

October 28, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 20-113

The purpose of this letter is to provide guidance to County Welfare Departments regarding changes pursuant to Assembly Bill (AB) 79 (Chapter 11, Statutes of 2020), which replaces the existing California Work Opportunity and Responsibility to Kids (CalWORKs) 48-month time-on-aid limit with a 60-month time-on-aid limit. This change will become effective May 1, 2022, or when automation is complete in the Statewide Automated Welfare Systems, whichever is later.



KIM JOHNSON
DIRECTOR

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

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GAVIN NEWSOM
GOVERNOR

October 28, 2020

ALL COUNTY LETTER (ACL) NO. 20-113

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

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS (CALWORKS) PROGRAM: 60-MONTH TIME-ON-AID LIMIT
FOR CALWORKS ADULTS

REFERENCE: [ASSEMBLY BILL \(AB\) 79 \(CHAPTER 11, STATUTES OF 2020\)](#)
AND [SENATE BILL \(SB\) 72 \(CHAPTER 8, STATUTES OF 2011\)](#);
[WELFARE AND INSTITUTIONS CODE \(WIC\) SECTION 11454](#);
[MANUAL OF POLICIES AND PROCEDURES \(MPP\) SECTION](#)
[42-302.21](#) AND [MPP SECTION 42-302.22](#); [ALL COUNTY LETTER](#)
[\(ACL\) NO. 03-01](#), [ACL NO. 14-78](#) AND [ACL NO. 15-08](#);
[EXECUTIVE ORDER \(EO\) N-29-20](#), [EO N-69-20](#) AND
[EO N-75-20](#).

The purpose of this ACL is to inform County Welfare Departments (CWDs) of changes to the CalWORKs program pursuant to [AB 79 \(Chapter 11, Statutes of 2020\)](#), signed by the Governor on June 29, 2020. This letter includes instructions for implementation of the extension of the CalWORKs time limit for aid to adult recipients from 48 months to 60 months. The changes described in this letter will become effective May 1, 2022, or when the California Department of Social Services (CDSS) notifies the Legislature that the Statewide Automated Welfare Systems (SAWS) can perform the necessary automation, whichever is later.

IMPLEMENTATION OF THE CALWORKS 60-MONTH TIME LIMIT FOR AIDED ADULTS

Effective May 1, 2022, or when automation is complete in the SAWS, whichever is later, adults will be eligible to receive CalWORKs for a maximum of 60 cumulative and countable months. This 60-month CalWORKs time limit replaces the 48-month CalWORKs time limit that was implemented July 1, 2011, as a result of [SB 72 \(Chapter 8, Statutes of 2011\)](#). From January 1, 1998, through June 30, 2011, the CalWORKs time limit was 60 months.

In implementing the CalWORKs 60-month time limit for adults, CWDs must consider the following months towards the total cumulative aid received:

- All months of CalWORKs aid received as a grant payment in California since January 1, 1998;
- All months of CalWORKs aid received as a Special Needs payment;
- All months of CalWORKs aid received as a Zero Basic Grant (ZBG) payment;
- All months of CalWORKs aid received as an Immediate Need payment;
- All months of CalWORKs aid received as a Diversion payment pursuant to the [MPP Section 81-215](#) as set forth in the [MPP Section 42-302.22](#);
- All months of CalWORKs aid received as Aid Paid Pending (APP);
- All months of CalWORKs aid received as an overpayment that exceeded the CalWORKs time limit;
- All months of Temporary Assistance for Needy Families (TANF) assistance received from other states since January 1, 1998;
- All months of Tribal TANF assistance received since January 1, 1998.

The following months of aid do not count toward the CalWORKs 48-month time limit and will continue to not count toward the CalWORKs 60-month time limit:

- Months of TANF aid received in California or any other state between September 1, 1996, (when some states first implemented their TANF program) and December 1997;
- Months in which the adult was exempt from the CalWORKs time limit for any of the reasons listed in the [MPP Section 42-302.21](#);
- Months in which a full-month CalWORKs aid overpayment was repaid;
- Months in which a retroactive disability exemption was applied per [ACL 15-08](#);
- Months in which an Executive Order did not count aid received towards the time limit, including [EO N-29-20](#), [EO N-69-20](#) and [EO N-75-20](#);
- Months in which the adult was not aided due to a sanction that removed the adult from the assistance unit (AU).

THE 60-MONTH FEDERAL TANF TIME LIMIT FOR AIDED ADULTS

Federal TANF 60-month time limit rules are unchanged by AB 79 and will remain in effect. Therefore, CWDs must continue to count all federally non-exempt months of TANF assistance in all states, including California (whether the month was exempted from the CalWORKs time limit or not) toward the federal TANF 60-month time limit. Depending on when states implemented a TANF program, all federally non-exempt months of TANF assistance received by an adult since September 1, 1996, from any state including California, will apply toward the federal TANF 60-month time limit.

In addition, when an adult has not reached the CalWORKs time limit but has reached the federal TANF 60-month time limit, that adult cannot be aided with TANF funds, unless they meet a federal extender criterion. Instead, CalWORKs eligible adults who are TANF timed-out must be funded with state-only funds. While some families may transfer into the TANF timed-out aid code (32 or 3W), this is not appropriate for all cases.

