



CDSS

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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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EDMUND G. BROWN JR.  
GOVERNOR

December 21, 2012

ALL COUNTY LETTER NO. 12-67

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CALWORKS PROGRAM SPECIALISTS  
ALL WELFARE-TO-WORK COORDINATORS  
ALL COUNTY REFUGEE COORDINATORS  
ALL COUNTY CALFRESH SPECIALISTS  
ALL CONSORTIA REPRESENTATIVES  
ALL TRIBAL TANF ADMINISTRATORS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO  
KIDS (CalWORKs) PROGRAM: NEW CalWORKs WELFARE-TO-  
WORK (WTW) 24-MONTH TIME CLOCK

REFERENCE: Senate Bill (SB) 1041 (Chapter 47, Statutes of 2012), All County Letters  
(ACLs) 12-53 and 12-69; Welfare and Institutions Code (WIC) Sections  
11322.8, 11322.85, 11322.86, 11322.87; Manual of Policies and  
Procedures (MPP) Section 42-721.4.

The passage of SB 1041 on June 27, 2012, resulted in significant changes to the CalWORKs program. This letter transmits implementation instructions to County Welfare Departments (CWDs) for the new WTW 24-Month Time Clock provisions in SB 1041. Specifically, this letter addresses the CalWORKs population that will be affected by the WTW 24-Month Time Clock, when the new clock starts, how to count months toward the new clock, who is exempt from the clock, and how to transition existing adult recipients into the new WTW 24-Month Time Clock period.

The 24-month period, established by SB 1041, is effective January 1, 2013. During this time period, CalWORKs clients will be able to participate in the CalWORKs WTW activities they need, consistent with an assessment, to become self-sufficient without the current CalWORKs WTW core hourly requirements. In addition, the weekly hours of participation have been aligned with federal hourly requirements (30 hours per week for single parents with no child under six years old, 20 hours for single parents with a child under six, and 35 hours for two-parent families).

REASON FOR THIS TRANSMITTAL

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

Separate ACLs, listed below, have been or will be issued to implement the other program changes that have been enacted through SB 1041:

- CalWORKs and CalFresh: Implementation of the Annual Reporting/Child Only (AR/CO) System (ACL 12-49)
- Welfare-to-Work 24-Month Time Clock Informing Notice Language for Clients (ACL 12-53), (ERRATA 12-53E)
- End of the Fiscal Year 2011-12 Cal-Learn Suspension (ACL 12-60)
- Extension of Short Term Changes and the New Young Child Exemption Assembly Bill (AB) X4 4, Statutes of 2009 (ACL 12-72)
- Alignment of CalWORKs Hourly Work Participation Requirements to Federal Temporary Assistance for Needy Families (TANF) Requirements (ACL 12-69)
- Reengagement of CalWORKs Short-Term Exempt Individuals in Welfare-to-Work Activities (ACL forthcoming)
- Engagement of Clients Receiving Good Cause for Lack of Supportive Services (ACL forthcoming)

The California Department of Social Services (CDSS) has developed these implementation instructions for the new WTW 24-Month Time Clock in consultation with a full stakeholder workgroup that includes representatives from the County Welfare Directors' Association (CWDA), welfare rights organizations, legislative staff, community colleges, and CWDs. Pursuant to SB 1041, CDSS is implementing the WTW 24-Month Time Clock initially through ACLs. Emergency regulations will follow by July 1, 2014.

In addition, CDSS must provide annual updates to the Legislature regarding implementation of the changes made through SB 1041 and contract with an independent, research-based institution to conduct an evaluation of SB 1041 outcomes. The findings of this evaluation must be provided to the Legislature by January 1, 2018.

### **WTW 24-Month Time Clock Purpose and General Rules**

SB 1041 eliminated the WTW core and non-core hourly requirements and established a 24-month period in which aided adult clients will be able to participate in the CalWORKs WTW activities that are consistent with the clients' assessments. Additionally, the number of hours clients are required to participate in WTW has been aligned with the federal hourly requirements, which reduces the weekly participation requirements for single-parent families. The increased flexibility resulting from the elimination of the core and non-core hourly requirements during the 24-month period is intended to support clients' opportunities to reach self-sufficiency. For clients to reach this goal, it is also important that they are engaged in the WTW program as early as possible to identify their strengths and need for services. Appropriate barrier removal services shall be offered as soon as administratively possible, and as needed on an ongoing basis, to keep clients engaged in the program and to give them an opportunity to receive the CalWORKs WTW activities and services during this 24-month period.

Months that count toward the WTW 24-Month Time Clock are cumulative, not necessarily consecutive, during an individual's lifetime of cash aid assistance. This new time clock does not affect a client's 48-month CalWORKs time limit. If clients reach their 48-month CalWORKs time limit, but they have not exhausted their WTW 24-Month Time Clock, they are not entitled to continue receiving the WTW services offered during the 24-month time period. If clients reach their WTW 24-Month Time Clock limit, but have time remaining on their 48-month CalWORKs time limit, they are required (unless exempt or granted an extension of the WTW 24-month Time Clock) to meet new state standards that mirror federal work participation requirements in order for the adult to continue to be eligible for cash aid. ACL 12-69 provides implementation instructions for the new requirements during the WTW 24-Month Time Clock and after the WTW 24-Month Time Clock has been exhausted.

