

July 18, 2023

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 23-61

The purpose of this All County Letter is to transmit the revised Welfare-to-Work (WTW) 5 – Welfare-To-Work Program Notice. These revisions were made to reflect changes to the WTW pregnancy exemption as a result of Senate Bill 65 (Chapter 449, Statutes of 2021).



KIM JOHNSON
DIRECTOR

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



GAVIN NEWSOM
GOVERNOR

July 18, 2023

ALL COUNTY LETTER NO. 23-61

TO: ALL COUNTY WELFARE DIRECTORS
ALL CALWORKS PROGRAM SPECIALISTS
ALL COUNTY WELFARE-TO-WORK COORDINATORS
ALL COUNTY CONSORTIA PROJECT MANAGERS
ALL COUNTY REFUGEE COORDINATORS
ALL TRIBAL TANF ADMINISTRATORS

SUBJECT: **CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKS) PROGRAM: REVISED FORM WTW 5.**

REFERENCE: [SENATE BILL \(SB\) 65 \(CHAPTER 449, STATUTES OF 2021\)](#); [ALL COUNTY LETTER \(ACL\) 22-55](#); MANUAL OF POLICIES AND PROCEDURES [\(MPP\) SECTION 42-712](#).

The purpose of this All County Letter (ACL) is to transmit the revised Welfare-To-Work (WTW) 5 form. This form was modified as a result of SB 65 (Chapter 449, Statutes of 2021), and the changes that the bill made to the WTW program exemption for pregnant clients.

REVISED FORMS

The WTW 5 form was altered to reflect new requirements for pregnant recipients. As of January 1, 2022, all pregnant recipients are exempt from WTW participation and pregnancy verification is no longer required prior to granting the exemption. The exemption may continue for the duration of the pregnancy if medical verification of the pregnancy is provided. Additional information about changes to the WTW pregnancy exemption can be found in [ACL 22-55](#).

FORM REVISIONS

The WTW 5 previously stated the following:

- “You don't have to be in Welfare-to-Work if you are exempt. You are exempt if you are:...

- ...Pregnant and a doctor states that you cannot work or participate in Welfare-to-Work activities or the county determines that participation will not readily lead to employment or that a training activity is not appropriate.”

Due to SB 65, the county does not have to determine whether an individual qualifies for a pregnancy exemption since the exemption is no longer tied to an assessment of whether “participation will... readily lead to employment or that a training activity is not appropriate.” As such, the WTW 5 now states the following:

- “You don't have to be in Welfare-to-Work if you are exempt. You are exempt if you are:...
- ...Pregnant.”

Other, non-substantive changes were made to the form in order to align with current program language.

COPIES AND TRANSLATIONS

Forms referenced in this letter are available on the [CDSS Forms/Brochures](#) webpage. When CDSS completes all translations of a form, they are posted on the [Translated Forms and Publications](#) webpage. When made available by CDSS, forms translated into an individual's preferred language must be provided to the individual pursuant to [Manual of Policies and Procedures \(MPP\) Section 21-115.2](#). For questions on translated materials, please contact Language Services at (916) 651-8876. If translations are not 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 number.

Per [Government Code Section 7290, et seq.](#), the CWDs must 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 must be provided, free of charge, to the applicant/recipient. If CDSS does not provide translations of a form, it is the county's responsibility to read and interpret the form if an applicant or recipient requests it.

Additionally, the CWDs must provide auxiliary aids and services to persons who are deaf or hearing impaired, or persons with impaired speech, vision, or manual skills, where applicable. More information regarding provisions for services to applicants and recipients who have limited English proficiency or who have disabilities can be found in [MPP Section 21-115](#) and [ACL 19-45](#).

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This ACL and other letters and notices are available on the [CDSS Letters and Notices](#) webpage. If you have any questions or need additional guidance regarding the information in this letter, contact the CalWORKs Engagement Bureau by email at CWEngagementPolicy@dss.ca.gov.

Sincerely,

Original Document Signed By

JULIANNA VIGNALATS
Acting Deputy Director
Family Engagement and Empowerment Division

WELFARE -TO-WORK PROGRAM NOTICE

Tell the county if you need help reading or understanding this notice.

