



CDSS

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DEPARTMENT OF SOCIAL SERVICES

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December 28, 2012

ALL COUNTY LETTER NO. 13-01

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: REENGAGEMENT OF CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) SHORT-TERM EXEMPT INDIVIDUALS IN WELFARE-TO-WORK (WTW) ACTIVITIES

REFERENCES: SENATE BILL (SB) 1041 (CHAPTER 47, STATUTES OF 2012), SB 72 (CHAPTER 8, STATUES OF 2011), ASSEMBLY BILL (AB) X4 4 (CHAPTER 4, STATUTES OF THE FOURTH EXTRAORDINARY SESSION OF 2009), ALL COUNTY INFORMATION NOTICE (ACIN) I-49-09, ALL COUNTY LETTER (ACL) 12-67, ACL 12-69

This letter is to provide guidance to counties regarding the reengagement of individuals exempt from participation under the short-term young child exemptions originally implemented by AB X4 4 in 2009. Pursuant to AB X4 4, any individual with one child 12 to 23 months of age, or two or more children under age six, was exempt from WTW requirements. In addition, months when an individual qualified for this exemption did not count against the CalWORKs 48-month time limit.

These short-term exemptions will end on December 31, 2012, and will no longer be available after that date. Individuals who are exempt as of December 31, 2012, will not be required to participate, and will not have months count against their time on aid, until the county reengages them. Counties have until January 1, 2015, to reengage those individuals exempt as of December 31, 2012.

Reengagement Process

All individuals who are exempt on December 31, 2012, in accordance with this provision must be reengaged unless they are exempt under another provision. This group includes those individuals whose exemptions ended in the month of December but who are not required to participate until January 1, 2013.

Reengagement is defined in SB 1041 as the development of a WTW plan in accordance with Welfare and Institutions Code (WIC) Section 11325.21 and the provision of necessary supportive services pursuant to WIC Section 11323.2. Upfront engagement in WTW, or the "WTW flow," is described in the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Section 42-711.5. Upon receipt of cash aid, most new CalWORKs recipients follow the WTW flow in the following sequential steps: orientation, appraisal, job search, assessment, and the development of a WTW plan. Individuals being reengaged, however, will have a unique WTW flow that may or may not include all of these steps, depending on an evaluation of the individual's specific circumstance. These reengagement evaluations may be conducted in person, by mail, or by phone and will determine the appropriate step in the WTW flow for the individual to begin reengagement in WTW.

The attached WTW Reengagement Program Flow chart illustrates the different paths reengagement may take. For example, an individual who never attended a WTW orientation or appraisal may best benefit from entering the WTW flow at the beginning, while an individual who was already assessed and who is partially participating may only need to increase his or her weekly hours of participation.

Reengagement evaluations for individuals being reengaged in WTW activities include the following:

- A case-by-case determination of an individual's status and needs.
 - Determining whether the individual qualifies for another exemption or has good cause for not participating in WTW.
 - Informing the individual of the number of months left on his or her CalWORKs 48-month time limit.
 - Determining which stage in the WTW flow (as described in MPP Section 42-711.5) is appropriate to begin reengaging the individual.
 - Identifying possible barriers to participation.
 - Evaluating Self-Initiated Program (SIP) eligibility (if applicable).
- A general description of program requirements.
- A description of supportive services available to participants and advance payment options.

- Information regarding program changes that have occurred since the individual became exempt including, but not limited to, the new WTW 24-Month Time Clock and the individual's participation requirements after these 24 months.

While each county's procedures and each individual reengagement evaluation will be unique, the following provisions apply:

- Individuals who never attended a WTW appraisal prior to reengagement shall be able to qualify for a SIP if they meet the other requirements of MPP Section 42-711.541. Individuals who were in SIPs prior to becoming exempt may remain in their programs provided they continued to make satisfactory progress through the exemption period or had their program interrupted for a reason that meets good cause criteria, as described in MPP Section 42-711.546.
- Individuals who are notified by the county that they are beginning the reengagement process and who have an active volunteer WTW plan should be allowed to continue in their plans as a mandatory participant if the WTW plan meets the new participation requirements. Reengagement should be structured to minimize the disruption of any employment or training program in which an individual is enrolled. However, a new WTW plan must be signed to reflect the change in status from a volunteer to a mandatory participant. Volunteers are not considered reengaged until a new WTW plan is signed and the provision of supportive services pursuant to WIC Section 11323.2 is met.