### **Clients Subject to the WTW 24-Month Time Clock**

The WTW 24-Month Time Clock applies to all clients who are required to participate in the WTW program.

Unaided adults who are ineligible for the WTW program, but receiving aid on behalf of a child, are not subject to this new time clock. This includes adults who have exceeded the 48-month CalWORKs time limit, drug and fleeing felons, ineligible non-citizens, non-needy caretaker relatives, and individuals receiving Social Security's Supplemental Security Income (SSI).

### **Months that do not Count Toward the WTW 24-Month Time Clock**

No month prior to January 1, 2013, will count toward the WTW 24-Month Time Clock. Months from January 1, 2013, and following, in which a client meets any one of the following conditions do not count:

- A WTW exemption applies
- The CWD determines that the client has or had good cause for not meeting WTW participation requirements
- The client is removed from the Assistant Unit (AU) due to a WTW sanction
- The client is participating in WTW appraisal, assessment, or otherwise in the process of developing a WTW plan
- The client is participating in job search
- The client meets federal work participation requirements
- The client's temporary exemption for caring for a young child 12-23 months of age or two children under six years of age is ending and the client has not been reengaged in the WTW program by signing a WTW plan that includes the provision of supportive services. A separate ACL will be issued for reengaging this population.
- The client is eligible for the Cal-Learn Program
- The client has been granted a domestic abuse waiver to the WTW 24-Month Time Clock

The document attached to this ACL entitled, "Welfare-To-Work (WTW) 24-Month Time Clock Exemptions/Good Cause" outlines specific WTW exemption and good cause provisions and how each provision affects a client's WTW 24-Month Time Clock and the CalWORKs 48-month time limit.

### **Transitioning Existing Clients Receiving CalWORKs Cash Aid on January 1, 2013**

#### **Counting months toward the WTW 24-Month Time Clock for clients with more than 24 months remaining of their 48-month time limit of eligibility for CalWORKs cash aid**

It is important to ensure that clients receiving cash aid on January 1, 2013, who have more than 24 months of CalWORKs cash aid eligibility remaining on their CalWORKs 48-month time limit on that date, are given the ability to access the CalWORKs WTW activities before the federal requirements are imposed. Therefore, these clients are participating in the development of a WTW plan and months will not count toward the WTW 24-Month Time Clock until both of the following conditions are met:

- The county has initiated contact with the client (unless the client chose to contact the county first) and had a comprehensive discussion with the client that covers:
  - the participation flexibility during the WTW 24-Month Time Clock period, including the elimination of the current core and non-core hourly requirements and the scope of activities that they may participate in;
  - the change in the number of hours they are required to participate in WTW (when applicable);
  - his or her ability to change their participation in WTW in accordance with the new rules (hours or activities, or both);
  - the criteria for WTW exemptions;
  - the conditions that allow a month not to count toward the WTW 24-Month Time Clock; and
  - the post WTW 24-Month Time Clock participation requirements.
- After the above discussion with the county, the client has made one of the informed choices below:
  - The client chooses to continue in his or her existing WTW plan and, at a minimum, the CWD has documented the client's decision in the case file
  - The client requests a review of his or her existing WTW plan to consider changing activities or hours of participation in accordance with the new rules, and he or she signs a new or amended plan

Note, that if a client ultimately signs a new plan that contains the same participation as the prior plan, the months leading up to signing the new plan do not count toward the WTW 24-Month Time Clock.

Once these conditions have been met, the WTW 24-Month Time Clock will begin the first of the following month.

Clients who choose to continue in his or her existing WTW plan must sign an amended WTW plan at their next regularly scheduled appointment.

*Counting months toward the WTW 24-Month Time Clock for clients with 24 months or less of CalWORKs eligibility remaining*

Clients with 24 months or less of CalWORKs eligibility available will likely exhaust their time on aid prior to becoming subject to the post WTW 24-Month Time Clock federal work participation requirements. Therefore, all months after January 1, 2013, on cash aid will be counted toward the WTW 24-Month Time Clock, unless one of the conditions for not counting a month applies (e.g., a WTW exemption applies).

*Additional outreach for clients with 24 months or less of CalWORKs eligibility*

In addition to sending the informing notice to clients regarding the new WTW 24-Month Time Clock as specified in ACL 12-53, counties must make an additional contact with clients who have 24 months or less of CalWORKs eligibility remaining and who are partially participating, whether active or sanctioned. This contact must occur as early as possible in 2013, and counties must advise each client of his or her expanded options under the new rules, and strongly encouraging them to engage with their WTW worker if they want to take advantage of these options by modifying their WTW plan. This contact can be made by telephone, letter, or other methods the county uses to contact clients.