ADDING FORMERLY TIMED-OUT ADULTS

Attachment A of this ACL provides examples to illustrate different scenarios that may be encountered when implementing the CalWORKs 60-month time limit rules.

New Applications

AB 79 does not impact existing policies related to new applications. CWDs are reminded that per the [MPP Section 40-171.1](#), an application may be held as pending beyond the 45-day application processing deadline if potential eligibility exists within 60 days. CWDs may proactively pend applications that would be otherwise denied within the 45-day application processing period if an AU would be eligible within 60 days of the submitted application date once the 60-month time limit is implemented.

If an applicant family is eligible to receive aid, CWDs may not pend the application if the sole reason is to delay granting of aid until a timed-out family member becomes eligible. Instead, CWDs must approve the application as-is and then add the timed-out adult at a later date into the recently approved AU. CWDs must approve the CalWORKs application and follow the guidance for adding a timed-out adult into an existing AU.

Adding a New Household Member to an AU

AB 79 does not impact existing policies related to new household members moving into a CalWORKs household. In Annual Reporting/Child Only (AR/CO) households, the family must report the change within ten days, and if the individual is mandatorily required to be included in the AU, the eligibility determination to add the individual must occur by the next month per the [MPP Section 44-316.311\(AR/CO\)\(a\)](#). If the individual

who moved in is timed-out and the report was made more than 30 days prior to the implementation date, the add-on must be denied, and the CWD should remind the family of the earliest date the adult household member(s) may request to be added to the AU and inform the family the individual must be added to the AU at its next redetermination.

For Semi-Annual Reporting (SAR) households, mandatorily included members are required to be reported and added to the AU at the beginning of the next SAR Payment Period per the [MPP Section 82-820.3](#). These new household members may also request to be added prior to the next SAR payment period and may be added as long as their addition does not result in a decrease in the existing AU's grant amount. If the individual who moved in is timed-out and the report was made more than 30 days prior to the implementation date, the add-on must be denied and it is recommended that the CWD remind the family the earliest date the adult household member(s) may request to be added to the AU and inform the family the individual must be added to the AU at its next redetermination.

AB 79 does not impact existing CalWORKs SAR or AR/CO policies related to adding an adult already known to the CWD and included on the most recent Statement of Facts associated with an established AU. Unless mandatorily required at SAR 7 or redetermination, all unaided adults must request to be added to the AU and this request must be documented in the case file. If eligible, the person is to be added the month following receipt of all required verifications. Per the [MPP Section 40-119.2](#), formerly timed out individuals cannot be added to an existing AU without an eligibility determination. All mandatorily required individuals must be added to the existing AU by the next payment period, or at the next determination of eligibility (i.e., SAR 7 or annual redetermination). Optional individuals, including stepparents, registered domestic partners and needy nonparent caretaker relatives must request to be added to the AU and may choose to stay unaided.

Verification Requirements to Add a Household Member to an AU

Prior to being added, each unaided adult must complete a [CW 8 Statement of Facts for An Additional Person](#) per the [MPP Section 40-119.32](#). This must be completed in all situations, including when the individual is being added due to additional months remaining on their CalWORKs time clock, is curing a sanction, is the unaided parent in a Pregnant Person Only (PPO) case, or meets CalWORKs time limit extender criteria. This form is not required if the individual is being added to the AU during the annual redetermination and the individual is included on the [SAWS 2 Plus Statement of Facts](#).

When completing the eligibility determination, CWDs are reminded to request only the verifications required to complete a determination of eligibility. Therefore, when completing a mid-period request, income verification should not be requested if the

individual is already included on the most recent Statement of Facts. Any change in income is only required to be reported if the household's income exceeds the Income Reporting Threshold (IRT) for the existing AU and it is anticipated to continue to exceed the current IRT for the remaining months in the payment period.

In cases with a K1 or 3F aid code, wherein the parent(s) is timed out and aid is received only for the child(ren), CWDs should confirm if a [CW 2.1NA Notice and Agreement for Child, Spousal and Medical Support](#) and [CW 2.1Q Child Support Questionnaire](#) are on file prior to completing the determination. As noted in [ACL 14-78](#), these forms are not required for Safety Net cases with a K1/3F aid code.

All other mandatory reports and verifications necessary to support information provided on the [CW 8 Statement of Facts for An Additional Person](#) are required before approving the addition of an individual into the existing AU. If mandatorily required individuals are not added prior to the next payment period, the CalWORKs case must be discontinued with timely notice.

RECIPIENT NOTICING REQUIREMENTS

90 Days Before Implementation

A mass informing notice containing information regarding these changes must be sent to all CalWORKs recipients at least 90 days prior to implementation. The informing notice will be released under separate cover. CWDs can use this document as an additional tool to inform adults of the 60-month time limit at intake and at annual redetermination prior to implementation. As a reminder, the [CW 8 Statement of Facts for An Additional Person](#) and the [CW 2200 Request for Verification](#) must be used to add an adult to an existing AU and request verifications needed to establish CalWORKs eligibility.