Noticing Requirements

First notice:

Beginning January 1, 2013, all counties must inform individuals via the attached Reengagement Informing Notice (CW 2206) that their exemption has ended and that, although their time on aid will not start until reengaged, they are required to participate in reengagement assignments. At a minimum, this informing notice must include the language provided. Counties may add additional county-specific information. The Reengagement Informing Notice must be sent at least 60 days before the client can be reengaged, or 30 days before the second notice described below.

If it has been more than six months since an individual received the initial Reengagement Informing Notice, the county is required to reissue the Reengagement Informing Notice at least 60 days prior to beginning an individuals' reengagement process.

Second notice:

Once an individual has received the Reengagement Informing Notice, a second notice to schedule the reengagement evaluation must be mailed to the individual. Recommended language for the reengagement evaluation notice is attached. The reengagement evaluation may be conducted in person, by mail, or by phone depending

on the individual's specific circumstances. If the reengagement evaluation is an appointment, notice for a reengagement evaluation must be sent out at least 30 days prior to the individual's appointment. Otherwise, notice must be sent out at least 30 days prior to the date that the county requires any documentation or verification from the individual.

A reengagement evaluation notice should parallel county procedures for standard WTW orientation/appraisal appointment notices and must contain the following:

- A copy of the Reengagement Informing Notice (CW 2206).
- A CalWORKs Exemption Request Form (CW 2186A).
- A statement that the individual may volunteer if exempt under another exemption.
- Appointment information to determine the appropriate WTW activity or activities for those that do not qualify for an exemption.
- A reminder of the consequences for non-compliance.

If counties use the attached suggested language, only one of the available options should be sent to a recipient. All other options should be deleted for clarity.

Third contact:

In addition, a subsequent contact must be initiated to ensure that the individual is able to attend his or her evaluation appointment, or submit the necessary verification. This contact may be verbal or written. Some reengagement individuals may not be required to attend an in-person appointment such as an individual that has a current WTW plan as a volunteer that meets the participation requirements. For these individuals, the third contact should include a comprehensive discussion as referenced in ACL 12-67 that covers:

- The participation flexibility during the WTW 24-Month Time Clock period, including the elimination of the 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).
- The individual's 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.

- The post WTW 24-Month Time Clock participation requirements.

Individuals are considered required to participate upon receiving the second notice informing them they are required to take an action. While the individual's time clocks will not begin until he or she signs a WTW plan and the provision of necessary supportive services pursuant to WIC Section 11323.2 is met, he or she is required to attend the reengagement evaluation or other appointments that the county may require as part of the reengagement process. If an individual fails, without good cause, to attend an appointment or otherwise participate in reengagement he or she will be subject to non-compliance and possible sanction. When these individuals are in the non-compliance process, time is not counted against his or her WTW 24-Month Time Clock and CalWORKs 48-month time limit.

Other Exemptions and Exempt Volunteers

Counties must reengage individuals by January 1, 2015, unless the individual is eligible for another exemption under WIC Section 11320.1(b). Some individuals may qualify for the new, one-time exemption for care of a child zero to 23 months of age. This one-time exemption is optional for the individual and counties cannot require individuals to use this exemption. ACL 12-72 provides implementation instructions for this new young child exemption.

Individuals identified as being potentially eligible for another exemption will be sent the Reengagement Informing Notice and the reengagement evaluation notice. In lieu of the reengagement evaluation appointment, an individual who may qualify for another exemption is only required to return the CW 2186A, and any required documentation (such as a CW 61, Authorization to Release Medical Information form to verify a medical disability). Attached are revised versions of the CalWORKs Exemption Request Form (CW 2186A) and CalWORKs Exemption Determination Form (CW 2186B). Both include language regarding the WTW 24-Month Time Clock and new young child exemption option effective January 1, 2013.

Once the documentation is received and the exemption is approved, the individual will be considered exempt from WTW under the new criteria beginning on the first of the month following the month that verification is received. The reengagement process will be complete for this individual and time will begin to be counted against the CalWORKs 48-month time limit (not the WTW 24-Month Time Clock), unless the new exemption is also a CalWORKs 48-month time limit exemption.

If an individual does qualify for another exemption he or she may request and complete a WTW plan as a volunteer.