For those counties who opt to utilize a letter as the method of contact for this additional outreach effort, the letter must include the following:

- The name and telephone number of the client's worker, and
- Explicit language that prompts the client to contact his or her worker if she or he wants to discuss a revision to his or her WTW plan or to cure his or her sanction.

*WTW plans for existing clients*

Except as specified below, during the next regularly scheduled contact between the CWD and a client, but no later than June 30, 2013, counties must have the comprehensive discussion described above with all clients on aid as of January 1, 2013, who are required to participate in WTW and develop new or amended WTW plans with clients who want to have their plan reviewed and or modified considering the new participation requirements as described in ACL 12-69. Counties are encouraged to contact clients in December 2012 who are attending school to review their plan under the new rules prior to the Spring 2013 semester.

Attached is the revised "Welfare-To-Work Plan Activity Assignment" (WTW 2) form that incorporates the new WTW participation requirements that CWDs must use effective January 1, 2013. CWDs that are not able to use the new revised WTW 2 before it is automated may use the current version WTW 2 (12/05) and include the following information in the "Additional Comments" section of the form:

1. Notation that the client has been informed of the new participation requirements, and that he or she understands the participation options within the WTW 24-Month Time Clock.
2. Notation that the client has been informed of the conditions that would allow a month to not count toward the WTW 24-Month Time Clock.
3. Notation of whether the plan does or does not meet the new state standards that mirror federal participation requirements.
4. The post-WTW 24-Month Time Clock participation requirements and the consequences of not meeting those requirements.

Counties are not required to develop new WTW plans for clients on aid as of December 31, 2012, who do not have WTW plans due to their employment status, but are required to have the comprehensive discussion advising them of their expanded options under the new rules. These clients would be subject to a WTW plan only if they are no longer meeting CalWORKs participation requirements through their employment. However, counties are required to develop WTW plans for all employed clients who come on aid on or after January 1, 2013.

WTW plans that are in the process of being developed in December 2012 must be based on the new WTW 24-Month Time Clock rules.

#### *Clients with a WTW sanction*

On January 1, 2013, some clients who are in a WTW sanction may be meeting participation requirements under the new rules. In some instances, a sanctioned client's participation is known to the county (for example, through submission of a QR 7 that shows earnings and/or hours), while in other cases, participation is not known. Clients who want to reengage in the WTW program under the new rules must cure their sanction in accordance with procedures described in ACL 03-59 for single parents or ACL 04-47 for two-parent families, unless the CWD has documentation that a client is meeting the new participation requirements.

Between January 1, 2013 and March 31, 2013, CWDs will determine which clients who have reported earnings but are in a WTW sanction meet or appear to meet the new program requirements. For those individuals who provide verification of both earnings and hours with their QR 7 that meet the new hourly participation requirements, the CWD shall accept the verification as proof of participation. For those whose verification shows an hourly wage rate with earnings, the number of hours will need to be calculated to determine if the client was working sufficient hours. If the client provides

verification that shows only earnings, counties will determine hours of participation by dividing the gross wages by the state's minimum wage rate. If the client is meeting the new participation requirements, the CWD will then lift the WTW sanction for all months in which the client was meeting the new participation requirements, with the cure being applied retroactively to either (a) the date the qualifying participation began or (b) January 1, 2013, whichever is later. The CWD must then have the client sign a WTW plan that identifies and provides necessary supportive services and meets the new program requirements.

Prior to or during the next annual redetermination, WTW sanctioned individuals whose participation is not verified through income may submit proof of participation to the CWD that verifies their activities and hours meet the new requirements as outlined in ACL 12-69. If a client provides such proof, the CWD must lift the sanction retroactively to either (a) the date the qualifying participation began, or (b) January 1, 2013, whichever is later. The CWD must then have the client sign a WTW plan that identifies and provides necessary supportive services and meets the new program requirements.

Sanctions cured under this section may be cured retroactively, but not for months prior to January 1, 2013. The months for which a sanction is cured retroactively must be counted toward a client's 48-month CalWORKs time limit. When a sanction is lifted, the CWD must provide a notice of action that informs the client of the months aid is being restored and that those months will be counted toward his or her 48-month CalWORKs time limit. However, the CalWORKs WTW 24-Month Time Clock does not begin to tick until the first of the month following the date that the client signs a WTW plan.

There may be instances in which a client providing proof of participation has met the new program requirements for only some months since January 1, 2013. In this case, the CWD will examine the verification provided by the client, will cure his or her sanction if the client is meeting participation requirements at that time, and will restore aid retroactively on a month-by-month basis according to the individual's participation. From the point of the cure going forward, aid will be provided subject to the individual's compliance with WTW program requirements. If a client is not meeting participation requirements at the time the CWD has the proof of participation but met the participation requirements for prior months, the CWD will restore aid only for the months the client was meeting the participation requirements but not cure the sanction. In this situation the county would work with the client to sign a WTW sanction curing plan according to ACL 03-59 or ACL 04-47.

