

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



July 14, 2004

ALL COUNTY INFORMATION NOTICE NO. I-48-04

TO: ALL COUNTY WELFARE DIRECTORS
 ALL CalWORKs PROGRAM SPECIALISTS
 ALL WELFARE-TO-WORK COORDINATORS

REASON FOR THIS TRANSMITTAL

- State Law Change
 Federal Law or Regulation Change
 Court Order
 Clarification Requested by One or More Counties
 Initiated by CDSS

SUBJECT: CalWORKs 60-MONTH TIME LIMIT NOTICES OF ACTION (NOA)
 MESSAGES AND FORMS

REFERENCE: ALL COUNTY LETTERS (ACL) 97-65, 98-37, 99-90, 00-48, 01-03,
 01-66, 02-33, 02-66, 02-70, 02-74 AND 02-91; ALL COUNTY
 INFORMATION NOTICES (ACIN) I-52-99, I-47-02, I-58-02, I-90-02
 AND I-95-02

This notice transmits copies of revised and new versions of the following forms and NOA messages for the California Work Opportunity and Responsibility to Kids (CalWORKs) Program. The additional NOA messages are requested by the counties to address new circumstances that arise from the adult(s) reaching the CalWORKs 60-month time limit. All forms and NOA messages have been generated and reviewed using the customary processes.

FORMS

CW 2186A (6/04) - CalWORKs and Welfare to Work Time Limit Exemption Request
 CW 2186B (6/04) - CalWORKs and Welfare to Work Time Limit Exemption Determination
 CW 2187 (6/04) – Your CalWORKs 60-Month Time Limit
 CW 2190A (6/04) – CalWORKs 60-Month Time Limit Extender Request Form
 CW 2190B (6/04) – CalWORKs 60-Month Time Limit Extender Determination Form
 CW 2191 (6/04) – Time on Aid Verification for CalWORKs/TANF 60-Month Time Limits
 CW 2192 (6/04) – Tracking Non-California TANF Assistance for the 60-Month Time Limit
 NA 531 (6/04) - Continuation Page – 60-Month Time Limit – Includes Budget

NOA MESSAGES

M40-107e (4-01-04) – CalWORKs 60th Month on Aid, Timed-out Person Removed
 M40-107f1 (4-01-04) – Extender Met after 60 Months on Aid, (post 60-month time limit)
 M40-107f2 (4-01-04) – CalWORKs 60-Month Time Limit, Extender Ended
 M40-107j1 (04-01-04) – Application Approval, After 60 Months on Aid

M40-107k (04-01-04) – Increase in Grant due to Time on Aid Adjustment
REVISED CalWORKs TIME LIMIT FORMS

The CalWORKs forms, CW 2186A (6/04), CW 2186B (6/04), CW 2187 (6/04), and NA 531 (6/04) are revised to improve clarity of the forms as suggested by counties and welfare advocates.

Please be advised that the Welfare to Work Exemption Request form (WTW6) and Welfare to Work Exemption Determination form (WTW7) are obsolete and have been replaced by the CW 2186A and CW 2186B, CalWORKs exemption request and determination forms.

NEW CalWORKs FORMS

- **CalWORKs 60-Month Time Limit Extender Request Form and Determination Form (CW 2190A) (6/04) and (CW 2190B) (6/04)**

The request form, CW 2190A, describes the CalWORKs 60-month time limit extenders and time limit waiver. The request form is designed for recipients so they may request a time limit extender to receive aid beyond the CalWORKs 60-month time limit. The determination denial form, CW 2190B, explains to the recipient that she/he is not extended on aid and the reason the extender is denied. Counties are required to provide these request and determination forms to recipients in accordance with Manual of Policies and Procedures (MPP) Section 42-302.3 et seq.

- **CalWORKs Time Limit Information and Verification Form (CW 2191) (6/04)**

The CW 2191 has been developed for counties to use to provide the necessary CalWORKs 60-month time limit information to other counties. The form should be included with the information provided in an Intercounty Transfer case. It may also be used to provide information to a county when an individual applies for aid in another county without first notifying the previous county. The form is designed to verify the time-on-aid received in a county.