Several counties have developed programs to assist exempt recipients in returning to WTW participation. CDSS encourages counties to share any best or promising practices through the CalWORKs best practices website described in ACIN I-49-09 and located at: <http://www.cdss.ca.gov/calworks/PG1933.htm>.

Short-Term Reform Exemption Volunteers

Individuals who were exempt on December 31, 2012, will not be required to participate until the reengagement process begins. These individuals may continue to participate as volunteers if a WTW plan was signed before January 1, 2013. Counties shall honor these WTW plans and revise or develop new plans for these volunteers, as appropriate, until the county reengages the individual.

If an individual who was not already a volunteer on December 31, 2012, makes a request to volunteer, counties must either: 1) offer to fully reengage the individual (after the informing process described below); or 2) honor the new request to volunteer after January 1, 2013. The reengagement process may include, but is not limited to, allowing reengagement in advance of the county's reengagement sequencing and identifying if the individual qualifies for another exemption under which he or she may volunteer. Counties must inform individuals that choose to reengage in advance of the counties reengagement sequencing of the following:

- The exemption will end if the individual chooses to reengage in advance.
- Other exemptions that the individual may qualify for.
- Information regarding the WTW 24-Month Time Clock and the CalWORKs 48-month time limit.
- The number of participation hours required.
- The consequences for not meeting the participation requirements including the non-compliance process and sanctions.
- When the individual would otherwise be required to be reengaged under the county's normal reengagement sequencing.

If the individual continues to choose to reengage in advance of the county's reengagement sequencing, the individual must be informed of the reengagement process. The individual must be provided a Reengagement Informing Notice if he or she has yet to receive the notice or if it has been more than six months since he or she received it.

If the individual chooses not to reengage in advance of the counties reengagement sequencing, the individual must be reengaged when the individual would have been normally selected for reengagement as part of the county's sequencing plan.

Two-Parent Households

The short-term young child exemptions were provided to only one parent in a two-parent household (referred to in this section as the second parent). The first parent may have been required to participate 35 hours each week or may have been exempt under

another exemption. If the first parent is exempt because of a disability the household would be required to participate for the applicable number of single parent hours (20 or 30), based on the age of the children. The reengagement process for this household will depend on the status of the first parent.

Two-Parent Household, One Exemption:

If the two-parent household's participation requirement is met by one parent, the second parent is not required to participate further. The second parent will receive a reengagement evaluation notice asking if he or she would like to participate. This notice must indicate that the second parent's status will change to "having good cause not to participate," and time will begin to count against his or her CalWORKs 48-month time limit 30 days after the reengagement evaluation notice was mailed if no response is provided to the county.

A two-parent household may wish to share hours to meet the participation requirements. In this situation, both parents are required to attend the reengagement evaluation appointment. The second parent is considered reengaged and time is counted against his or her CalWORKs 48-month time limit after he or she signs the WTW plan and the provision of necessary supportive services pursuant to WIC Section 11323.2 is met for the second parent.

If the second parent does not respond to the county's request to provide additional information or attend an appointment, the county shall automatically document the individual as "having good cause as an excused second parent" without initiating the non-compliance process as long as the first parent continues in a WTW plan that meets the 35-hour requirement. The second parent is considered reengaged and time will be counted against his or her CalWORKs 48-month time limit beginning 30 days after the reengagement evaluation notice is mailed.

If the first parent was sanctioned, the second parent would be required to meet the 35-hour requirement unless the first parent cured his or her sanction.

Two-Parent Household, Two Exemptions:

Some two-parent households had the first parent exempt under another exemption while the second parent was exempt under the short-term young child exemption. In this situation, only the second parent (formerly the short-term exempt parent) would be required to attend the reengagement evaluation appointment because the first parent is still exempt. The second parent must meet the two-parent requirement of 35 hours per week, unless the first exempt parent chooses to volunteer (e.g., the first exempt parent's volunteer hours contribute to the 35 hour per week requirement). If the first parent is exempt because of a disability, the second parent would be required to participate for the applicable number of single parent hours (20 or 30), based on the age of the children. When the first parent is exempt, the non-compliance process would only apply to the second parent, who is now required to participate.

