

July 02, 2024

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY LETTER NO. 24-48**

The purpose of this letter is to announce the release of twelve new forms, notices, notice of action messages and a revised participant plan for County Welfare Departments to utilize when informing families in a Family Reunification plan of certain actions related to their California Work Opportunity and Responsibility to Kids case.



KIM JOHNSON  
DIRECTOR

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GAVIN NEWSOM  
GOVERNOR

July 02, 2024

ALL COUNTY LETTER NO. 24-48

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

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO  
KIDS PROGRAM: FAMILY REUNIFICATION NOTICE OF ACTION  
MESSAGES AND FORMS

REFERENCE: [ASSEMBLY BILL \(AB\) 135 \(CHAPTER 85, STATUTES OF 2021\)](#),  
[AB 236 \(CHAPTER 545, STATUTES OF 2017\)](#), [AB 429](#)  
[\(CHAPTER 111, STATUTES OF 2001\)](#); [WELFARE AND](#)  
[INSTITUTIONS CODE \(WIC\) SECTION 361.5](#), [WIC SECTION](#)  
[10370](#), [WIC SECTION 11203](#), [WIC SECTION 11265.45\(d\)](#), AND  
[WIC SECTION 11450](#); [ALL COUNTY LETTER \(ACL\) 23-94](#);  
[MANUAL OF POLICIES AND PROCEDURES SECTION 44-316.2](#)

The purpose of this letter is to announce the release of twelve new Welfare-to-Work (WTW) forms, notices, notice of action (NOA) messages and a revised participant plan for County Welfare Departments (CWDs) to utilize when informing assistance units (AUs) in a Family Reunification plan of certain actions related to their California Work Opportunity and Responsibility to Kids (CalWORKs) case.

## BACKGROUND

[All County Letter \(ACL\) 23-94](#) was released in November 2023 to provide guidance to CWDs regarding the implementation of [Assembly Bill \(AB\) 135 \(Chapter 85, Statutes of 2021\)](#), which authorizes the provision of cash aid and child care services to families participating in CalWORKs Family Reunification (FR) as part of their reunification plan for up to six months. [ACL 23-94](#) informed CWDs that a separate letter was going to be

released containing new NOA messages for counties to inform FR families in the CalWORKs program, such as when they will begin receiving cash aid and/or childcare. Future NOA messages may be created if needed.

As a reminder, since FR families will be eligible for a cash grant once automation is complete, CWDs may utilize existing NOA messages for changes that are not captured below.

### **FAMILY REUNIFICATION FORMS**

The following forms have been created and revised specifically for CalWORKs families with an FR plan.

#### **[WTW 4A Notice to Other Parent \(04/24\)](#)**

The WTW 4A must be used to inform the second parent they may be required to participate in WTW. A separate notification will be sent if the CWD determines the second parent must participate. This form differs from the WTW 4 by removing the reference that children are eligible to cash aid if both parents are sanctioned.

#### **[WTW 34 Family Reunification Participant Plan \(01/24\)](#)**

The WTW 34 must be used to indicate the agreed pathway chosen to receive CalWORKs WTW services and reunify the child(ren) with the family. This form has been revised to inform the family that they will not be sanctioned if the pathway that utilizes the FR plan is used. Additionally, the form has been revised by removing the reference that the family's cash aid was reduced.

### **FAMILY REUNIFICATION NOA MESSAGES**

The following NOA messages have been created for CalWORKs families in the FR plan. These notices will be made available in California State Automated Welfare System (CalSAWS) once they are automated into the system.

#### **[M82-812A \(6/24\) - Start of Cash Aid for Family Reunification Case](#)**

CWDs must use this NOA message to inform families in an FR plan that they will start receiving cash aid for up to six months. As a reminder, cash aid can begin for FR families once the FR plan is amended to include cash aid. A court order is not needed for FR families to start receiving cash aid. The six-month timeframe for cash aid will begin on the first of the month after the 30-day temporary absence ends and the reunification plan is established that includes cash aid. This NOA message can be used for families entering an FR plan or for existing families in an FR plan.

#### **[M82-812B \(6/24\) - End of Cash Aid Following Family Reunification Discontinuance - Child Returned to Home](#)**

This notice must be utilized to inform FR families that their FR case is being discontinued because the child(ren) have been returned to the home. This NOA message also informs FR families that the CWD will assist them in determining their CalWORKs eligibility using a separate notice.