Noticing Requirements After Implementation

Consistent with current practice, beginning the month of implementation, adult recipients who are subject to the CalWORKs 60-month time limit will receive a Notice of Action (NOA) or an informing notice at specific intervals. CWDs shall notify recipients of their Time on Aid (TOA) at intake, at each redetermination, on their 54th month of aid, between their 54th and 57th month of aid, and on their 57th month of aid. The 54th month notice (CW 2189A), the 57th month notice (CW 2189B), and the TOA NOA message between the 54th and 57th month (M40-107C1) replace the previous notices that were required at the 42nd month to 46th month of aid.

WELFARE DATA TRACKING IMPLEMENTATION PROJECT (WDTIP) TRACKING RECIPIENTS ACROSS CALIFORNIA (TRAC) IMPACT

Currently, the WDTIP sends the SAWS a monthly report file to show any individual who is in one of the following months of the 48-month CalWORKs time limit: 36, 41, 42, 43, 44, 45, 46, 47 or 48. The WDTIP also sends a monthly report file to show any individual who is in one of the following months of the TANF 60-month time limit: 48, 53, 54, 55, 56, 57, 58, 59, or 60.

The WDTIP will modify the CalWORKs report file to align with the report intervals for the TANF 60-month time limit, which will not change under AB 79.

Record Retention

Counties are required to track CalWORKs recipients' time on aid and in services. CalWORKs case record documentation, which supports the tracking of time on aid and supportive services for CalWORKs recipients, must be retained and time must be transmitted to the WDTIP.

For the federal TANF time limit, records related to receipt of aid in California must be retained from December 1, 1996. For the state CalWORKs time limit, records must be retained from January 1, 1998. Pursuant to [ACL 03-01](#), CWDs are required to:

- maintain all issuance history (including special needs payments) and Diversion payment amounts for each adult or minor head of household.
- retain case narrative portions and appropriate forms in order to support exceptions to the time limits, including exemptions and other program requirements that affect the time limits such as sanctions and domestic violence good cause waivers.
- retain documentation that verifies the months in which TANF aid was received in other states or territories. (TANF assistance may have been provided as early as August 1996.)

In addition to the requirements mentioned above, any other case records containing information that can be used for time limit tracking must also be retained.

WELFARE TO WORK (WTW) REENGAGEMENT AND SAFETY NET FAMILIES SERVICES

The Engagement Bureau will provide guidance on WTW and Safety Net Families Services related to changes associated with AB 79 under separate cover.

CHILD CARE IMPACT

Although AB 79 does not impact CalWORKs child care policy, CWDs are reminded that aided CalWORKs recipients who need child care to work or participate in other approved activities may receive subsidized child care. After leaving CalWORKs cash aid as described in the [MPP Section 47-230](#), eligible former CalWORKs recipients may receive subsidized child care for up to 24 months in Stage Two. After exhausting the 24 months of subsidized child care in Stage Two, a former recipient may continue receiving subsidized child care services in Stage Three as long as they continue to meet eligibility requirements and funding is available. Adults who had previously exhausted their 48 months of cash aid who are eligible for additional months of aid under this policy will potentially have renewed eligibility for Stage One or Stage Two Child Care. CWDs and Alternative Payment Programs should ensure that individuals requesting child care services are enrolled and/or transferred to the appropriate stage of child care based on their cash aid status and eligibility.

CALFRESH IMPACT

Because the addition of an adult into an existing AU may increase the family's grant amount, the AU's CalFresh benefits may be recalculated as a county-initiated action and may change due to the increase in the CalWORKs grant. As a reminder, changes in household composition are considered verified upon receipt for CalFresh. Thus, if the adult being added into an existing AU is not already part of the CalFresh household, they will have to be added.

For new CalWORKs applications of families receiving CalFresh or Transitional CalFresh (TCF), the CWD redetermines household eligibility for CalFresh at the same time as the CalWORKs eligibility determination. When the household is approved for both CalWORKs and CalFresh, the CWD must align CalWORKs to the existing SAR cycle and redetermination used by the CalFresh case, or CalWORKs will set the SAR cycle and the CalFresh certification period for former TCF recipients. If the CalWORKs application is not approved, there will be no changes made to the CalFresh and TCF certification period.

MEDI-CAL IMPACT

CWDs will continue the current practice of determining ongoing Medi-Cal eligibility to aided CalWORKs recipients. Individuals who were previously aided under a Modified Adjusted Gross Income (MAGI) or Non-MAGI Medi-Cal aid code may need to transition to a cash-linked Medi-Cal aid code.

**REFUGEE CASH ASSISTANCE (RCA)/ ENTRANT CASH ASSISTANCE (ECA) AND
TRAFFICKING AND CRIME VICTIMS ASSISTANCE PROGRAM (TCVAP) IMPACT**

The information contained in this letter is not applicable to recipients of RCA, ECA and TCVAP benefits who are single adults or in families without children. This is only applicable to those families who have children and are enrolled in the CalWORKs program.

GENERAL ASSISTANCE (GA) IMPACT

CWDs are recommended to consult with their county counsel to determine the impact of AB 79 to county-administered GA programs. Under current law, CalWORKs adults who have lost their eligibility for CalWORKs due to reaching their time limits are not eligible to receive county GA program benefits until all of the children of the individual on whose behalf aid was received, whether or not currently living in the home with the individual, reach age 18. This restriction does not apply to health care benefits provided under county GA programs ([ACIN I-95-02](#)).