Intercounty Transfer

The following are examples of intercounty transfer situations that may occur for reengagement individuals:

- An individual who has not been reengaged in his or her county during the reengagement period would continue to be considered not reengaged in the county that he or she transfers to. The individual will be reengaged by the new county as part of that county's reengagement sequencing. If the new county's reengagement period has already begun, the individual must be sent a Reengagement Informing Notice and begin the 60-day period described above after the transfer is complete or at the next available opportunity.
- An individual who has entered the reengagement process by receiving the reengagement evaluation notice but has not completed the process by signing a WTW plan will continue in the reengagement process in the new county. Reengagement will be based upon the receiving county's sequencing or, if that has already passed, will occur at the next available opportunity. If the individual was in non-compliance with reengagement in the originating county, then the receiving county will continue to pursue the non-compliance process until the individual completes the reengagement process or is considered to be in compliance for another reason.
- An individual who has completed the reengagement process in the originating county would be considered a mandatory participant who has been reengaged in any county to which he or she transfers.

Pace of Reengagement and Best Practices

Counties have flexibility to determine the pace and sequencing of reengagement in order to best meet the needs of each county and the individuals the county serves. Counties and the individuals they serve have unique reengagement needs based on many factors including, but not limited to, county demographics, county size, resources, and client base.

Although this flexibility is permitted, counties must submit in writing to the CDSS Employment Bureau their proposed timing and sequence of reengagement prior to the county beginning to reengage individuals. CDSS requests that counties use the attached AB X4 4 Short Term Exemption County Reengagement Sequencing template to submit their plans. The CDSS Employment Bureau will review county submittals and contact the county with any questions. However, county reengagement sequencing plans are not subject to approval by CDSS.

Examples of reengagement sequencing may include, but are not limited to, the following:

- Prioritizing reengagement groups based on individuals' current level of participation as a volunteer (e.g., fully meeting participation requirements, partially meeting participation requirements or not participating). An example may include reengaging individuals who are not participating first, then reengaging those who are partially meeting participation requirements second, and reengaging those who are fully meeting participation requirements last.
- Prioritizing reengagement groups based on the amount of time left on their CalWORKs 48-month time limit. This may include one of the following examples:
 - Reengaging individuals with the least amount of time left on their CalWORKs 48-month time limit.
 - Reengaging individuals with 48 to 37 months left on aid first, 36 to 25 months left on aid second, 24 to 13 months left on aid third, 12 to 7 months left on aid fourth, and 6 months or less left on aid last.
- Initiating reengagement for individuals as a child ages out of the exemption (e.g., the exempt parent no longer has a child under two or two children under six).
- Initiating reengagement for individuals based on the redetermination date.
- Initiating reengagement for individuals at the next regularly scheduled contact/appointment.
- Begin reengagement for individuals when their current volunteer WTW plan as a volunteer ends.

In addition, counties should consider availability of activities, such as school term dates, and services, such as child care.

Reengagement Data Tracking and Reporting

Counties must ensure that reengagement individuals are identified and appropriately tracked on the Welfare Data Tracking Implementation Project (WDTIP) Tracking Recipients Across California (TRAC) system. Counties and consortia should continue to use the WDTIP TRAC Program Exception Code (PEC) 03 and Program Exception Reason Code (PERC) 316 for reengagement individuals after January 1, 2013. These codes will be extended through December 31, 2014, but should not be used for any new recipients after January 1, 2013. Once a reengagement individual is mailed a reengagement evaluation notice, the county must identify that individual as entering the reengagement process by using PEC 03 and PERC 317.

Between January 1, 2013 and December 31, 2014, reengagement individuals may be classified as "mandatory" participants for purposes of participation status once they are mailed the reengagement evaluation notice. Once the reengagement evaluation notice

is mailed, an individual may enter into the non-compliance process. However, individuals will not be required to participate and time will not be counted against their WTW 24-Month Time Clock or CalWORKs 48-month time limit until the county has reengaged them. An individual is considered reengaged when he or she signs a WTW plan and the provision of necessary supportive services pursuant to WIC Section 11323.2 is met. When the reengagement process is complete, the county must place the individual in the appropriate WDTIP TRAC PEC and PERC.

Camera Ready Copies and Translations

For a camera-ready copy in English, contact the CDSS Forms Management Unit at 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.

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 web site. Copies of the translated forms can be obtained as they become available at http://www.dss.cahwnet.gov/cdssweb/FormsandPu_274.htm.

For questions on translated materials, please contact CDSS 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 program policy questions regarding the information in this letter, please contact your CDSS Employment Bureau county consultant at (916) 654-2137.

