



CDSS

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DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
GOVERNOR

October 17, 2012

ALL COUNTY LETTER NO. 12-53

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS
ALL CalWORKs PROGRAM SPECIALISTS
ALL COUNTY WELFARE-TO-WORK COORDINATORS
ALL CONSORTIUM PROJECT MANAGERS
ALL COUNTY REFUGEE COORDINATORS
ALL TRIBAL TANF ADMINISTRATORS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) SENATE BILL (SB) 1041 WELFARE-TO-WORK (WTW) 24-MONTH TIME CLOCK INFORMING NOTICE LANGUAGE (CW 2205)

REFERENCES: SENATE BILL 1041 (CHAPTER 47, STATUTES OF 2012); ASSEMBLY BILL (AB) X4 4 (CHAPTER 4, STATUTES OF 2009); WELFARE AND INSTITUTIONS CODE (WIC) SECTIONS 11454.5 AND 11320.3; MANUAL OF POLICIES AND PROCEDURES (MPP) SECTIONS 21-115, 82-832.1, AND 82-833.1; SECTION 607(C) OF TITLE 42 OF THE UNITED STATES CODE (USC).

The passage of SB 1041 on June 27, 2012, created significant changes to the CalWORKs program. This letter transmits informing notice language that counties must issue by December 1, 2012 and provides general information regarding the new WTW 24-Month Time Clock and required hours of participation.

New WTW 24-Month Time Clock and Work Participation Hours

SB 1041 introduced a new client-focused WTW 24-Month Time Clock during which for 24 cumulative months clients are allowed to participate in the full array of CalWORKs WTW activities with no core/non-core requirements. Additionally, the total number of required participation hours per week for non-exempt CalWORKs adult clients is aligned to the Temporary Assistance for Needy Families (TANF) work participation rate (WPR) overall hourly work requirements (30 hours per week for single parents, 20 hours per week for single parents with a child under six, and 35 hours per week for two-parent families). During the WTW 24-Month Time Clock, an adult client is entitled to current law CalWORKs services and activities pursuant to a WTW plan without having to meet a core hourly

requirement. However, any month in which the family meets all federal participation requirements in accordance with Section 607(c) and (d) of Title 42 of the USC will not be counted toward the WTW 24-Month Time Clock. The 24 months need not be consecutive and can be used at any time during the adult client's 48 months of time on aid. Once clients exhaust their WTW 24-Month Time Clock they are required to meet federal TANF WPR participation requirements (activities and hours). Counties should note that this new WTW 24-Month Time Clock cannot exceed clients' 48-Month CalWORKs Time Limit. More detailed guidance on implementation of the WTW 24-Month Time Clock and the new hourly requirements will be issued under separate cover, scheduled for release in November 2012.

SB 1041 includes a provision for extensions to the WTW 24-Month Time Clock for up to 20 percent of a county's CalWORKs caseload who has exhausted their WTW 24-Month Time Clock. Guidance regarding the criteria for extensions to the WTW 24-Month Time Clock and the 20 percent limitation will be issued under separate cover, targeted for release in Summer 2013.

General Informing Notice Language

The attached notice (CW 2205) includes required language that must be provided to clients. Counties are encouraged to add additional county specific information necessary to aid clients in understanding the new WTW rules. For example, if your county refers to your WTW program by another name, such as GAIN, that clarification should be incorporated into the informing notice language.

Counties must include information that identifies the county from which the information is coming from, such as a county header. Also county specific contact options must be included on the notice so that clients can request a modification of their WTW plan. A section of the CW 2205 has been reserved for counties to provide instructions for how they would like clients to contact them when requesting a re-evaluation of their current WTW plan. Such contact information may include call center information, websites, email addresses, etc. Some counties may choose to include a separate form or use a section of the CW 2205 for clients to return in order to indicate a request to revise their plans.

Noticing Population

Counties must send the CW 2205 to clients by December 1, 2012. The CW 2205 must be sent to all non-excluded WTW-eligible adults that receive cash aid on behalf of or with a child, including sanctioned adults. Aided adults can also include optional persons such as step-parents or Registered Domestic Partners who opt into the Assistance Unit (AU) as described in MPP Section 82-828.

Excluded WTW-eligible adults (also known as annual reporters) are not subject to the WTW 24-Month Time Clock and should not receive the CW 2205. They include:

- Timed-out parents in a child only AU (MPP Section 82-833.1);
- Drug felons (MPP Section 82-832.1[j]);
- Fleeing felons (MPP Section 82-832.1[h]); and
- Non-citizens (MPP Section 82-832.1[b]).

Also, the CW 2205 is not to be sent to those clients who are exempt due to the CalWORKs short-term young child exemptions (AB X4 4, Statutes of 2009), also known as the “reengagement population.” A separate general informing notice specific to the reengagement population will be provided to counties in November 2012.