FORMS AND NOTICES OF ACTION (NOAS)

This letter includes three new notices, which will be used to advise recipients of their TOA between their 54th and 57th month. At least 30 additional forms and NOAs require updates to reflect CalWORKs eligibility changes due to AB 79 and will be included under separate cover. In addition, three notices affected by [Senate Bill \(SB\) 80 \(Chapter 27, Statutes of 2019\)](#) will be updated under separate cover as part of annual updates in 2021 and 2022.

CAMERA-READY COPIES AND TRANSLATIONS

For a camera-ready copy in English, contact the CDSS Forms Management Unit at fmudss@dss.ca.gov. You may obtain these forms from the CDSS webpage at: [CDSS Forms and Brochures Website](#).

For questions on translated materials, please contact the CDSS Language Services at (916) 651-8876. CWDs are required to provide the CDSS translation to applicants and recipients in their primary languages when they are or become available. Until translations are available, recipients who have elected to receive materials in languages other than English must be sent the English version of the form or notice along with the [GEN 1365 - Notice of Language Services](#) and a local contact number.

The CWDs shall ensure that effective bilingual services are provided. When the percentage of non-English speaking cases in a program and/or office location is less than five percent, this requirement may be met through utilization of paid interpreters,

qualified bilingual employees, and qualified employees of other agencies or community resources. When the percentage of non-English speaking cases in a program and/or office location is equal to or more than five percent, the CWD must assign a sufficient number of qualified bilingual employees to public contact positions in that program or location, as calculated pursuant to the [MPP Section 21-115.1](#). Language services shall be provided free of charge to the applicant/recipient.

More information regarding languages services, which includes both interpretation and translations, can be found in the [MPP Section 21-115](#).

If you have any questions or need additional guidance regarding the information in this letter, contact the Early Engagement and Eligibility Bureau at (916) 654-1322.

For the RCA, ECA, and TCVAP programs, contact the Refugee Programs Bureau at (916) 654-4356.

Sincerely,

Original Document Signed By

JENNIFER HERNANDEZ
Deputy Director
Family Engagement and Empowerment Division

Attachments

CalWORKs 60-Month Time Limit Examples

To assist County Welfare Departments (CWDs) in the transition to the CalWORKs 60-month time limit rules, examples of how to apply the rules have been provided below. These examples do not include grant calculations. Unless otherwise stated, the examples reflect that the CalWORKs 60-month time limit was implemented starting May 1, 2022 and a state of emergency CalWORKs time limit exemption occurred from March 2020 through June 2021.

Example 1 – Fewer Than 48 Months Aided:

An AU of three (parent and two children) has been receiving aid in California since July 2021. The parent has not received any exemptions. In this scenario, the parent's time limit would change from 48 months to 60 months in May 2022.

	April 2022	May 2022	June 2022
CalWORKs TOA in months	10	11	12
TANF TOA in months	10	11	12

Example 2 – Fewer Than 48 Countable Months Aided:

An AU of three (parent and two children) has been receiving aid in California since July 2020. The parent received the state of emergency time limit exemptions in the months of July 2020 through June 2021 due to an executive order. In this scenario, the parent's time limit would change from 48 months to 60 months in May 2022.

	April 2022	May 2022	June 2022
CalWORKs TOA in months	10	11	12
TANF TOA in months	22	23	24

Example 3 – Former Timed-out Mandatorily Included Adult in an Annual Reporting/Child Only (AR/CO) Household:

An AU of two (timed-out parent and two children) has been receiving aid. The parent timed out in September 2021. The AU has a redetermination due in October 2022. The parent received exemptions in the months of March 2020 through June 2021 due to an executive order that was in place. The parent made a request to their eligibility worker in April 2022 that they would like to be added back to the AU. The worker asked some questions and mailed out the CW 8 Statement of Facts for An Additional Person with the CW 2200 Request for Verification and received the form to complete the parent's eligibility determination. In this scenario, the parent would be added to the AU in May 2022 and the AU would change to a Semi-Annual Reporting (SAR) household at the same time.

	May 2021	July 2021	September 2021	May 2022
CalWORKs TOA in months	45	46	CalWORKs timed-out	49
TANF TOA in months	TANF Timed out	N/A	N/A	N/A

Example 4 – Former Timed-out Mandatorily Included Adult in an Annual Reporting/Child Only (AR/CO) Household:

An AU of two (timed-out parent and two children) has been receiving aid. The parent timed out in September 2021. The AU has a redetermination due in October 2022. The parent received exemptions in the months of March 2020 through June 2021 due to an executive order that was in place. The parent did not contact the County Welfare Department seeking to be added until the redetermination appointment. In this scenario, the parent would be added to the AU in November 2022 and the AU would change to a Semi-Annual Reporting (SAR) household at that time.

	May 2021	July 2021	September 2021	November 2022
CalWORKs TOA in months	45	46	CalWORKs timed-out	49
TANF TOA in months	TANF Timed Out	N/A	N/A	N/A

Example 5 – Former Timed-out Mandatorily Included Adult in a SAR Household:

A two-parent AU of three (timed-out dad, mom and two children) have been receiving aid in California since July 2020. Dad was previously aided in another AU and was timed out with 48 aided months prior to July 2020. The AU has a SAR 7 due in July 2022. Dad made a request to the eligibility worker in April 2022 that he would like to be added back to the AU and reported that he has acquired another vehicle since the last redetermination. The worker mailed out the CW 80 Self-Certification Form for Motor Vehicles, CW 8 Statement of Facts for An Additional Person with the CW 2200 Request for Verification and received the necessary documentation to complete Dad's eligibility determination. In this scenario Dad would be added to the AU in May 2022.

