

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



July 14, 2004

ALL COUNTY INFORMATION NOTICE NO. I-49-04

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: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) FAMILY REUNIFICATION (FR) PROGRAM**

REFERENCE: ALL COUNTY LETTER (ACL) 02-36 AND 03-52

The purpose of this letter is to transmit the notice of action (NOA) and informing notice required to implement the final CalWORKs FR regulations, which were approved by the Office of Administrative Law and became effective April 15, 2004. A copy of the final regulations was sent to the counties by the Department's Office of Regulations Development. The FR regulations can be obtained through the Department's website at [http://www.dss.cahwnet.gov/ord/CalWORKs18\\_1465.htm](http://www.dss.cahwnet.gov/ord/CalWORKs18_1465.htm).

The release of this letter has been delayed as a result of the Department's initial intent to include an attachment to this letter, in a questions and answers format, that provides additional guidance to counties regarding the provision of FR services under the CalWORKs program. However, because additional policy issues have been raised by counties, and to avoid any further delays, the Department is now issuing this letter without the questions and answers document, which will be sent to counties under separate cover.

**Background**

Assembly Bill 429, Chapter 111, Statutes of 2001, requires the county to provide CalWORKs welfare-to-work (WTW) activities and supportive services to the parents of children who have been removed from the home by Child Welfare Services (CWS) and placed into out-of-home care, provided that the county determines that the activities and services are necessary to reunify the family. As part of a CWS FR and/or CalWORKs WTW plan that must be established by the county pursuant to Manual of Policies and Procedures (MPP) Section 42-711.61, these CalWORKs-funded services may continue for up to 180 days from the date that the children are removed from their parents. However, the county may grant a good cause extension to the 180-day period, and allow eligible individuals to continue participation in the services beyond that time, if it determines that these individuals need additional time to complete their reunification efforts.

### Changes to Existing CalWORKs Regulations

Significant clarifications of, and additions to, existing CalWORKs regulations because of FR include the following:

- Section 42-710.66 was added to specify that the 18- or 24-month time limit does not apply to individuals who are receiving FR services.
- Section 42-711.512 was added to require that a county provide WTW activities and services to a reunification parent, including a sanctioned individual, if the county determines that such services are necessary to reunify the family.
- Section 42-711.558 was added to specify that an assessment shall not be required for those WTW activities and services that are only provided as a component of an FR plan. However, a CalWORKs assessment and WTW plan would be necessary for any CalWORKs WTW activities and services that are provided separate and beyond those specified in the FR plan.
- Section 42-711.61 was amended to give counties the option of utilizing an FR plan, in lieu of a WTW plan, to provide all CalWORKs-funded FR activities and services to an individual. This section also specifies that if the county uses an FR plan instead of a WTW plan, the county must inform the individual, in writing, of his or her eligibility for CalWORKs FR services.
- Section 42-721.13 was added to specify that CalWORKs WTW sanction provisions do not apply to a reunification parent whose CalWORKs FR activities and services are only included in an FR plan, and that a noncompliant individual will remain eligible for those activities and services until the expiration or termination of a voluntary placement agreement or until the court terminates the reunification plan.
- Section 42-721.413 was added to specify that the time during which a sanctioned individual is considered to be a reunification parent counts toward meeting the CalWORKs minimum sanction period.

### Family Reunifications Forms

The following NOA and informing notice must be used to implement the CalWORKs FR provisions. A copy of each form is attached to this ACL.

- CalWORKs M82-812 (04/22/04) – Family Reunification/Zero Grant  
This NOA is used to inform parents that their cash aid is changing because all of their children have been removed from the home.
- WTW 34 (4/04) – Welfare to Work Family Reunification Plan  
This informing notice tells parents that their cash aid has been reduced because all of their children have been removed from the home, the county has determined that they may continue to receive CalWORKs WTW activities and supportive services because those services will assist to reunify the family, and that those activities and supportive services will be provided under an FR plan, a WTW plan, or both.

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Camera-Ready Copies and Translations

For a camera-ready copy 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](http://www.dss.cahwnet.gov/cdssweb/OnlineFor_271.htm). For counties with access to the California Department of Social Services (CDSS) restricted website for forms and NOAs, you can access NOAs at [www.cdsscounties.ca.gov](http://www.cdsscounties.ca.gov). If your county does not have a login and password, you can obtain them by calling Dan Bode at (916) 654-1396.

As soon as translations are completed, they are posted at the Language Translation 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](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 Translation 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 MPP Division 21, Civil Rights Nondiscrimination, Section 115.

Contacts

If you have additional questions about the impact of FR on CalWORKs, please contact the individuals listed for the subject areas in Attachment I of this ACIN.

Sincerely,

***Original Document Signed  
By Charr Lee Metsker on 7/14/04***

CHARR LEE METSKER, Chief  
Employment and Eligibility

Branch Attachments

c: CWDA  
CSAC

**FAMILY REUNIFICATION CONTACTS**

Family Reunification/ CalWORKs Interface	Vince Toolan CalWORKs Eligibility Bureau (CEB) (916) 654-1808
Temporary Absence	Jackie Shelley, CEB (916) 654-1061
Eligibility Redetermination/ Cal-Learn	Dennis Ragasa, CEB (916) 653-9546
60-Month Time Limits	Charissa Miguelino, CEB (916) 657-3665
18- or 24-Month Time Limits	Ellen Horton, Employment Bureau (916) 651-6567
Welfare-to-Work Requirements/ Supportive and Work Services	Employment Bureau (916) 654-2137
Fiscal Claiming	Your County's Fiscal Policy Analyst (916) 657-3440
Child Care Services	Child Care Bureau (916) 657-2144
Food Stamps	Frederick Hodges, Food Stamp Bureau (916) 653-7973
Medi-Cal	Erin Lynch, Medi-Cal Eligibility Branch (916) 654-5769
Child Welfare Services	Permanency Policy Branch (916) 654-1801
Foster Care	Karen Gunderson (916) 651-7395