A sanctioned client who provides verification that he or she is currently meeting the new participation requirements described in ACL 12-69 does not need to sign a sanction curing plan, but is instead required to sign a new WTW plan. CWDs can have the new WTW plan signed in various ways, including an in-person appointment or through the mail to ensure a client's employment or other activity is not disrupted. A client who fails or refuses to sign a WTW work plan is subject to the WTW sanction provisions of MPP Section 42-721.4.

To ensure that these clients have access to the supportive services they are entitled to for the full 48 months in their lifetime, clients who have a sanction cured retroactively as the result of meeting the new program requirements will be provided additional months of supportive services after their 48-month CalWORKs time limit is reached and the adult has been removed from the assistance unit, on a one to one basis.

Implementation instructions for the provision of these supportive services will be issued in a future ACL. In the meantime, CWDs will need to track months sanctions are cured retroactively for each client.

### **New CalWORKs Recipients**

No months count toward the WTW 24-Month Time Clock for clients who are approved for CalWORKs cash aid on or after January 1, 2013, until they have a signed WTW plan, listing mutually agreed upon WTW activities and supportive services. Counties are reminded that necessary supportive services are to be available to every client in order to participate in the WTW program activity(ies) to which he or she is assigned or to accept or retain employment. If necessary supportive services are not available, the client would have good cause for not participating in the program. In addition, necessary supportive services are to be advanced to a participant whenever necessary and desired by the participant so that the participant does not use personal funds to pay for these costs.

If such clients were previously on aid and had a signed WTW plan, at a minimum, the CWD must have a comprehensive discussion with the client advising them of their expanded options under the new rules and have the client sign a new or amended WTW plan according to the new WTW participation requirements as described in ACL 12-69. Once the WTW plan is signed, the WTW 24-Month Time Clock begins for him or her on the first of the following month.

### **Two-Parent Households**

Each parent in a two-parent household will have an individual WTW 24-Month Time Clock. An individual parent's clock will stop in any month when that parent meets one of the conditions that stops the WTW 24-Month Time Clock (e.g. is exempt, has good cause, is sanctioned, or meets federal work participation requirements, etc.).

Both parents' WTW 24-Month Time Clocks stop when the family meets federal participation requirements for two-parent families. Federal rules require two-parent families to participate a total of 35 hours per week, 30 of which are in core activities. The hourly requirement can be met by one adult or through a combination of both adults' participation hours (core hours can be shared), including if an exempt parent volunteers for a portion of the hours.

In situations where one parent is participating (and not meeting federal participation requirements) and the other parent meets criteria for a clock stopping condition in the month (other than meeting federal participation requirements), the WTW 24-Month Clock would tick for the parent who is participating and not tick for the other parent.

Once both parents have exhausted the WTW 24-Month Time Clock, and any extension which may be available, the parents must meet new state standards based on federal work participation requirements for two-parent families as described in WIC Section 11322.8(b). In situations where only one parent has exhausted the WTW 24-Month Time Clock, the parent that reached the limit must modify their participation to bring the family into compliance with the federal work participation requirements to avoid being removed from the AU, unless the other parent changes his or her participation to meet those requirements. If the family meets federal work participation requirements, the other parent's WTW 24-Month Time Clock will stop. If the family does not meet federal work participation requirements, to remain in compliance with CalWORKs participation requirements, the other parent would then need to participate a total of 35 hours per week in CalWORKs activities. Any parent who has time remaining on the WTW 24-Month Time Clock may continue in CalWORKs activities until the clock runs out, regardless of another parent's status.

The "WTW 24-Month Time Clock Exemptions/Good Cause" attachment provides more information and examples for counting months toward the WTW 24-Month Time Clock. The above paragraphs regarding post WTW 24-Month Time Clock rules are intended to provide general information. Implementation instructions for post WTW 24-Month Time Clock period will be issued at a later date.

### **Participation in Educational Activity Considerations**

Vocational education can fulfill CalWORKs adults' allowable participation for up to three years. Vocational education can count as a federal core activity for a lifetime maximum of 12 months, which would stop the WTW 24-Month Time Clock for up to a year. After 12 months, clients may continue their educational programs, utilizing the WTW 24-Month Time Clock for CalWORKs service flexibility. Once the 12 months of federally countable vocational education and the WTW 24-Month Time Clock are exhausted, education programs may continue as the federal non-core job skills training activity or as education directly related to employment activity, but must be combined with one or more core activities to meet federal work participation requirements. It is important to note that clients who already have months counted toward the federal maximum of 12 federal months in their lifetime, do not get a new 12 month period for vocational education beginning January 1, 2013.

### **Recipient Noticing Requirements**

To inform current CalWORKs recipients about the new WTW 24-Month Time Clock, CDSS issued a general informing notice via ACL 12-53 and ERRATA 12-53E that CWDs must send to clients 30 days prior to the WTW 24-Month Time Clock effective date of January 1, 2013.