Dad's TOA

	April 2022	May 2022	June 2022
CalWORKs TOA in months	CalWORKs timed-out	49	50
TANF TOA in months	48	49	50

Example 6 – Former Timed-out Mandatorily Included Adult in a SAR Household:

A two-parent AU of three (timed-out dad, mom and two children) have been receiving aid in California since July 2020. Dad was previously aided in another AU and was timed-out with 48 aided months prior to July 2020. The AU has a SAR 7 due in July 2022. The family submitted their SAR 7, reported a vehicle and Dad is mandatorily required to be added to the AU prior to the next payment period. The worker mailed out the CW 80 Self-Certification Form for Motor Vehicles, CW 8 Statement of Facts for An Additional Person with the CW 2200 Request for Verification and received the necessary verification to complete the dad's eligibility determination. In this scenario Dad would be added to the AU in August 2022.

Dad's TOA

	April 2022	May 2022	August 2022	September 2022
CalWORKs TOA in months	CalWORKs timed-out	CalWORKs timed-out	49	50
TANF TOA in months	48	48	49	50

Example 7 – 48th Countable Month of Aid Received the Month Prior to Implementation:

An AU of three (parent and two children) has been receiving aid in California since November 2017 and had received 10 months of prior TANF assistance in another state. The parent received exemptions for the months of March 2020 through June 2021 due to an executive order that was in place. In this scenario, the parent reaches their 60th month of TANF aid in December 2021 and is aided with state-only funds until they reach their 60th month of countable CalWORKs time on aid in April 2023. The parent does not meet a CalWORKs exemption or extender, thus the children would be moved into the Safety Net program on the first of the following month, May 2023, if otherwise eligible.

	December 2021	April 2022	May 2022	April 2023	May 2023
CalWORKs TOA in months	44	48	49	60	Parent removed from AU April 30
TANF TOA in months	TANF timed-out	N/A	N/A	N/A	N/A

Example 8 – Receiving Homeless Assistance and a Zero Basic Grant (ZBG):

An AU of three (parent and two children) has been receiving aid in California since December 2018. The parent received exemptions for the months of March 2020 through June 2021 due to an executive order that was in place. As reported on their SAR 7 in May 2022, the parent is employed and their net nonexempt income (NNI) has exceeded the Maximum Aid Payment (MAP) but is under the Tier 2 Income Reporting Threshold (IRT). In June 2022, the parent applies for and receives Permanent Homeless Assistance (PHA) benefits to prevent an eviction. In this scenario, only the parent's CalWORKs time limit advances in June 2022 since homeless assistance is considered a nonrecurring short-term benefit and does not impact the TANF time limit. As the parent is a ZBG recipient who is eligible to the under \$10 grant amount CalWORKs exemption, neither time limit would otherwise advance.

	April 2022	May 2022	June 2022	July 2022	August 2022
CalWORKs TOA in months	25	26	27	27	27
TANF TOA in months	41	42	42	42	42

Example 9 – Former Timed-Out Individual and Reimbursed Aid Due to Child Support Collection:

An AU of two (timed-out parent and two children) has been receiving aid in California since September 2015. The parent timed out in August 2019. The AU has a redetermination due in August 2022. The parent did not contact the County Welfare Department until the redetermination appointment. In this scenario, the worker learns that the Local Child Support Agency (LCSA) has been receiving child support arrearages on a regular basis for the last few months. The worker completes a time-on-aid (TOA) review and determines that the three prior months of aid may be unticked due to contributions made to the unreimbursed assistance pool (UAP). There was no unticking of her TANF clock as she received WTW supportive services while the AU was unemployed. The parent is added back to the AU in September 2022 and the AU would change to a Semi-Annual Reporting (SAR) household at that time.

	April 2022	May 2022	September 2022	October 2022
CalWORKs TOA in months	CalWORKs timed-out	CalWORKs timed-out	46	47
TANF TOA in months	48	48	49	50

Example 10 – Full-Month Overpayment Collected:

An AU of three (employed parent and two children) has been receiving aid since April 2019. The parent received exemptions in the months of March 2020 through June 2021 due to an executive order that was in place. The CWD previously established an overpayment claim that includes 2 full-month overpayments due to not reporting all income received from employment. In March 2023, the claim was fully paid due to recoupments collected. In this scenario, the parent has two months added to their CalWORKs and TANF clocks since their CalWORKs aid was paid back and any WTW assistance received does not count as TANF assistance as the AU was employed.

