

August 15, 2024

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 24-52

The purpose of this All County Letter (ACL) is to provide guidance to counties regarding revisions to the Welfare-to-Work Plan Activity Assignment (WTW 2) form to reflect changes to the definition of part-time and full-time child care pursuant to [Senate Bill \(SB\) 140 \(Chapter 193, Statutes of 2023\)](#).



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



August 15, 2024

ALL COUNTY LETTER NO. 24-52

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

SUBJECT: **REVISIONS TO THE CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKS) WELFARE-TO-WORK PLAN ACTIVITY ASSIGNMENT (WTW2) FORM**

REFERENCE: [SENATE BILL \(SB\) 140 \(CHAPTER 193, STATUTES OF 2023\); WELFARE AND INSTITUTIONS CODE \(WIC\) SECTION 10213.5\(a\); CHILD CARE BULLETIN \(CCB\) 24-04; CCB 24-14; ALL COUNTY LETTER \(ACL\) 19-45; ACL 21-61; MANUAL OF POLICIES AND PROCEDURES \(MPP\) SECTION 21-115.2; WTW 2: WELFARE-TO-WORK PLAN ACTIVITY ASSIGNMENT.](#)

PURPOSE

The purpose of this All County Letter (ACL) is to revise the Welfare-to-Work Plan Activity Assignment (WTW 2) form for use in the CalWORKs program. The California Department of Social Services (CDSS) revised the WTW 2 form to reflect changes to the definition of part-time and full-time child care pursuant to [Senate Bill \(SB\) 140 \(Chapter 193, Statutes of 2023\)](#) and the corresponding guidance in [Child Care Bulletin \(CCB\) 24-04](#).

This ACL replaces the WTW 2 form released via [All County Letter 21-61](#).

BACKGROUND

On September 13, 2023, Governor Newsom signed [Senate Bill \(SB\) 140 \(Chapter 193, Statutes of 2023\)](#) into law. Pursuant to [WIC sections 10213.5\(a\)\(1\) and \(2\)](#), part-time care is defined as care certified for a child for fewer than 25 hours per week, and full-time care is defined as care certified for a child for 25 or more hours per week. These definitions were effective on March 1, 2024.

GUIDANCE

Welfare to Work 2 Form Revision

The [Welfare-to-Work Plan Activity Assignment \(WTW 2\) form](#) has been revised as follows to reflect the change to the definition of part-time and full-time child care:

In the introductory section on Page 1

- Corrected misspelling of “Welfare”

In the Section under “Supportive Services” for child care on Page 3

- Deleted “Full-time (30-52.5 hours per week)” and replaced with “Full-time (25-52.5 hours per week)”
- Deleted “Part-time (less than 30 hours per week)” and replaced with “Part-time (less than 25 hours per week)”

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 [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 or need additional guidance regarding the information in this letter, contact the CalWORKs Engagement Bureau at (916) 654-2137 or CWEngagementPolicy@dss.ca.gov.

Sincerely,

Original Document Signed By

ALEXIS FERNÁNDEZ GARCIA
Deputy Director
Family Engagement and Empowerment Division