

February 18, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY WELFARE DIRECTORS LETTER**

This All County Welfare Directors Letter (ACWDL) informs counties about the noticing frequency of the Child Care Request Form and Child Care Payment Rules (CCP7) informing notice pursuant to the implementation of the California Work Opportunity and Responsibility to Kids (CalWORKs) Stage One Child Care immediate and continuous eligibility policy.



**KIM JOHNSON**  
DIRECTOR

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

February 18, 2020

**ALL COUNTY WELFARE DIRECTORS LETTER**

**TO:** ALL COUNTY WELFARE DIRECTORS

**FROM:** JENNIFER HERNANDEZ, Deputy Director  
Family Engagement and Empowerment Division

**SUBJECT:** CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO  
KIDS (CALWORKS) STAGE ONE CHILD CARE: IMMEDIATE AND  
CONTINUOUS ELIGIBILITY INFORMING NOTICE FREQUENCY

The purpose of this ACWDL is to provide guidance to County Welfare Departments (CWDs) regarding the noticing frequency of the Child Care Request Form and Child Care Payment Rules (CCP7) pursuant to the Stage One Child Care immediate and continuous eligibility policy. This guidance is issued in accordance with the implementation of [Senate Bill \(SB\) 80 \(Chapter 27, Statutes of 2019\)](#), signed by the Governor on June 27, 2019, and [Assembly Bill \(AB\) 121 \(Chapter 414, Statutes of 2019\)](#), signed by the Governor on October 2, 2019, and is to accompany [All County Letter 19-99](#).

CWDs are reminded that they shall provide written notice to participants of the availability of paid child care at several times throughout their time in CalWORKs. The intent of these notices is to ensure that participants, especially participants who are not utilizing CalWORKs Stage One, are fully informed of the child care options available to them.

A threshold has been established regarding how frequently the CCP7 informing notice shall be automated and sent to participants. When a participant reports any of the following events:

- 1) new participation in a program activity,
- 2) increased participation in a program activity (an increase of 20 hours or more per month),
- 3) new earned income, or
- 4) new employment,

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the State Automated Welfare System (SAWS) will look back 30 days from the date the participant made the report to determine whether a CCP7 informing notice was sent to the participant during that time. If a CCP7 was sent to the participant during the last 30 days, another CCP7 will not be sent. If a CCP7 was not sent during the last 30 days, a CCP7 will be sent. This will allow participants to continue to be made aware of child care availability without becoming inundated with notices. As a result, participants will be more likely to engage and respond to the notices if they are distributed at appropriate intervals. In addition, this will help to mitigate additional administrative costs associated with the new noticing requirements.

If you have any questions regarding this guidance, please contact the Child Care and Intergenerational Services Bureau at [CCPB@dss.ca.gov](mailto:CCPB@dss.ca.gov)