WHAT WELFARE-TO-WORK MEANS TO YOU

- The Welfare-to-Work program can teach, train and counsel you to help you find a job.
- Some of the things Welfare-to-Work can do for you are:
 - Help you look for a job and/or higher education opportunities.
 - Help you with educational or vocational/on-the-job training and teach you basic reading, math and English.
 - Help you get work experience.
 - Counseling for you or your family if needed.
- There is a 60-month time limit.
- You have many choices of activities you can participate in during time on aid.
- Welfare-to-Work will help you arrange and pay for necessary supportive services you need to participate in your activities. This includes child care, transportation, and other costs such as special tools or clothing you need to get a job. You can get advance payments if you ask for them, so you won't have to use your cash aid to pay for necessary supportive services.
- Welfare-to-Work will tell you about the available kinds of child care and where to find child care.

WHEN YOU MUST BE IN WELFARE-TO-WORK

- You must be in Welfare-to-Work if you get cash aid under the California Work Opportunity and Responsibility to Kids (CalWORKs) program and you are not excused (exempt) from participating.
- You don't have to be in Welfare-to-Work if you are exempt. You are exempt if you are:
 - Under 16 years old or 60 years old or older.
 - 16, 17 or 18 years old and in high school or adult school full time unless you go to school as part of your Welfare-to-Work plan.
 - The nonparent relative caretaker of a child who is a dependent or ward of the court, or a child at risk of being placed in foster care.
 - Physically or mentally unable to work or participate in a Welfare-to-Work activity on a regular basis for at least 30 calendar days.
 - A parent or caretaker of one child from birth to 23 months, inclusive. **This exemption is available only once.**
 - A parent or caretaker relative of a child 6 months old or under (depending on the county this may go up to 12 months). **This exemption is available only once.**
 - A parent or caretaker relative of a child 12 weeks old or under (depending on the county this may go up to 6 months). Ask your worker how young your child has to be for you to be exempt.
 - Pregnant.

- Staying home to take care of someone in the household who cannot take care of him/herself. (The person is ill, disabled, etc.) and this keeps you from working or participating in Welfare-to-Work.
- If you are a pregnant or parenting teen in the Cal-Learn program, or if you got a high school diploma or its equivalent while in the Cal-Learn program, some exemptions above may not apply to you. Contact your eligibility worker or Cal-Learn case manager.
- If two parents are aided, and one parent does all required hours, the second parent is excused from participating.
- If you believe that you should be exempt from participating, you should ask your worker to give you a form (CW 2186A) to use to make your request to be exempt from Welfare-to-Work. You will be told by the county whether you can be exempt from Welfare-to-Work or are required to participate. Even if you don't have to be in Welfare-to-Work, you can ask to participate and you will be told if you can.
- If you are not exempt from Welfare-to-Work, you may be required to participate in Welfare-to-Work activities. If you are required to go, you will get a notice that tells you when your first appointment will be.

IF YOU DO NOT DO WHAT WELFARE-TO-WORK REQUIRES

- If you are required to be in Welfare-to-Work:
 - You will have a chance to say why you did not do what you were required to do.
 - If you do not have a good reason, and you will not do what Welfare-to-Work requires to fix the problem, your cash aid will be lowered.
- If you are not required to be in Welfare-to-Work, but you volunteer to do Welfare-to-Work activities:
 - You will have a chance to say why you did not do what was asked.
 - If you volunteer to do Welfare-to-Work activities but do not participate, without good cause, and you are not willing to do what Welfare-to-Work requires to fix the problem, your cash aid will not be lowered, but you may not be allowed back as a volunteer in Welfare-to-Work right away.

When you get a job and go off aid, the county may be able to continue to pay for necessary supportive services for up to the first 12 months after you have started a job if you need the services to keep your job and you cannot get the necessary supportive services costs from somewhere else. You may also be able to get up to 24 months of child care services after leaving aid. You may also be able to get transitional Medi-Cal for 12 months.

You have the right to ask at any time for services like child care, transportation, or other services provided by Welfare-to-Work. You may ask your worker by phone or in person, or you may ask in writing.

You have the right to ask for a state hearing if you disagree with any of the decisions made by the county about participating in Welfare-to-Work.