SB 1041 requires that clients receive a Notice of Action (NOA) at the following dates/periods regarding the status of their WTW 24-Month Time Clock:

- At application for CalWORKs aid for new applicants.
- At recipients' annual redetermination;
- At least once between WTW 24-Month Clock months 18 and 21; and

A separate ACL will be issued containing implementation instructions and NOAs for these noticing requirements.

### **Welfare Data Tracking Implementation Project (WDTIP) Tracking Recipients Across California (TRAC) Impact**

Automation systems must be modified in order to capture the new WTW 24-Month Time Clock data (both months counted toward the new time clock and months exempt from the new time clock) for all mandatory WTW participants. The TRAC system will be modified to capture all cumulative months used by all mandatory WTW participants as part of the new 24-month time limit. All WTW 24-Month Time Clock data must be submitted, via batch file transactions, by the Consortia systems to the TRAC system. A mandatory WTW participant's individual 24-month time clock data will be displayed in the TRAC system for a comprehensive statewide view.

The TRAC system will have new specific WTW 24-Month Time Clock exceptions; however, these new time clock exceptions are currently under development by CDSS. These new WTW 24-month Time Clock exceptions will be addressed in a future ACL.

Historic WTW time clock data submitted to WDTIP prior to November 2004 will be kept but will not be displayed in the TRAC system. The TRAC system will only display all WTW 24-Month Time Clock data submitted on or after January 1, 2013. In addition, WDTIP will make changes to the required WDTIP reports to include all WTW 24-Month Time Clock data according to the new WTW 24-Month Time Clock policy.

### **CAMERA READY COPIES AND TRANSLATIONS**

For camera-ready copies in English, contact the Forms Management Unit at [fmudss@dss.ca.gov](mailto:fmudss@dss.ca.gov). If your office has internet access you may obtain these forms from the CDSS webpage at [http://www.dss.cahwnet.gov/cdssweb/FormsandPu\\_271.htm](http://www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm).

When all translations are completed per MPP Section 21-115.2, including Spanish forms, they are posted on an on-going basis on the CDSS webpage. Copies of the translated forms can be obtained at [http://www.dss.cahwnet.gov/cdssweb/FormsandPu\\_274.htm](http://www.dss.cahwnet.gov/cdssweb/FormsandPu_274.htm).

For questions on translated materials, please contact Language Services at (916) 651-8876. Until translations are available, recipients who have elected to receive materials in languages other than English should be sent the English version of the form or notice along with the GEN 1365-Notice of Language Services and a local contact number.

If you have any questions or need further information regarding this letter, please contact the following CDSS representatives:

- CalWORKs Eligibility County Consultant (916) 654-1322
- Employment Bureau County Consultant (916) 654-2137
- Child Care Programs (916) 657-2144
- Program Integrity (WDTIP) (916) 654-2125
- Refugee Programs (916) 654-4356

Sincerely,

***Original Document Signed By:***

TODD R. BLAND  
Deputy Director  
Welfare to Work Division

Attachments

## **Welfare-To-Work (WTW) 24-Month Time Clock Exemptions/Good Cause**

The chart below provides information regarding WTW 24-Month Time Clock exemptions and good cause for not participating, and shows what affect each have on the CalWORKs 48-Month Time Limit.

<b>Exemption</b>	<b>Description</b>	<b>WTW 24-Month Time Clock Exemption?</b>	<b>CalWORKs 48-Month Time Limit Exemption?</b>
Under 16 Years of Age	Client is under 16 years of age.	Yes	N/A <sup>1</sup>
Child Attending School	Client is 16, 17, or 18 years of age and is attending a school in grade twelve or below, or vocational, or technical school on a full-time basis.	Yes	N/A <sup>1</sup>
Cal-Learn Non-Head of Household	Client is receiving aid in their parent's Assistance Unit (AU), and is eligible for, participating in, or exempt from the Cal-Learn program.	Yes	Yes
Cal-Learn Head of Household	Client is receiving aid in their own AU, and is eligible for, participating, or exempt from the Cal-Learn program.	Yes	Yes
60 Years of Age or Older	Client who reaches age 60 or older.	Yes	Yes
Client Disability	Client has medical verification of a physical and/or mental disability expected to last at least 30 days and it significantly impairs the individual's ability to be employed or participate in WTW activities. <sup>2</sup>	Yes	Yes
Needy Non-Parent Caretaker Relative	Client is a Non-Parent caretaker relative who has primary responsibility for caring for a child who is either a dependent, ward of the court, receiving Kin-GAP benefits or at risk for placement in foster care. These caretaking responsibilities must impair his/her ability to be employed or to participate in WTW activities.	Yes	Yes
Caring for Ill or Incapacitated Member of Household	Client is caring for an ill or incapacitated person residing in the home, has medical verification that the illness or incapacity is expected to last at least 30 days, and caretaking responsibility impairs the clients ability to be regularly employed or to participate in WTW activities.	Yes	Yes
Pregnant and Cannot Work or Participate in WTW Activities	Client is a woman who is pregnant with medical verification that the pregnancy impairs her ability to be regularly employed or participate in WTW activities, or the county determines that participation will not readily lead to employment or that a training activity is not appropriate.	Yes	No

<sup>1</sup> The CalWORKs 48-Month Time Limit does not apply to this population.

