

January 11, 2021

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 16-95E

The purpose of this erratum is to clarify information about job retention services for the California Work Opportunity and Responsibility to Kids (CalWORKs) Expanded Subsidized Employment Program as described in [All County Letter No. 16-95](#).



KIM JOHNSON
DIRECTOR

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

JANUARY 11, 2021

ERRATUM

ALL COUNTY LETTER (ACL) NO. 16-95E

TO: ALL COUNTY WELFARE DIRECTORS
ALL CALWORKS PROGRAM SPECIALISTS
ALL WELFARE-TO-WORK COORDINATORS
ALL COUNTY REFUGEE COORDINATORS
ALL COUNTY CALFRESH SPECIALISTS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS (CalWORKs) ASSEMBLY BILL (AB) 98 SUBSIDIZED
EMPLOYMENT AND EXPANDED SUBSIDIZED EMPLOYMENT
(ESE) PROGRAM CHANGES

REFERENCES: [ALL COUNTY INFORMATION NOTICE \(ACIN\) NO. I-03-12](#) AND
[ACIN I-59-15](#); [ACL NO. 16-95](#); [MANUAL OF POLICIES AND
PROCEDURES \(MPP\) SECTION 11-501.3](#), [MPP SECTION 42-
716.83](#), [MPP SECTION 42-717.1](#), AND [MPP SECTION 42-780.53](#);;
[WELFARE AND INSTITUTIONS CODE \(WIC\) SECTION 11322.64](#),
[WIC SECTION 11323.2\(b\)](#)AND [WIC SECTION 11323.25](#)

The purpose of this erratum is to clarify job retention services for the ESE Program, including eligible non-aided populations and the requirement for these services to be in the CalWORKs County Plan. The guidance in [ACL No. 16-95](#) explains that job retention services must be in the CalWORKs County Plan for subsidized employment funded by the Single Allocation, but does not include the same requirement for job retention services funded with the ESE allocation.

Job Retention Services and the County Plan

Job retention services are optional for the County Welfare Departments (CWDs) to provide to employed former recipients, including participants in the ESE program, and must be in the CalWORKs County Plan ([MPP Section 42-716.83](#) and [MPP Section 42-717.1](#)) provide ESE. To provide ESE as a job retention service, job retention services

must be defined in the CalWORKs County Plan in such a way that subsidized employment is allowed. As explained in [ACIN No. I-03-12](#) and [MPP Section 11-501.3](#), the CWDs must also develop written policies and procedures for those sections of the CalWORKs program in which they have operational discretion, for example, the types of job retention services provided.

Clarified Paragraphs from [ACL No. 16-95](#)

The following paragraphs from pages two and three of [ACL No. 16-95](#) have been clarified to include information about when the CWDs may provide subsidized employment as a job retention service:

ESE participants who become ineligible for CalWORKs cash assistance as a result of ESE income may continue to participate until the end of the ESE placement if the CWD provides ESE as a job retention service in its CalWORKs County Plan. Job retention services must be defined in the CalWORKs County Plan in such a way that allows for subsidized employment. ESE participants who become ineligible for CalWORKs cash assistance as a result of ESE income, Safety Net adults, and sanctioned individuals (including long-term sanctioned individuals as explained in [County Fiscal Letter \(CFL\) 16/17-23E](#)) are the only participants not receiving cash assistance who may be served using ESE funds. Please refer to [MPP Sections 42-716.81 - .813](#) for more information regarding eligibility to participate in the ESE program.

Other adults who are in a subsidized employment placement and leave aid for reasons other than income from participation in ESE may continue in their placements using Single Allocation funds if the CWD provides job retention services for that population in its CalWORKs County Plan. The continued placement may not be funded using ESE dollars. Job retention services must be defined in the CalWORKs County Plan in such a way that allows for subsidized employment. Information about claiming expenses for subsidized employment to the Single Allocation is in [CFL No. 13/14-22](#).

If you have questions or need additional guidance regarding this erratum, contact the CalWORKs Engagement Bureau at (916) 654 2137.

Sincerely,

Original Document Signed By:

JENNIFER HERNANDEZ
Deputy Director
Family Engagement and Empowerment Division