	April 2022	May 2022	March 2023	April 2023
CalWORKs TOA in months	21	22	32	31
TANF TOA in months	37	38	48	47

Example 11 – Former Timed-Out Individual with Time Limit Extenders:

An AU of two (timed-out parent and two children) has been receiving aid in California since February 2012. The parent timed out from CalWORKs in January 2016. In January 2019, the parent reported receiving State Disability Insurance (SDI) and was added back to the AU in February 2019 for 6 months. The parent contacts his eligibility worker in April 2022 and requests to be added back to the AU. The worker asked some questions and mailed out the CW 8 Statement of Facts for An Additional Person with the CW 2200 Request for Verification and received the form to complete the parent's eligibility determination. In this scenario, the parent would be added to the AU in May 2022, and their extender months would not count against their 60-month limit as they would have met a time limit exemption criterion (clock stopper) and the AU would change to a Semi-Annual Reporting (SAR) household at the same time.

	July 2019	August 2019	April 2022	May 2022
CalWORKs TOA in months (before implementation)	Time Limit extender	Parent removed from AU July 31	N/A	N/A
CalWORKs TOA in months (after implementation)	Time Limit exemption	N/A	N/A	49
TANF TOA in months	54	54	54	55

Example 12 – Former Timed-Out Individual with Time Limit Extenders:

An AU of three (timed-out parent and two children) has been receiving aid in California since April 2014. The parent timed out from CalWORKs in March 2018. In April 2019 the parent was determined eligible for an “unable to maintain employment” time limit extender. In November 2019 the parent turned 60 years old. In this scenario, since the parent is aided on the implementation date, they do not need to request to be added to the AU, but their cumulative aid would need to reflect existing regulations. Unless the time limit extender is also a time limit exemption, those months must count against the 60-month time limit.

	April 2019	October 2019	November 2019	April 2022	May 2022
CalWORKs TOA in months (before implementation)	Time Limit extender	Time Limit extender	Time Limit extender	Time Limit extender	Time Limit extender
CalWORKs TOA in months (after implementation)	49	55	Time Limit exemption	Time Limit exemption	Time Limit exemption
TANF TOA in months	49	55	56	TANF timed-out	N/A

Example 13 – Two-Parent Households with Time Limit Extenders:

A two-parent AU of three (timed-out dad, timed-out mom and two children) has been receiving aid in California since May 2017. Dad timed-out from CalWORKs in 2008 and Mom became CalWORKs sanctioned in 2018 with 37 months of CalWORKs aid and TANF assistance. In April 2021 Dad turned 60 and was added back to the AU as he met the conditions for a two-parent time limit extender. In this scenario, the family completed their redetermination in April 2022, also Mom cured her sanction the same month. As a result of curing her sanction, Mom is added back to the AU in May 2022. Dad is removed from the AU as he no longer meets the conditions for a two-parent time limit extender and had already utilized 60 months of CalWORKs aid in 2008.

Dad's TOA

	April 2022	May 2022
CalWORKs TOA in months (before implementation)	Time Limit extender	N/A
CalWORKs TOA in months (after implementation)	Time Limit extender	Dad removed from the AU April 30
TANF TOA in months	TANF timed-out	N/A

Mom's TOA

	April 2022	May 2022
CalWORKs TOA in months (before implementation)	CalWORKs sanctioned	N/A
CalWORKs TOA in months (after implementation)	CalWORKs sanctioned	38
TANF TOA in months	37	38

Example 14 – Counting Out of State Months Toward the CalWORKs 60-Month Time Limit:

In April 2022, an AU of three (parent and two children) moves to California from Michigan, applies for CalWORKs, and is determined to be eligible April 1. The AU received 36 months of TANF in Michigan during 2018 and 2021. In this scenario, the parent is eligible to receive 24 countable months of CalWORKs time on aid in California. The 24 months of aid received in California would be added to the parent's 36 months of aid received in Michigan, exhausting the CalWORKs 60-month time clock in March 2024. Unless the parent meets a California time limit exemption or extension criteria, once the CalWORKs 60-month time limit is exhausted, they would be removed from the AU effective March 31, 2024 (after the 60th month of CalWORKs aid). The children would be moved into the Safety Net program on the first of the following month, April 2024, if otherwise eligible.

	March 2022	April 2022	March 2024	April 2024
CalWORKs TOA in months	36 out of state months	37	60	Parent removed from AU March 31
TANF TOA in months	36	37	60	TANF timed-out

Example 15 – Counting Out of State Months of TANF Received Prior to January 1, 1998:

In August 2022, an AU of three (grandparent and two grandchildren) moves to California from South Carolina. The grandparent previously received TANF aid for 19 months from November 1996 through May 1998. South Carolina implemented its TANF program October 12, 1996. From June 1998 until the AU moved to California, the grandparent was not receiving aid in any state. In this scenario, the grandparent has a total of 19 months of countable federal aid, but only five months can be counted toward the CalWORKs clock (January through May 1998.) Therefore, when the grandmother comes to California and if determined to be eligible as a needy caretaker relative in August 2022, they still have 55 months remaining on their CalWORKs clock, but only 41 remaining on their federal clock. Unless the grandparent meets a California time limit exemption or extension criteria, once their CalWORKs 60-month time limit is exhausted, they would be removed from the AU effective February 28, 2027 (after their 60th month of CalWORKs aid).

	July 2022	August 2022	December 2025	January 2026	February 2027	March 2027
CalWORKs TOA in months	5 out of state months	6	46	47	60	Grandparent removed from AU February 28
TANF TOA in months	19	20	60	TANF timed-out	N/A	N/A

**NOTICE OF YOUR CALWORKS TIME LIMIT
- 54TH MONTH ON AID**

COUNTY OF _____

Case Name : _____

Case Number: _____

Other ID No. : _____

Worker Name: _____

Questions? Ask your Worker.