<sup>2</sup> This may include pregnancy if the 'Client Disability' criteria are found to apply.

## **Welfare-To-Work (WTW) 24-Month Time Clock Exemptions**

The chart below provides information regarding WTW 24-Month Time Clock exemptions and shows what affect each of these exemptions has on the CalWORKs 48-Month Time Limit.

<b>Exemption</b>	<b>Description</b>	<b>WTW 24-Month Time Clock Exemption?</b>	<b>CalWORKs 48-Month Time Limit Exemption?</b>
Child 0-23 Months of Age	Client has primary responsibility for personally providing care to a child from birth to 23 months, inclusive. This exemption shall be available in addition to any other child related exemption outlined below. An individual may be exempt only once in a lifetime under this exemption.	Yes	Yes
Exemption for Child Six Months of Age or Younger	Client is caring for a child six months of age or younger. County may lower age to 12 weeks, or extend the age to one year depending on availability of child care and/or job opportunities. An individual may be exempt only once in a lifetime under this exemption.	Yes	No
Subsequent Exemption for Child 12 Weeks of Age or Younger	Subsequent Exemption: Client is caring for a child 12 weeks of age or younger. County may extend the age to six months depending on availability of child care and job opportunities.	Yes	No
Short-Term Young Child Exemption <sup>3</sup>	Client has responsibility for personally providing care for one child between 12-23 months of age or two or more children less than six years of age. <sup>3</sup>	Yes	Yes
VISTA Volunteer	Client is a full-time volunteer in the Volunteers in Services to America (VISTA) Program	Yes	No
Domestic Abuse	Client is a past or present victim of domestic abuse.	Yes	Yes
Good Cause	Client has good cause for not participating in WTW.	Yes	No

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<sup>3</sup> This exemption will no longer be available for clients to use as of 01/01/2013. Clients who are taking this exemption as of 12/31/2012 will no longer have the exemption as of 01/01/2013, but will not be required to participate in WTW activities and their WTW 24-Month Time Clock and CalWORKs 48-Month Time Limit will remain stopped until they are reengaged by the county. The counties must reengage this population by 01/01/2015. For further information on reengagement, please see the 'Reengagement of CalWORKs Short Term Exempt Individuals in WTW Activities' ACL.

## WELFARE-TO-WORK PLAN ACTIVITY ASSIGNMENT

PARTICIPANT NAME:		<input type="checkbox"/> Initial Activity Assignment
CASE NAME:		<input type="checkbox"/> Amendment # _____
CASE NUMBER:	I.D. NUMBER:	
WELFARE-TO-WORK WORKER'S NAME:		

- ☐ **Mandatory participant:** I must do the activities listed below. I understand that if I do not participate as required in these activities, my cash aid will be lowered, unless the county decides I had a good reason to not do them. I understand that if I am in a two-parent family, we can share the 35-hour participation requirement, and only my assigned hours are listed below.
- ☐ **Volunteer:** I understand that I do not have to participate, but I agree to do and finish the activities listed below. I understand that as a volunteer, my cash aid cannot be lowered for failing to do these activities. I understand if I stop doing these activities, I may have to wait to participate in Welfare-to-Work, unless the county decides that I had a good reason not to do them. I understand that the 20-, 30- or 35-hour per week rules do not apply to me. The time I am volunteering will not count towards my Welfare-to-Work 24-Month Time Clock.
- ☐ **Self-Initiated Program (SIP):** My primary activity is an education or training program I was enrolled in before my appraisal. If I am a mandatory participant, the number of hours I am required to participate in each week is: ☐ 20 ☐ 30.

**ACTIVITIES:** Fill out **ONE** side only. Fill out the **left side** for plans meeting CalWORKs Welfare-to-Work 24-Month Time Clock activities. Fill out the **right side** for plans meeting federal work activities.