[M82-812C \(6/24\) – Family Reunification - End of Cash Aid](#)

This notice must be utilized to inform FR families that their cash aid is ending. The reason for this could be because the FR family has reached the maximum six months of cash aid during their reunification period, they reached their time-on-aid limit in CalWORKs, end of a time-on-aid extender, or they have received income exceeding their income reporting thresholds regardless of whether the FR family has reached their six-month timeframe for cash aid. As a reminder, the FR case will remain open if good cause exists, and families will continue to be eligible for supportive services.

[NOA NA 816A Family Reunification – Sanction Of Other Parent After Failed Compliance Plan \(01/24\)](#)

This notice must be utilized when one FR parent in a two-parent AU on a WTW plan is determined to be noncompliant. It also informs the participant that the other parent may contact the county to determine if they can receive cash aid. This notice differs from the NA 816 by removing the reference that WTW supportive services will no longer be provided if sanctioned and removing the reference to the CalWORKs grant calculation.

[NOA NA 817A Family Reunification – Sanction Of Participant in Single-Parent AU After Failed Compliance Plan \(01/24\)](#)

This notice must be utilized when an FR family participant in a single-parent AU on a WTW plan is determined to be noncompliant. This notice differs from the NA 817 by removing the reference that WTW supportive services will no longer be provided if sanctioned and removing the reference to the CalWORKs grant calculation.

[NOA NA 817B Family Reunification – Sanction Of Participant in Two-Parent AU After Failed Compliance Plan \(04/24\)](#)

This notice must be utilized when an FR family participant in a two-parent AU on a WTW plan is determined to be noncompliant. This notice differs from the NA 816A and NA 817A as only one parent is cash aided and maintains the reference to the CalWORKs grant calculation.

[NOA NA 840B Family Reunification – Welfare to Work Plan in a Single-Parent AU \(04/24\)](#)

This notice must be utilized when scheduling a Cause Determination appointment for an FR family participant in a one-parent AU when the parent has failed or refused to comply with WTW program requirements. This notice differs from the NA 840 by

removing the reference that WTW supportive services will no longer be provided if sanctioned and removes the reference to the CalWORKs grant calculation.

[NOA NA 840C Family Reunification – Welfare to Work Plan in a Two-Parent AU \(05/24\)](#)

This notice must be utilized when scheduling a Cause Determination appointment for an FR family participant in two-parent AU when the first parent has failed or refused to comply with WTW program requirements. This notice differs from the NA 845A as neither parent is currently sanctioned and by removing the reference that WTW supportive services will no longer be provided if sanctioned and maintains the reference to the CalWORKs grant calculation.

[NOA NA 840D Family Reunification – Determination of Good Cause/No Good Cause \(04/24\)](#)

This notice must be utilized after a Cause Determination appointment for an FR family participant. The form is to be used when the CWD determined good cause for not complying with WTW program requirements or the participant agreed to sign a compliance plan. In addition, this form is to be used if the participant attended the Cause Determination appointment and the CWD determined the participant did not have good cause for not complying or signed a compliance plan. This notice differs from the NA 840A by referencing the NA 840C, NA 840D, and NA 845A forms.

[NOA NA 845\(A\) Family Reunification – Welfare to Work Plan for Other Parent \(03/14\)](#)

This notice must be utilized when scheduling a Cause Determination appointment for an FR family participant in two-parent AU when the second parent has failed or refused to comply with WTW program requirements. This notice differs from the NA 840C as the first parent is currently sanctioned and by removing the reference that WTW supportive services will no longer be provided if sanctioned and removes the reference to the CalWORKs grant calculation.

**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 County Welfare Departments (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](#).

If you have any questions regarding this ACL, contact your CalWORKs County Consultant, the CalWORKs Early Engagement and Eligibility Bureau at [CWEligibilityPolicy@dss.ca.gov](mailto:CWEligibilityPolicy@dss.ca.gov), or the Engagement Bureau at [CWEngagementPolicy@dss.ca.gov](mailto:CWEngagementPolicy@dss.ca.gov).

Sincerely,

***Original Document Signed By***

ALEXIS FERNÁNDEZ GARCIA  
Deputy Director  
Family Engagement and Empowerment Division