



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**

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EDMUND G. BROWN JR.  
GOVERNOR

October 31, 2012

ALL COUNTY LETTER NO. 12-60

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY WELFARE TO WORK COORDINATORS  
ALL COUNTY CALWORKS PROGRAM SPECIALISTS  
ALL COUNTY REFUGEE COORDINATORS  
ALL COUNTY CAL-LEARN COORDINATORS  
ALL TRIBAL TANF ADMINISTRATORS

SUBJECT: END OF THE FISCAL YEAR 2011-12 CAL-LEARN SUSPENSION

REFERENCES: SENATE BILL (SB) 1041 (CHAPTER 47, STATUTES OF 2012), SB 72 (CHAPTER 8, STATUTES OF 2011), ALL COUNTY LETTERS (ACLs) 11-36 AND 11-60, COUNTY FISCAL LETTERS (CFLS) 12/13-17 AND 12/13-18

REASON FOR THIS TRANSMITTAL

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

The purpose of this letter is to inform County Welfare Departments (CWDs) of the restoration of the Cal-Learn program following its suspension during Fiscal Year (FY) 2011-12. SB 72 suspended Cal-Learn from July 1, 2011 through June 30, 2012. Pursuant to SB 1041, CWDs have until April 1, 2013 to restore their Cal-Learn program. The California Department of Social Services (CDSS) is required to report to the Legislature on February 1, 2013, and annually thereafter, regarding the status and outcomes of the Cal-Learn program.

Implementation Period

During the period from July 1, 2012 through March 31, 2013, CWDs may restore the Cal-Learn program. Restoration of Cal-Learn must be completed by April 1, 2013. Restoration consists of restoring case management and other services according to Manual of Policies and Procedures (MPP) Sections 42-762 through 42-769. Counties are encouraged to work with local Adolescent Family Life Program providers to ensure a smooth transition of services for pregnant and parenting teens.

Until restoration of the Cal-Learn program is achieved, CWDs must continue to use the Welfare-to-Work (WTW) Teen Parent rules outlined in ACLs 11-36 and 11-60. There is one exception; beginning July 1, 2012 a pregnant teen with no high school diploma or equivalent and no other children may qualify for aid and services in the first or second trimester of her pregnancy, even if the county has not restored Cal-Learn.

### Transitioning Pregnant and Parenting Teens

Upon each county's restoration of the Cal-Learn program, MPP Sections 42-762 through 42-769 shall apply to qualifying pregnant and parenting teens in that county. How a teen is transitioned from WTW to Cal-Learn will depend on whether the teen was a Cal-Learn participant prior to the FY 2011-12 suspension.

Teen parents who entered the WTW Teen Parent program during the suspension, and never participated in Cal-Learn, shall be treated as new Cal-Learn participants. This includes having an orientation scheduled before a Cal-Learn plan can be signed. The Cal-Learn Registration Program Information Orientation Appointment Notice (CL 1) must be used to schedule an orientation appointment for new Cal-Learn participants. MPP Section 42-764 describes the notification and orientation requirements for new Cal-Learn participants.

For teens who participated in Cal-Learn prior to the suspension, a Cal-Learn Program Requirements (CL 2) must be sent to each teen when the county restores Cal-Learn. Not all Cal-Learn participants will need new orientations and plans. ACL 11-36 allowed a teen parent to use his or her Cal-Learn plan as part of a WTW plan. If a teen's Cal-Learn plan was incorporated into his or her WTW plan during the Cal-Learn suspension, then he or she may not need a new Cal-Learn plan if his or her circumstances have not changed since July 1, 2011. If a current participant does not have a Cal-Learn plan, or the participant's circumstances changed during the suspension, then that participant must have a new orientation and Cal-Learn plan as described above for new Cal-Learn participants. A determination must be made on a case-by-case basis whether a new orientation and plan is necessary.