CalWORKs Welfare-to-Work 24-Month Time Clock (No core activity requirements)	Federal Work Activities Core Activities
<input type="checkbox"/> Unsubsidized employment for ____ hours	<input type="checkbox"/> Unsubsidized employment for ____ hours
<input type="checkbox"/> Self-employment for ____ hours	<input type="checkbox"/> Self-employment for ____ hours
<input type="checkbox"/> Subsidized private or public sector employment for ____ hours	<input type="checkbox"/> Subsidized private or public sector employment for ____ hours
<input type="checkbox"/> Grant-based on-the-job training for ____ hours	<input type="checkbox"/> Grant-based on-the-job training for ____ hours
<input type="checkbox"/> Work study for ____ hours	<input type="checkbox"/> Work Study for ____ hours
<input type="checkbox"/> Work experience for ____ hours	<input type="checkbox"/> Work experience for ____ hours
<input type="checkbox"/> Community service for ____ hours	<input type="checkbox"/> Community service for ____ hours
<input type="checkbox"/> Vocational education for ____ hours	<input type="checkbox"/> Vocational education (12-month lifetime limit) for ____ hours
<input type="checkbox"/> On-the-job training for ____ hours	<input type="checkbox"/> On-the-job training for ____ hours
<input type="checkbox"/> Job search and job readiness for ____ hours	<input type="checkbox"/> Job search and job readiness (Per established time limits) for ____ hours
<input type="checkbox"/> Mental health services for ____ hours	<input type="checkbox"/> Mental health services for ____ hours
<input type="checkbox"/> Substance abuse services for ____ hours	<input type="checkbox"/> Substance abuse services for ____ hours
<input type="checkbox"/> Domestic abuse services for ____ hours	<input type="checkbox"/> Domestic abuse services for ____ hours
<input type="checkbox"/> Supported work and transitional employment for ____ hours	<input type="checkbox"/> Providing child care to a community service program participant for ____ hours
<input type="checkbox"/> Job skills training directly related to employment for ____ hours	
<input type="checkbox"/> Satisfactory attendance in a secondary school or in a course leading to certificate of general educational development for ____ hours	
<input type="checkbox"/> Education directly related to employment for ____ hours	
<input type="checkbox"/> Adult basic education for ____ hours	
<input type="checkbox"/> Participation required by school to ensure child's attendance for ____ hours	
<input type="checkbox"/> Other activities necessary to assist in obtaining employment for ____ hours	
<b>Total Hourly Requirements</b>	<b>Non-Core Activities</b>
	<input type="checkbox"/> Job skills training directly related to employment for ____ hours
	<input type="checkbox"/> Satisfactory attendance in a secondary school or in a general educational development course for ____ hours
	<input type="checkbox"/> Education directly related to employment for ____ hours
	<b>Activities Not Meeting Federal</b>
	<input type="checkbox"/> Other activities necessary to assist in obtaining employment for ____ hours
	<b>Total Hourly Requirements</b>
	<input type="checkbox"/> I understand that in order for this plan to meet federal participation requirements, and not count towards my Welfare-to-Work 24-Month Time Clock, each week I must complete:
	<input type="checkbox"/> At least 20 hours of which 20 must be core hours.
	<input type="checkbox"/> At least 30 hours of which 20 must be core hours.
	<input type="checkbox"/> At least ____ hours of my family's 35-hour requirement of which ____ core hours meet my family's 30-core hour requirement. _____(Initial and date)
	<b>OR</b>
	<input type="checkbox"/> I do not have any months left on my Welfare-to-Work 24-Month Time Clock. Each week I must complete the hours below or my aid will be lowered.
	<input type="checkbox"/> At least 20 hours of which 20 must be core hours.
	<input type="checkbox"/> At least 30 hours of which 20 must be core hours.
	<input type="checkbox"/> At least ____ hours of my family's 35-hour requirement of which ____ core hours meet my family's 30-core hour requirement. _____(Initial and date)

I understand that this plan will count toward my Welfare-to-Work 24-Month Time Clock unless it is later determined that I met federal participation requirements. Each week I must complete:

- ☐ At least 20 hours.
- ☐ At least 30 hours.
- ☐ At least \_\_\_\_ hours of my family's 35-hour requirement.

\_\_\_\_\_(Initial and date)

## ASSIGNMENT AND SERVICES

### ACTIVITY, LOCATION, SCHEDULE, AND HOURS

1. ACTIVITY:

BEGINS:	EXPECTED TO END:	SCHEDULE:
HOURS PER WEEK:	LOCATION:	

2. ACTIVITY:

BEGINS:	EXPECTED TO END:	SCHEDULE:
HOURS PER WEEK:	LOCATION:	

3. ACTIVITY:

BEGINS:	EXPECTED TO END:	SCHEDULE:
HOURS PER WEEK:	LOCATION:	

4. ACTIVITY:

BEGINS:	EXPECTED TO END:	SCHEDULE:
HOURS PER WEEK:	LOCATION:	

- ☐ The county will send me the location and schedule for my \_\_\_\_\_ activity by \_\_\_\_\_.  
ACTIVITY DATE
- ☐ I will go to \_\_\_\_\_ on/by \_\_\_\_\_ to get my \_\_\_\_\_ location  
LOCATION DATE ACTIVITY
- ☐ I will give my Welfare-to-Work worker a copy of my \_\_\_\_\_  
ACTIVITY  
schedule by \_\_\_\_\_. I will tell my Welfare-to-Work worker if any changes are made and give my Welfare-to-  
DATE  
Work worker a copy of the changes if required.
- ☐ I understand that if I do not go to \_\_\_\_\_ / \_\_\_\_\_  
ACTIVITY ACTIVITY  
as required by the county or make satisfactory progress in these activities, the county will decide why, and I may have  
to go to different activities. I understand that I must give proof of satisfactory progress in these activities to my  
Welfare-to-Work worker by the date(s) listed below.