Translations

For questions on translated materials, please contact Language Services at (916) 651-8876. Until translations are available, clients who have elected to receive Spanish, Russian, Vietnamese, and written Chinese materials should be sent the English version of this form along with the [GEN 1365-Notice of Language Services](#) and a local contact number.

County Welfare Departments shall ensure that effective bilingual services are provided. This requirement may be met through utilization of paid interpreters, qualified bilingual employees, and qualified employees of other agencies or community resources. These services shall be provided free of charge to the client. In the event that CDSS does not provide translations of a form or notice, it is the county’s responsibility to provide the translation if a client requests. More information regarding translations can be found in MPP Section 21-115.

If you have questions or need additional information regarding this ACL, contact your CalWORKs Employment Bureau county consultant or your CalWORKs Eligibility Bureau county consultant at (916) 657-2128.

Sincerely,

Original Document Signed By:

TODD R. BLAND
Deputy Director
Welfare to Work Division

Attachment

cc: CWDA
CSAC

NEW RULES FOR CalWORKs WELFARE-TO-WORK ACTIVITIES

Starting January 1, 2013, there are new rules that give you more Welfare-to-Work (WTW) activity options and require fewer participation hours for single-adult families.

The new rules do not change your CalWORKs 48-month time limit or your cash aid amount, but the WTW rules to stay on aid have changed.

Summary of New WTW Rules

- Starting January 1, 2013, there is a new **WTW 24-Month Time Clock** (within the 48-month time limit).
- For most families, there are fewer required hours of participation.
- You will have more choices of activities you can participate in during the WTW 24-Month Time Clock period. At the end of the WTW 24-Month Time Clock period, you will have fewer choices of activities that count.
- There are times when your WTW 24-Month Time Clock may stop. Months when your clock is stopped will not count towards your WTW 24-Month Time Clock.

Hours of Participation

For most families, there are fewer required hours of participation:

Number of Adults in the Family (Assistance Unit)	Current Weekly Hours	New Weekly Hours of
Single-adult with a child under 6 years old	32	20
Single-adult with no children under 6 years old	32	30
Two-parent families	35	35

More Choices in WTW Activities

- You will have more choices of activities you can participate in during the WTW 24-Month Time Clock period. These activities include: work, education, training, and mental health, substance abuse, and/or domestic abuse services. There are no more “core” activities.
- **There is still a 48-month time limit on CalWORKs, but the WTW rules to stay on aid have changed.** If you have less than 24 months left on your 48-month time limit, you will have more choices of activities for the rest of your time on aid.
- The county may help in paying for child care, transportation, and/or other related expenses (supportive services) if you **need** them to participate in any approved WTW appointment or activity.

Your WTW 24-Month Time Clock Stops When:

- You are in appraisal, job search, assessment, or in the process of developing a new WTW plan.
- You are meeting the required number of participation hours in certain activities. Your worker will explain this more to you at your next contact.
- You are in Cal-Learn.
- You are exempt from participating.
- The county determines that you have a good reason for not participating (called good cause).
- You are sanctioned.

If you want to change your WTW plan, please contact your county.

Do I have to change my plan and/or reduce my hours?

You have the option to change your plan by contacting your worker, but you do not have to. If you do not contact your worker to change your plan and/or hours:

- You will continue to receive the same level of supportive services. As a reminder, you will receive supportive services only for activities in your approved plan.
- The next time your worker contacts you he/she will discuss the new rules with you and give you a chance to change your plan at that time if you like.

What if my aid was cut (sanctioned)?

- If your aid was cut for not participating (called a 'sanction'), these new rules may allow you to get more cash aid by ending your sanction.
- If you are sanctioned, please contact your worker right away to see if these new rules may end your sanction and give you more cash aid.

What if I was told I don't have to participate in activities (exempt) or I don't think I can?

- There are reasons you may not have to participate in WTW activities (exemptions). For example, these reasons may include disability or taking care of a sick household member.
- If you are not already exempt and think you should be, please contact your worker right away.
- If you are not required to participate, you may still be able to volunteer and get supportive services like child care. If you would like to volunteer, please contact your worker.

What happens when my WTW 24-Month Time Clock runs out?

- When your WTW 24-Month Time Clock runs out, you will have a shorter list of activities to choose to participate in to continue receiving the same amount of cash aid.
 - The shorter list may include employment, work experience, and community service.
 - Vocational education and training may also be allowed for up to one year after your WTW 24-Month Time Clock ends.
- Your worker will explain more about this shorter list of activities to you before your WTW 24-Month Time Clock runs out.
- Your county will send you a notice before you reach the end of your WTW 24-Month Time Clock. They will provide you with the shorter list of activities to choose from, and instructions on what you will need to do next in order to continue receiving the same level of cash aid.
- **Once your WTW 24-Month Time Clock ends, if you do not meet your new participation requirements, your cash aid may be lowered and it may affect your supportive services.**
- There are reasons that can give you more time (an extension) on your WTW 24-Month Time Clock. Your county will send you more information about these reasons before your WTW 24-Month Time Clock runs out.