In either of the above cases, the Cal-Learn teen would not necessarily have to wait the standard 90 days before qualifying for bonuses or sanctions. Time spent participating in WTW prior to the Cal-Learn restoration shall count towards the 90-day participation requirement described in MPP Section 42-766.334. Once a county program is restored, only teens enrolled in the Cal-Learn program will qualify for bonuses.

The WTW Teen Parent program included all pregnant and parenting teens 19 years old or younger without high school diplomas or equivalents. Some 19-year old pregnant and parenting teens without high school diplomas may qualify for Cal-Learn, and may continue in the program as a volunteer under MPP Section 42-763.12. In order to volunteer, the teen must meet one of the following conditions:

- The teen was enrolled in the Cal-Learn program prior to July 1, 2011, and has not yet earned a high school diploma or equivalent when the county Cal-Learn program is restored.
- The teen would have qualified for Cal-Learn prior to turning 19, but was unable to enroll in Cal-Learn due to the suspension and was instead a WTW teen parent.

During the Cal-Learn suspension, teen parents in the WTW Teen Parent program were subject to WTW sanctions. WTW sanctions will continue until the county Cal-Learn program is restored. Cal-Learn participants are not subject to WTW participation requirements or sanctions, nor are their households subject to school attendance penalties. Therefore, a

pregnant or parenting teen in WTW sanction status, or receiving a school attendance penalty, who qualifies for the Cal-Learn program will have his or her WTW sanction cured or penalty removed and aid restored effective when his or her county restores the Cal-Learn program. Cal-Learn participants are subject to Cal-Learn sanctions for lack of satisfactory progress as described in MPP Sections 42-766 and 42-769. A Cal-Learn sanction cannot be imposed as a result of a grade report submitted prior to the restoration of Cal-Learn.

### Forms

The temporary forms included in ACL 11-60 will remain in place for counties that have not restored the Cal-Learn program, and will be made obsolete after April 1, 2013. These forms include the following:

- TEMP CL 1 (8/11): Welfare-to-Work Program Information Orientation Appointment Notice
- TEMP CL 2 (8/11): Welfare-to-Work Program Requirements
- TEMP CL 4 (8/11): Welfare-to-Work Teen Parent Informing Notice to Parent/Legal Guardian of Welfare-to-Work Participant
- TEMP CL 8 (8/11): Welfare-to-Work Teen Parent Notice of Report Card Submittal Schedule
- TEMP CL 10 (8/11): Welfare-to-Work Teen Parent Notice of Exemption
- TEMP M42-769 (8/11): Approve School Bonus
- TEMP WTW 5 (8/11): Welfare-to-Work Program Notice
- TEMP CW 2186C (8/11): CalWORKs Exemption Request for Welfare-to-Work Teen Parents
- TEMP NA Back 9 (8/11): Your Hearing Rights

Once counties have restored the Cal-Learn program, versions of these forms that were in place prior to July 1, 2011 shall be used. The forms to be used once the Cal-Learn program is restored include the following:

- NA 843 (6/99): Notice of Action - Ineligible
- NA 844 (8/99): Notice of Action - Adequate Progress
- M42-769 (10/95): Approve Cal-Learn Bonus
- M42-769A (10/95): Apply \$100 Cal-Learn Penalty
- M42-769B (10/95): Apply \$50 Cal-Learn Penalty
- M42-769C (9/94): Stop Cal-Learn Penalty
- CL 1 (4/99): Cal-Learn Registration Program Information Orientation Appointment Notice
- CL 2 (4/99): Cal-Learn Program Requirements
- CL 3 (4/99): Cal-Learn Notice of a Participation Problem
- CL 4 (4/99): Cal-Learn Informing Notice to Parent/Legal Guardian of Cal-Learn Participant
- CL 8 (3/99): Cal-Learn Notice of Report Card Submittal Schedule
- CL 9 (3/99): Cal-Learn Notice of No Good Cause Determination
- CL 10 (4/99): Cal-Learn-Notice of Exemption/Deferral
- CL 11 (4/99): Cal-Learn-Notice of Incomplete Grades
- CL 15 (1/00): Cal-Learn Case Management Information Intercounty Transfer Form

- CL 16 (1/00): Cal-Learn Case Management Inter-County Transfer Summary
- WTW 5 (5/99): Welfare to Work Program Notice

The following forms were used during the Cal-Learn suspension period without modifications. However, any "Cal-Learn" check boxes on these forms must not be used by a county until that county restores the Cal-Learn program.