THIS NOTICE GIVES YOU INFORMATION ABOUT YOUR CalWORKs 60-MONTH TIME CLOCK.

As of _____, the County has found that you, _____,
Date Name

used a total of **54 months** of your lifetime 60-month time limit of CalWORKs cash aid. You may be eligible to receive aid for 6 more months from that date.

CONTACT YOUR WORKER RIGHT AWAY IF YOU:

- Need more information about the number of months that were counted toward your 60-month time clock.
- Are or were exempt from the CalWORKs 60-month time limit and you did not request the exemption. An exemption stops your time clock by not counting certain months against your lifetime limit on aid.
- Do not agree with the county's time limit count.
- Need more information about the CalWORKs 60-month time limit requirements, or exemptions, or how to ask for a time limit exemption.

**THE 60-MONTH TIME LIMIT WILL NOT AFFECT YOUR ELIGIBILITY FOR
CALFRESH OR MEDI-CAL.**

You will also receive a Notice of Action to tell you when you have used your lifetime 60-months of CalWORKs cash aid.

**CONTACT YOUR WORKER IF YOU THINK THIS NOTICE IS WRONG. YOU MAY ALSO ASK FOR
A STATE HEARING. "YOUR HEARING RIGHTS" FORM ON THE BACK SIDE OF THIS PAGE
TELLS HOW TO ASK FOR A STATE HEARING.**

Rules: These rules apply; you may review them at your welfare office: MPP 40-107(a)(4), Assembly Bill 79 (Chapter 11, Statutes of 2020), and All County Letter 20-113.

YOUR HEARING RIGHTS

You have the right to ask for a hearing if you disagree with any county action. You have only 90 days to ask for a hearing. The 90 days started the day after the county gave or mailed you this notice. If you have good cause as to why you were not able to file for a hearing within the 90 days, you may still file for a hearing. If you provide good cause, a hearing may still be scheduled.

If you ask for a hearing before an action on Cash Aid, Medi-Cal, CalFresh, or Child Care takes place:

- Your Cash Aid or Medi-Cal will stay the same while you wait for a hearing.
- Your Child Care Services may stay the same while you wait for a hearing.
- Your CalFresh benefits will stay the same until the hearing or the end of your certification period, whichever is earlier.

If the hearing decision says we are right, you will owe us for any extra Cash Aid, CalFresh or Child Care Services you got. To let us lower or stop your benefits before the hearing, check below:

Yes, lower or stop: ☐ Cash Aid ☐ CalFresh
☐ Child Care

While You Wait for a Hearing Decision for:

Welfare to Work:

You do not have to take part in the activities.

You may receive child care payments for employment and for activities approved by the county before this notice.

If we told you your other supportive services payments will stop, you will not get any more payments, even if you go to your activity.

If we told you we will pay your other supportive services, they will be paid in the amount and in the way we told you in this notice.

- To get those supportive services, you must go to the activity the county told you to attend.

- If the amount of supportive services the county pays while you wait for a hearing decision is not enough to allow you to participate, you can stop going to the activity.

Cal-Learn:

- You cannot participate in the Cal-Learn Program if we told you we cannot serve you.
- We will only pay for Cal-Learn supportive services for an approved activity.

OTHER INFORMATION

Medi-Cal Managed Care Plan Members:

The action on this notice may stop you from getting services from your managed care health plan. You may wish to contact your health plan membership services if you have questions.

Child and/or Medical Support: The local child support agency will help collect support at no cost even if you are not on cash aid. If they now collect support for you, they will keep doing so unless you tell them in writing to stop. They will send you current support money collected but will keep past due money collected that is owed to the county.

Family Planning: Your welfare office will give you information when you ask for it.

Hearing File: If you ask for a hearing, the State Hearing Division will set up a file. You have the right to see this file before your hearing and to get a copy of the county's written position on your case at least two days before the hearing. The state may give your hearing file to the Welfare Department and the U.S. Departments of Health and Human Services and Agriculture. **(W&I Code Sections 10850 and 10950.)**

TO ASK FOR A HEARING:

- **Fill out this page.**
- Make a copy of the front and back of this page for your records. If you ask, your worker will get you a copy of this page.
- **Send or take this page to:**

OR

- **Call toll free: 1-800-952-5253** or for hearing or speech impaired who use TDD, 1-800-952-8349.

To Get Help: You can ask about your hearing rights or for a legal aid referral at the toll-free state phone numbers listed above. You may get free legal help at your local legal aid or welfare rights office.

If you do not want to go to the hearing alone, you can bring a friend or someone with you.

HEARING REQUEST

I want a hearing due to an action by the Welfare Department of _____ County about my: ☐ Cash Aid ☐ CalFresh ☐ Medi-Cal ☐ Other (list) _____

Here's Why: _____

☐ **If you need more space, check here and add a page.**

☐ I need the state to provide me with an interpreter at no cost to me. (A relative or friend cannot interpret for you at the hearing.)

