

June 15, 2021

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 21-61

The purpose of this All County Letter (ACL) is to inform County Welfare Departments (CWDs) of a revised Welfare-to-Work Plan Activity Assignment (WTW 2) form for use in the California Work Opportunity and Responsibility to Kids (CalWORKs) program. This form has been revised pursuant to the provisions of Assembly Bill 79 (Chapter 11, Statutes of 2020), which repeal the Welfare-to-Work 24-Month Time Clock (WTW 24-MTC) and CalWORKs federal standards and establish the CalWORKs Hourly Participation Requirements.



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

June 15, 2021

ALL COUNTY LETTER NO. 21-61

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CAL-LEARN COORDINATORS
ALL COUNTY WELFARE TO WORK COORDINATORS
ALL COUNTY CALWORKS PROGRAM SPECIALISTS
ALL COUNTY CONSORTIA REPRESENTATIVES
ALL COUNTY REFUGEE COORDINATORS
ALL TRIBAL TANF ADMINISTRATORS

SUBJECT: **REVISION OF WELFARE-TO-WORK PLAN ACTIVITY
ASSIGNMENT (WTW 2) FORM**

REFERENCE: [ASSEMBLY BILL \(AB\) 79 \(CHAPTER 11, STATUTES OF 2020\);](#)
[AB 121 \(CHAPTER 414 STATUTES OF 2019\); SENATE BILL \(SB\)](#)
[1041 \(CHAPTER 47, STATUTES OF 2012\); SB 80 \(CHAPTER 27](#)
[STATUTES OF 2019\); MANUAL OF POLICY AND PROCEDURES](#)
[\(MPP\) SECTION 42-711.41, MPP SECTION 42-716; ALL](#)
[COUNTY LETTER \(ACL\) 18-38; ACL 18-38E; ACL 19-99; ACL 20-](#)
[120; AND ACL 21-04](#)

The purpose of this ACL is to introduce a revised WTW 2 form for use in the CalWORKs program. The form has been modified to reflect the repeal of both the WTW 24-MTC and CalWORKs federal standards as well as the establishment of the CalWORKs Hourly Participation Requirements by [AB 79 \(Chapter 11, Statutes of 2020\)](#). Additionally, AB 79 repeals the requirement of core activities and allows participants to participate in any of the array of WTW activities for the duration of their time on aid. Additional minor revisions to the form reflect recent statutory changes expanding diaper (see [ACL 18-38 & ACL 18-38E](#)), child care (see [SB 80 \(Chapter 27 Statutes of 2019\)](#) and [AB 121 \(Chapter 414, Statutes of 2019\)](#)), and education supportive services (see [ACL 21-04](#)). CWDs must begin using the attached form starting 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.

BACKGROUND

Passage of [SB 1041 \(Chapter 47, Statutes of 2012\)](#) created a cumulative 24-month period, known as the WTW 24-MTC, for increased flexibility of services and activities during recipients' time on CalWORKs aid. This 24-month period of increased flexibility was implemented through a new set of hourly participation requirements called the CalWORKs minimum standards. CalWORKs minimum standards required a lower number of hours per week, had no core hourly requirement, and no time-limits on education or barrier removal services for the duration of the WTW 24-MTC. While using the WTW 24-MTC, clients could access the full array of CalWORKs activities, including vocational education and training, job search/job readiness, and family stabilization services.

The law also established CalWORKs federal standards, hourly participation requirements aligned with federal Temporary Assistance for Needy Families (TANF) Work Participation Rate (WPR) reporting guidelines, which clients must meet after exhausting the WTW 24-MTC.

[AB 79](#) repeals both the WTW 24-MTC and CalWORKs federal standards and establishes the CalWORKs minimum standards as the sole set of CalWORKs hourly participation requirements throughout a client's time on aid, referred to henceforth as CalWORKs Hourly Participation Requirements. These changes are effective May 1, 2022, or at such time that the CDSS notifies the Legislature that SAWS can perform the necessary automation, whichever is later. Regulations associated with these standards are currently provided in [MPP section 42-711.41](#) and allowable activities are provided in [MPP section 42-716](#). See [ACL 20-120](#) for details on impacts to the CalWORKs program and policy areas.

REVISION OF WTW 2 FORM

In accordance with AB 79 and the repeal of both the WTW 24-MTC and CalWORKs federal standards, the following changes have been made to the WTW 2 form:

- Removed all references to the WTW 24-MTC, including core and non-core language
- Removed all references to the CalWORKs federal standards and list of CalWORKs federal activities
- Added new list title, "CalWORKs Hourly Participation Requirements"
- Added new CalWORKs Welfare-to-Work Activity check box for "Other family stabilization activities"

- Under “Total Hourly Requirements” added check box for “Deemed full-time education”

In addition to WTW 2 revisions associated with the passage of AB 79, other recent programmatic changes to supportive services necessitated the following revisions to the WTW 2:

- Added the following language pertaining to CalWORKs Stage One Child Care immediate and continuous eligibility: “I understand that if I stop participating in my Welfare-to-Work activities, I will continue to receive child care for the remainder of my child care authorization period or until my child care authorization is discontinued.” See ACL 19-99 for further information.
- Added clarifying language that child care supportive services are an exception to WTW overpayment provisions.
- Added checkbox options for the client to indicate they need full time child care, part time child care, or they do not need child care at this time.
- Added checkboxes for the client to indicate need of advance student payments in accordance with SB 1232. See ACL 21-04 for more information regarding advance student payments.
- Added checkboxes for the client to indicate need of diaper payments in accordance with AB 480 and/or ACL 18-38 & 18-38E.

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 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 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 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,

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as calculated pursuant to [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 [MPP Section 21-115](#).

If you have any questions or need additional guidance regarding the information in this letter, contact the CalWORKs Engagement Bureau at (916) 654-2137.

Sincerely,

Original Document Signed By

JENNIFER HERNANDEZ, Deputy Director
CalWORKs and Family Resilience Branch
Family Engagement and Empowerment Division