Activity: \_\_\_\_\_ Date Proof is Due: \_\_\_\_\_

Activity: \_\_\_\_\_ Date Proof is Due: \_\_\_\_\_

Activity: \_\_\_\_\_ Date Proof is Due: \_\_\_\_\_

Activity: \_\_\_\_\_ Date Proof is Due: \_\_\_\_\_

☐ Additional Comments:

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## SUPPORTIVE SERVICES

The county must give me supportive services (child care; transportation; and work, education and training related expenses) if I need them to participate in my mandatory or voluntary Welfare-to-Work assignments and Welfare-to-Work rules allow for them.

- ☐ My county worker has reviewed my need for Welfare-to-Work supportive services for each activity listed in my plan. I understand that I do not have to do my assignment until the supportive services I need have been arranged.
- ☐ I understand that I must tell my Welfare-to-Work worker right away if my need for Welfare-to-Work supportive services changes, or if I no longer need them. **If I do not report the changes in advance, the county may not be able to pay for them.**
- ☐ I understand that if the county pays for supportive services that are more than what I needed to participate in Welfare-to-Work, I will have to pay the county back.

I need the following supportive services:

- ☐ Child Care
- ☐ I do not need the county to pay for child care at this time, but I have the right to request child care later.  
\_\_\_\_\_ (initial and date)
- ☐ Transportation:
- ☐ Bus Pass    ☐ Mileage    ☐ Parking
- ☐ Other (toll fees, taxis, etc.): \_\_\_\_\_
- ☐ I need advanced payment for transportation.
- ☐ I do not need the county to pay for transportation at this time, but I have the right to request transportation later.  
\_\_\_\_\_ (initial and date)
- ☐ Ancillary (other, such as books, tools, uniforms, etc.) costs for:
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
- ☐ I need advanced payment for ancillary costs.
- ☐ I do not need the county to pay for ancillary costs at this time, but I have the right to request ancillary costs later.  
\_\_\_\_\_ (initial and date)
- ☐ In order to successfully participate in the assigned activities I need the following accommodations (help): Please specify - for example: special services because of a disability (reading me notices, large print, special supplies, etc.).
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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## PARTICIPANT'S CERTIFICATION

- ☐ I understand that my Welfare-to-Work Plan includes this form, the Welfare-to-Work Plan - Rights and Responsibilities, and the Welfare-to-Work Handbook. I understand that Welfare-to-Work activities and services, and my rights and responsibilities as a Welfare-to-Work participant, are explained to me on these forms.
- ☐ I have received a Welfare-to-Work Handbook.
- ☐ I know I can ask my Welfare-to-Work worker if I have any questions.
- ☐ I understand that if I tell my county worker that I do not agree with my assessment or the county and I cannot agree on a plan, the worker must refer me to a neutral third party for a new assessment of my employment or Welfare-to-Work activity needs.
- ☐ I understand that I can ask the county at any time for domestic abuse services, including a waiver of certain program requirements.
- ☐ I understand that I can ask the county at any time for mental health, substance abuse, or learning disability services.
- ☐ If this is my first assignment under a Welfare-to-Work plan, I understand that I have 30 calendar days from the date of my initial Welfare-to-Work Plan to ask for a change or reassignment to another activity. This 30-day grace period is available only once during my time getting CalWORKs cash aid. If the county agrees to the change, I know I will have to sign a new Activity Assignment.
- ☐ I have three (3) working days to think about the terms of this Activity Assignment after I sign it. I understand if I want to change the terms of this Welfare-to-Work Plan, I must tell my Welfare-to-Work worker by \_\_\_\_\_. If I do not tell my Welfare-to-Work worker by then, this Activity Assignment is final. DATE
- ☐ I have read (or had read to me) and understand this Activity Assignment, and have received a copy. If I do not meet my responsibilities without a good reason, I know that there are penalties that can include having my cash aid lowered and supportive services may be stopped.
- ☐ I understand that I can ask for a different service provider if I object to the religious character of any provider to which I have been assigned.
- ☐ I understand that I can say no to any religious activity offered by a service provider, and that any participation in any religious activity offered by a service provider is voluntary.
- ☐ I understand if I do not agree with any county action regarding my Welfare-to-Work participation, I can file a formal grievance with the county or I can ask for a State hearing by calling, toll-free, 1-800-952-5253. If the county is proposing to lower or stop my aid, my aid will be lowered or stopped if I file a formal grievance.
- ☐ I understand that I can get **free legal help** with Welfare-to-Work problems from the local legal or welfare rights office, by calling

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ .

PARTICIPANT'S SIGNATURE		DATE
WELFARE-TO-WORK WORKER'S SIGNATURE	PHONE	DATE

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