My language or dialect is: _____

Name of Person Whose Benefits Were Denied, Changed or Stopped		Date of Birth	Phone Number
Street Address	City	State	Zip Code
Signature			Date
Name of Person Completing This Form			Phone Number

☐ **I want the person named below to represent me at this hearing. I give my permission for this person to see my records or go to the hearing for me. (This person can be a friend or relative but cannot interpret for you.)**

Name		Phone Number	
Street Address	City	State	Zip Code

**NOTICE OF YOUR CALWORKS TIME LIMIT
- 57TH MONTH ON AID**

COUNTY OF _____

Case Name : _____

Case Number: _____

Other ID No. : _____

Worker Name: _____

Questions? Ask your Worker.

THIS NOTICE GIVES YOU INFORMATION ABOUT YOUR CalWORKs 60-MONTH TIME CLOCK.

As of _____, the County has found that you, _____,
Date Name

used a total of **57 months** of your lifetime 60-month time limit of CalWORKs cash aid. You may be eligible to receive aid for 3 more months from that date.

CONTACT YOUR WORKER RIGHT AWAY IF YOU:

- Need more information about the number of months that were counted toward your 60-month time clock.
- Are or were exempt from the CalWORKs 60-month time limit and you did not request the exemption. An exemption stops your time clock by not counting certain months against your lifetime limit on aid.
- Do not agree with the county's time limit count.
- Need more information about the CalWORKs 60-month time limit requirements, or exemptions, or how to ask for a time limit exemption.

**THE 60-MONTH TIME LIMIT WILL NOT AFFECT YOUR ELIGIBILITY FOR
CALFRESH OR MEDI-CAL.**

You will also receive a Notice of Action to tell you when you have used your lifetime 60-months of CalWORKs cash aid.

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- Your Cash Aid or Medi-Cal will stay the same while you wait for a hearing.
- Your Child Care Services may stay the same while you wait for a hearing.
- Your CalFresh benefits will stay the same until the hearing or the end of your certification period, whichever is earlier.

If the hearing decision says we are right, you will owe us for any extra Cash Aid, CalFresh or Child Care Services you got. To let us lower or stop your benefits before the hearing, check below:

Yes, lower or stop: ☐ Cash Aid ☐ CalFresh
☐ Child Care

While You Wait for a Hearing Decision for:

Welfare to Work:

You do not have to take part in the activities.

You may receive child care payments for employment and for activities approved by the county before this notice.

If we told you your other supportive services payments will stop, you will not get any more payments, even if you go to your activity.

If we told you we will pay your other supportive services, they will be paid in the amount and in the way we told you in this notice.

- To get those supportive services, you must go to the activity the county told you to attend.

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HEARING REQUEST

I want a hearing due to an action by the Welfare Department of _____ County about my: ☐ Cash Aid ☐ CalFresh ☐ Medi-Cal ☐ Other (list) _____

Here's Why: _____

☐ **If you need more space, check here and add a page.**

☐ I need the state to provide me with an interpreter at no cost to me. (A relative or friend cannot interpret for you at the hearing.)

My language or dialect is: _____

Name of Person Whose Benefits Were Denied, Changed or Stopped		Date of Birth	Phone Number
Street Address	City	State	Zip Code
Signature			Date
Name of Person Completing This Form			Phone Number

☐ **I want the person named below to represent me at this hearing. I give my permission for this person to see my records or go to the hearing for me. (This person can be a friend or relative but cannot interpret for you.)**

Name		Phone Number	
Street Address	City	State	Zip Code

Noa Msg Doc No. : M40-107C1
Action : Other
Issue: CalWORKs 60-Month Time Limit
Title: Time on Aid Between 54th and 57th Month

Auto ID No. :
Source :
Issued by :

Use Form No. : NA 530, attach NA 270
Original Date : 09-01-20
Revision Date :

Reg Cite : Assembly Bill 79 (Chapter 11,
Statutes of 2020) and All County
Letter NO. 20-113

MESSAGE:

On the date of the last time limit notice, _____,
the County determined that you,
_____ used a total of _____
months of your lifetime 60-month time limit of
CalWORKs cash aid.

As of _____, you have used a total of [] months
toward your lifetime 60-month time limit of cash aid.

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 60-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 Months Unticked for Collected Full Month Overpayments: - _____
Total Against 60-month time limit: = _____
Months left on 60-month time limit: _____

AUTHORITY: Assembly Bill 79 (Chapter 11, Statutes of 2020)

INSTRUCTIONS: Use at 54th / 57th month on aid to inform an adult recipient of the total number of months that they 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 NOA.
- Name of the adult recipient.
- Number of months used (between 54 to 57 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 used since last NOA.
- Dates, number of months and reason(s) months did not count toward the time limit, (i.e., exemptions, ZBG months, sanctioned months, full month overpayment repaid months and child support time limit exempt months), since last time limit NOA.
- Total number of months of aid that did not count since last time limit NOA.
- Total number of months aided (at least 54 months).
- Total number of exempted months.
- Total number of months unticked for collected child support.
- Total number of months unticked for collected full month overpayments.
- Total months used against the 60-month time limit (between 54 to 57 months).
- Total months left on the 60-month time limit.
- Use continuation page NA 270 for dates, number of months and reason if more space is needed for months that did not count.

Use this message beginning May 1, 2022.