- **Tracking Non-California TANF Assistance for the 60-Month Time Limit (CW 2192) (6/04)**

The CW 2192 has been developed for counties to use to verify the number of TANF months received in another state, U.S. territory, and/or Tribal TANF program. Written verification from the State, U.S. Territory, and/or Tribal Administrator is required to substantiate the number of months of TANF assistance received. This form is not to be used in place of that documentation but to assist the county worker in requesting the appropriate information to verify the number of months of TANF assistance.

Federal law (42 U.S.C. 608(a)(7)(A)) prohibits a state from using TANF funds to provide assistance to a family that includes a head-of-household or spouse of a head-of-household who has received TANF-funded assistance for 60 months. The federal time limit therefore imposes the necessity for tracking time on aid for CalWORKs recipients' TANF and CalWORKs 60-month time clocks. Counties are required to verify the aid received by individuals who have stated that they have received TANF assistance in another state, U.S. territory, and/or TANF Tribal TANF program. In order to contact other states to verify recipients' TANF months received, counties can use the list of contacts found on the State of Alaska Health and Social Services, Public Assistance website: http://dpaweb.hss.state.ak.us/training/map/map_text.htm.

NEW AND REVISED NOTICE OF ACTION (NOA) LANGUAGE

The following new and revised Notice of Action messages included in this ACIN are provided to counties for informing recipients of their time limit information.

- **M40-107e (revised 4-1-04) – CalWORKs 60-Month Time Limit, Timed-Out Person Removed**

This NOA has been revised to improve clarity of the language. It is used to inform the adult who has reached the CalWORKs 60-month time limit of the change in cash aid.

- **M40-107f1 (4-1-04) – CalWORKs 60-Month Time Limit, Extender Met after 60 Months on Aid (Post 60- Month Time Limit)**

This NOA is used to inform the recipient that the grant amount is changed because she/he meets the requirements to receive aid beyond the 60-month time limit.

- **M40-107f2 (4-1-04) – CalWORKs 60-Month Time Limit, Extender Ended**

This NOA is used to inform the recipient that the grant is reduced because she/he no longer meets the requirements to be extended on aid.

- **M40-107j1 (4-1-04) – Application Approval, After 60 Months on Aid**

This NOA is used to inform the applicant of the approval of aid due to extender criteria, child support recoupment or overpayment recoupment.

- **M40-107k (4-1-04) – CalWORKs 60-Month Time Limit, Time on Aid Adjustment**

This NOA is used to inform the recipient of the change in grant amount due to an adjustment in the number of months for child support or overpayment recoupment.

FORMS DESIGNATION AND MODIFICATION OF FORMS

The forms, CW 2186A, CW2186B, CW 2187, CW 2190A, CW 2190B, and NA 531 have been designated as "Required Form-No Substitute Permitted." Forms in this category may not be modified or reconstructed. The CW 2191 and CW 2192 have been designated as "Recommended Form." Forms in this category are recommended for use and counties may modify these forms without prior CDSS approval or may choose not to use them.

CAMERA-READY COPIES AND TRANSLATIONS

For a camera-ready of English and Spanish forms, please contact the Forms Management Unit (FMU) at (916) 657-1907. If your office has internet access, you may obtain these forms from the CDSS webpage at: http://www.dss.cahwnet.gov/cdssweb/OnlineFor_271.htm. For counties with access to the CDSS restricted website for forms and NOAs, you can access the forms and NOAs at www.cdsscounties.ca.gov. If your county does not have a login and password, you can obtain them by calling Dan Bode of the Program Technology and Support Bureau at (916) 654-1396.

As soon as translations are completed, they are posted at the Language Services website. Copies of the translated forms and publications can be obtained from the CDSS webpage at: http://www.dss.cahwnet.gov/cdssweb/FormsandPu_274.htm. For any questions on translated materials or to request a copy of a translated form or message, please contact Language Services at (916) 445-6778.

Your County Forms Coordinator is to distribute translated forms to each program and location. Each county shall provide bilingual/interpretive services and written translations to non-English or limited English proficient populations as required by the Dymally Alatorre Bilingual Services Act (Government Code Section 7290 et seq.) and by State regulations in Manual of Policies and Procedures (MPP) Division 21, Civil Rights Nondiscrimination, Section 115.

If you have any questions regarding this notice or need additional information regarding the 60-month time limits, please contact Charissa S. Miguelino, CalWORKs Eligibility Bureau at (916) 657-3665.

Sincerely,

CHARR LEE METSKER, Chief
Employment and Eligibility Branch

Attachments

c: CWDA
CSAC