- NA 820 (1/01): Notice of Action - Transportation Approval
- NA 821 (1/01): Notice of Action - Transportation Approval/Denial
- NA 822 (1/01): Notice of Action - Transportation Change
- NA 823 (8/00): Notice of Action - Ancillary Expenses Approval/Denial
- NA 824 (4/99): Notice of Action - Transportation Extension
- NA 825 (8/00): Notice of Action - Payment Adjust Transportation
- NA 827 (7/99): Notice of Action - Recoupment Unused Advance Payment
- NA 828 (7/99): Notice of Action - Transportation and Ancillary Expenses Overpayment
- NA 832 (3/10): Notice of Action Child Care Services
- NA 833 (1/08): Notice of Action Child Care Change
- NA 834 (1/08): Notice of Action Child Care Denial
- NA 835 (4/11): Notice of Action Child Care Discontinuance
- WTW 11 (7/99): Welfare to Work/Cal-Learn Supportive Services Overpayment/Underpayment Notice
- WTW 12 (7/99): Welfare to Work/Cal-Learn Supportive Service Repayment Agreement
- WTW 13 (7/99): Welfare to Work/Cal-Learn Supportive Services Overpayment Final Notice
- WTW 34 (4/04): Welfare to Work Family Reunification Plan

Further information will be released regarding form revisions as necessary to complete the restoration of Cal-Learn. Any general use forms, such as notices of action, which reference either "Cal-Learn" or "WTW Teen Parent" may be used as necessary for either population.

#### Reporting and Case Management

On October 12, 2011, CDSS's contract with the Branagh Information Group (BIG) for access to the LodeStar case management system expired. Prior to this expiration, the Office of the State Chief Information Officer instructed CDSS to migrate from the current software to a modern environment supported by state staff. This modernization effort would require a multiyear process that includes conducting a Feasibility Study Report and a Request for Proposal for any contract the CDSS enters into. Therefore, CDSS will not be pursuing a statewide contract with BIG for access to the LodeStar case management system. Counties may use any case management system that meets the standards of case management described in MPP Section 42-766.

SB 1041 added Section 11334.6 to the Welfare and Institutions Code, requiring CDSS to report the following information to the legislature annually:

- (1)The number of counties implementing a Cal-Learn program.

(2)The number of recipients being served in each county with intensive case management services.

(3)Outcomes for recipients, including graduation rates and repeat pregnancies.

To obtain the data required for this report, an ACL will be released under separate cover that will provide additional instruction to counties regarding the tracking and reporting requirements of the new provisions, including a revised STAT 45. CWDs are instructed to continue to use the July 2011 revision STAT 45 to report monthly participation until further instructions are released.

A separate All County Information Notice will be issued instructing counties to resume using the previous CW 115 and CW 115a reports, and to use column (B) for both WTW Teen Parents and Cal-Learn teens, as appropriate.

#### Cal-Learn Funding

Funding for Cal-Learn administration, transportation and ancillary expenses, and case management services has been restored for FY 2012-13. Specific information regarding funding for Cal-Learn through the CalWORKs Single Allocation has been provided in CFL 12/13-18. Information on the updated claiming codes for the restoration of the Cal-Learn program is provided in CFL 12/13-17.

If you have any program policy questions regarding the information in this letter, please contact your CDSS Employment Bureau county consultant at (916) 654-2137. If you have any fiscal questions, please direct them to the Fiscal Systems Bureau electronic mailbox at [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov).

Sincerely,

#### ***Original Document Signed By:***

TODD R. BLAND  
Deputy Director  
Welfare to Work Division