# DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, California 95814

March 15, 2007

ALL COUNTY INFORMATION NOTICE NO: I-10-07

TO:        ALL COUNTY WELFARE DIRECTORS
           ALL CalWORKs PROGRAM SPECIALISTS
           ALL TRIBAL TANF ADMINISTRATORS
           ALL WDTIP COORDINATORS


SUBJECT:          TRACKING CalWORKs AND TRIBAL TEMPORARY ASSISTANCE
                  FOR NEEDY FAMILIES (TANF) TIME ON AID

REFERENCE:        ALL COUNTY LETTER (ACL) NO. 06-23

The purpose of this letter is to reiterate the need for coordination between County
Welfare Departments (CWD) and Tribal TANF providers to track time on aid. Both the
CalWORKs and Tribal TANF programs staff are required to ensure that TANF time limit
requirements, in accordance with Manual of Policies and Procedures (MPP)
Section 42-301, are met by tracking time on aid in a TANF program. This requires
eliciting information from applicants and verifying receipt of aid from the prior TANF
program, as applicable. The prior program could be a Tribal TANF program, another
state's TANF program, or CalWORKs.

The CalWORKs program tracks CalWORKs recipients' time on aid via the Welfare Data
Tracking Implementation Project (WDTIP)/Tracking Recipients Across California
(TRAC) system. The WDTIP/TRAC is an automated statewide welfare time on aid
tracking and reporting system. The WDTIP/TRAC provides eligibility workers a tool to
input and obtain up-to-date information for TANF and CalWORKs applicants and
recipients. WDTIP/TRAC also shows the time on aid received in a Tribal TANF
program.

Native American families can elect to receive aid from the CalWORKs program by
applying in their county of residence, or they may apply for Tribal TANF by applying with
the appropriate Tribal TANF provider. Individuals may also transfer between these two
programs. However, an individual cannot receive aid concurrently from both programs,
and the federal 60-month time limit applies for both programs.

When CWDs receive an application for CalWORKs, the number of months any adult
received aid via a federally funded Tribal TANF program is counted against the adult's
60-month time clock. CWDs must verify Tribal TANF time on aid information by

contacting the Tribal TANF provider. Once verified, CWDs shall input the time on aid in Tribal TANF into the WDTIP/TRAC so it can be tracked accurately. Conversely, if a Tribal TANF program contacts the CalWORKs program requesting time on aid information, the county shall verify receipt of aid consistent with the requirements to provide time on aid information to other states' TANF programs (MPP Section 40-107(a)(5)).

As a reminder, CalWORKs and Tribal TANF shall disregard any months of assistance received by an adult living in Indian country or an Alaska Native Village when the unemployment rate was at least 50% (MPP Section 42-302.21(h) and Section 40-107(a)(5)(C)). Please refer to ACL 06-23 for the most recent information. Additionally, any month an individual received CalWORKs in the State-Only Two-Parent program from October 1, 1999 to October 1, 2006, shall not count against their TANF or Tribal TANF 60-month time clock.

To ensure time limit requirements are being followed, the counties must rely on the executed Memorandums of Understanding they have with each individual Tribal TANF provider and adhere to the outlined procedures. It is also important for the CalWORKs and Tribal TANF programs to ensure that each applicant/recipient is aware of the time limit requirements and the need to identify time on aid when transferring programs.

If you have questions regarding the WDTIP, please contact Helen Hernandez, Program Integrity Branch, at (916)-654-5163 or Helen.Hernandez@dss.ca.gov. For questions regarding 60-month time limits, please contact your CalWORKs county consultant. For questions regarding Tribal TANF, please contact your Tribal TANF analyst.

Sincerely,

KÄREN DICKERSON, Chief
Employment and Eligibility Branch


c:    CWDA
      CSAC