is given access to data pursuant to this report.

CWDs shall provide the following information on a monthly basis to the Stage Two Child Care administrator:

- Case number (include 2-digit county code)
- Name of the last aided parent/caretaker
- Parent/caretaker primary language
- Phone number (home/main)
- Phone number (cell)
- Phone number (work)

- Phone number (alternate)
- Parent/caretaker e-mail address
- Mailing street address
- City
- State
- Zip code
- The number of children under 13 years of age
- The number of children 13 years of age and older
- The date that the last aided parent/caretaker's CalWORKs cash aid was discontinued
- Whether the entire case discontinued or just the parent/caretaker
- Whether the parent/caretaker is currently sanctioned or timed-out

For further guidance, CWDs may reference a sample Monthly Data Report (Attachment A) and Monthly Data Report Instructions (Attachment B).

## **ONLINE SUMMARY SCREEN**

Beginning January 1, 2021, or the date that automation changes occur, whichever date is later, CWDs shall provide local administrators of CalWORKs Child Care services limited, read-only, online access to a data screen through the SAWS. The purpose of the online summary screen is for Stage Two and Three administrators to verify the participant's eligibility and accuracy of required documentation needed for Stage Two and Three Child Care services. Access shall include a single summary screen that contains current individual family data needed to enroll a family in CalWORKs Child Care services or transfer a family between stages. This single screen may include tabs to ensure that all of the information is easily accessible.

The online summary screen shall include the following information to the extent available in SAWS. If this information is not currently available in SAWS, CWDs shall work with their Stage Two and Three administrator to ensure that they have access to this information outside of SAWS ([Title 5 CCR Section 18409](#); [MPP Section 47-310](#)). The list of data elements that must be shared below contains specific detailed information that must be included.

### **1. Parent/caretaker relative information:**

- CalWORKs case number;
- Full name(s): first name, middle initial, last name;
- Mailing and physical address(es), including city, state, and zip code;
- Telephone number(s): home/main, cell, alternate, work, other – per adult in the AU. CWDs shall not include absent and/or noncustodial parent information in the online summary screen;

- Parent/caretaker relative CalWORKs program status - pending, active, discontinued, or denied;
    - For two parent families, include the status of both parents;
  - If CalWORKs program status is either discontinued or denied, the date that the last aided adult in the AU discontinued from aid.
2. Child information:
    - Full names and birth dates of all children under care and control of the adult in CalWORKs, including any child in the AU, regardless of age;
    - Names shall include: first name, middle initial, last name;
    - Birthdates should be in the following format: MM/DD/YYYY;
    - CalWORKs program status for every child in the AU or under the care and control (pending, active, discontinued, or denied).
  3. The number of hours of child care authorized on the Stage One Child Care authorization.
  4. Other CalWORKs AU and non-AU family members in the household:
    - Full name(s): first name, middle initial, last name;
    - This includes family members who are related by blood, marriage, or adoption to the parent(s)/caretaker(s) of the children being served.
  5. The reason for needing child care services:
    - Indicate if the family needs service due to any of the following: homeless; working; the child is referred for protective services because of neglect, abuse, exploitation, or at-risk thereof; parent/caretaker is incapacitated because of medical or psychiatric special needs; education or training; actively seeking employment; seeking permanent housing; CalWORKs activities; and, diversion.
  6. Family size:
    - List the number of adults and children related by blood, marriage, or adoption who comprise the household in which the child is living, pursuant to [MPP Section 47-230.23](#), and [MPP Section 47-230.231-232](#).
  7. Adjusted monthly income and sources:
    - List the total countable income, including: employment; self-employment; child support; cash or other assistance under Title IV of the Social Security Act (TANF); and state-only alien and two-parent programs for CalWORKs recipients;
      - Do not include: other federal cash income programs (such as SSI); housing voucher; or cash assistance; and assistance under the Food Stamps Act of 1977;
    - Identify all sources of family income, even income not counted in the family's adjusted monthly income. This includes: employment, including self-employment; cash; or other assistance under Title IV of the Social Services Act (TANF); other federal cash income programs (such as SSI);

housing voucher or cash assistance; assistance under the Food Stamps Act of 1977.

8. Employment or training information for parent/caretaker(s):
  - Parent/caretaker name and name and address of employer(s) or training institution(s);
  - Days and hours of employment or training.
9. Child care provider information:
  - Full name(s): first name, middle initial, last name;
  - Mailing and physical address(es), including city, state, and zip code;
  - Telephone numbers;
  - Type of eligible provider: licensed center-based care; licensed family child care home; license-exempt center-based care; license-exempt relative care; or license-exempt non-relative care;
  - Rate of payment.
10. CalWORKs case status: pending, active, discontinued (this includes the date that the parent/caretaker was sanctioned), or denied.
11. The last month that each parent/caretaker relative was active for CalWORKs cash aid before being discontinued.

## DEFINITIONS

- Parent/caretaker relative: a relative, related to the degree specified in [MPP Section 82-808.11](#), who lives with a child who is part of the filing unit, and exercises responsibility for the day-to-day care and control of the child ([MPP Section 80-301\(c\)\(2\)](#)). Parent/caretaker relative could refer, for example, to a biological parent, a stepparent, a grandparent, a foster or adoptive parent, or a legal guardian.
- Senior parent in the home: the parent of a minor parent when the minor parent receives aid for his/her child or the parent of a minor pregnant woman ([MPP Section 80-301\(s\)\(5\)](#)).
- Minor parent in the home: the father, mother, or pregnant woman, married or unmarried, who is less than 18 years of age ([MPP Section 80-301\(m\)\(5\)](#)).
- Noncustodial parent: a noncustodial parent is a parent of a minor child who lives in the same state as the minor child but does not reside in the same household as the minor child ([45 CFR Section 260.30](#)).

## SEARCH FUNCTIONALITY AVAILABLE TO STAGE TWO AND THREE ADMINISTRATORS

Stage Two and Three administrators shall have the ability to search the online summary screen for the parent/caretaker information using specific criteria. The Stage Two and Three administrators shall have access to current and former CalWORKs cash aid recipients who have received cash aid in the past 36 months by name (first name,

middle initial, last name). The search functionality will only allow for 20 records to be displayed at a time. If the recipient name entered into the search box is connected to more than 20 individual records, additional search criteria will be required to narrow the search. SAWS will display a message to enter additional search criteria if the search results return more than 20 records. Secondary search criteria includes:

- CalWORKs case number
- Date of birth of primary parent/caretaker relative
- Zip code of parent/caretaker relative

These requirements are effective January 1, 2021 or the date that automation changes occur, as required for implementation, whichever date is later. The online summary screen does not supersede any agreement between a county and a CalWORKs child care administrator that was in effect on January 1, 2020 and provides for online access to the data via the legacy SAWS.

If you have any additional questions regarding this guidance, please contact the Child Care and Intergenerational Services Bureau at [CCPB@dss.ca.gov](mailto:CCPB@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

Jennifer Hernandez  
Deputy Director  
Family Engagement and Empowerment Division

ATTACHMENTS

Immediate and Continuous Eligibility - Monthly Data Report													
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**California Department of Social Services  
Immediate and Continuous Eligibility  
Stage One Child Care  
Monthly Data Report Instructions**

County Welfare Departments (CWDs) are required to provide a monthly report to CalWORKs Stage Two contractors containing specified information in accordance with Assembly Bill (AB) 121. The purpose of the monthly data report is to submit information on former CalWORKs cash aid recipients with children who may be eligible for CalWORKs Child Care to the Stage Two administrator.

On a monthly basis, CWDs will provide to Stage Two Child Care administrators a report of all families who meet all of the following criteria:

- The parent/caretaker's cash aid has been discontinued in the last 30 days,
- The parent/caretaker has not received aid in the last 30 days, and
- The parent/caretaker has children in the home who are potentially eligible for child care services

Each report shall be for a unique month; data will not be cumulative. Households that move on and off aid over time might appear on the report multiple times. Data will be provided based on what is available in the Statewide Automated Welfare System (SAWS) at the time the report is produced; the data may no longer be accurate and should be verified by Stage Two administrators according to their program procedures.

**Monthly Data Report Data Elements**

***Case number***

- This field is used to enter the case number for each assistance unit. Case number shall include the 2-digit county code.

**Most Current Contact Information for Parent/Caretaker**

For the adult living in the same household as the child(ren), complete all items. For the purposes of these instructions and the certification of eligibility, a parent/caretaker shall be a person who has responsibility for the child. Thus, "parent/caretaker" could refer, for example, to a biological parent, a stepparent, a grandparent, a foster or adoptive parent, or a legal guardian.

***Name of the last aided parent/caretaker***

- Enter the name of the last aided parent/caretaker following this format: first name, last name. The last aided parent/caretaker is the parent/caretaker who most recently received cash aid. (If both parents discontinue from aid at the same time, use the name of the primary parent/caretaker).

***Parent/caretaker primary language***

- Choose the language of parent/caretaker from the drop-down menu.

***Telephone number (home/main)***

- Enter the home/main telephone number of the parent/caretaker following this format: XXX-XXX-XXXX, if available.

***Telephone number (cell)***

- Enter the cellular telephone number of the parent/caretaker following this format: XXX-XXX-XXXX, if available.

***Telephone number (work)***

- Enter the work telephone number of the parent/caretaker following this format: XXX-XXX-XXXX, if available.

***Telephone number (alternate)***

- Enter the alternate telephone number of the parent/caretaker following this format: XXX-XXX-XXXX, if available.

***Parent/caretaker e-mail address***

- Enter the e-mail address of the parent/caretaker.

***Mailing street address***

- Enter the mailing address of the parent/caretaker.

***City***

- Enter the city of residence for the parent/caretaker.

***State***

- Enter the state of residence for the parent/caretaker.

***Zip***

- Enter the 5-digit zip code for the parent/caretaker.

***Number of children under 13 years of age***

- Enter the number of children under 13 years of age in the household.

***Number of children 13 years of age and older***

- Enter the number of children 13 years of age and older in the household.

***Date that last aided parent/caretaker's CalWORKs cash aid was discontinued***

- Enter the date the cash aid of the parent/caretaker was discontinued, following this format: month/day/year, reflected as XX/XX/XXXX.

***Entire case discontinued or just the parent?***

- Indicate whether the whole case is discontinued or just the parent. Use the following format: "Case" or "Parent."

***Currently sanctioned or timed-out case?***

- Indicate whether the case is currently sanctioned or timed-out. Use the following format: Y/N.