Sincerely,

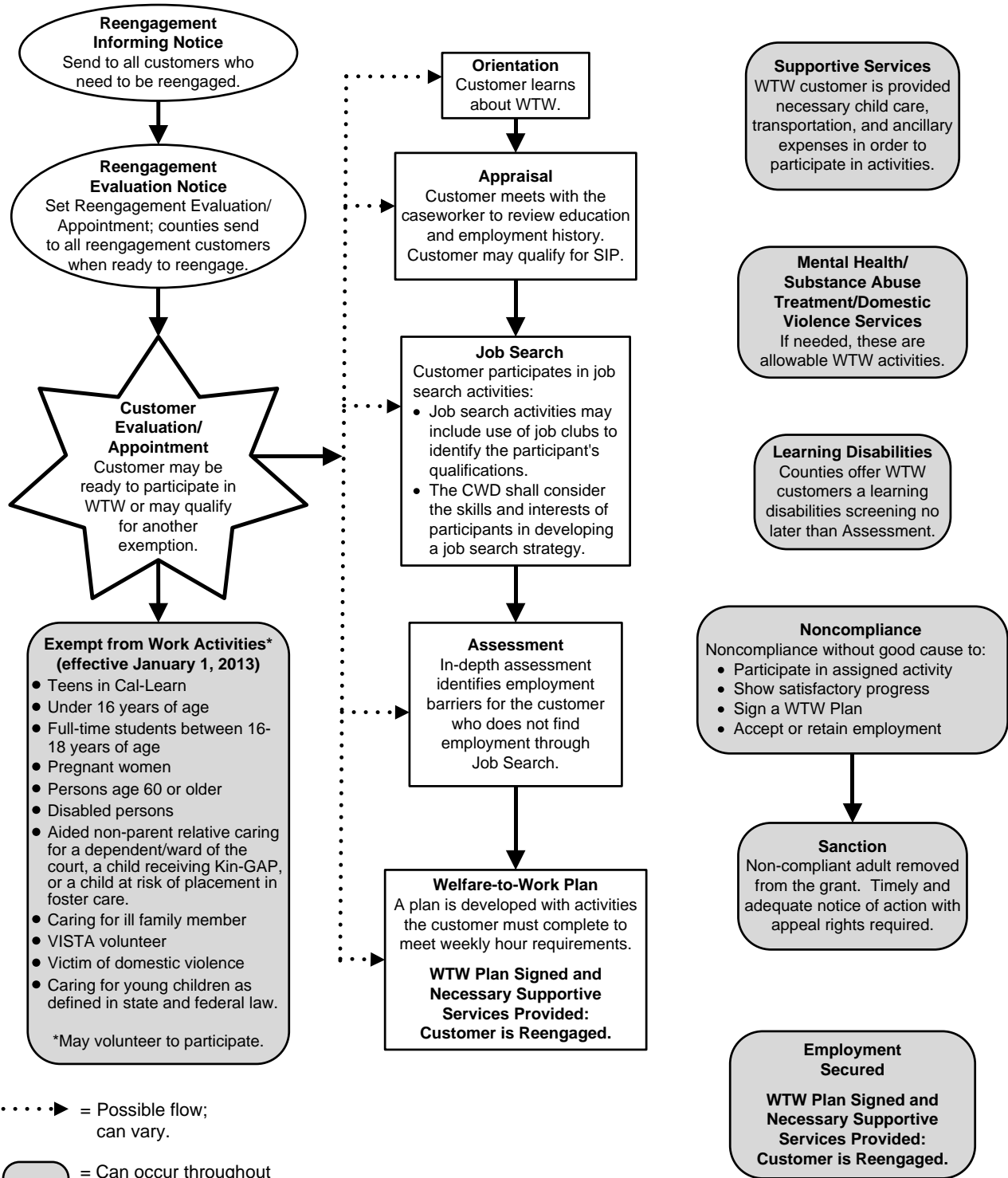
Original Document Signed By:

TODD R. BLAND
Deputy Director
Welfare to Work Division

Attachments

c: California Supervisors Association of Counties
County Welfare Directors Association

CalWORKs Welfare-to-Work (WTW) Reengagement Program Flow



Based on Reed, D. F., & Karpilow, K. A. (2010). Understanding CalWORKs: A primer for service providers and policymakers (2nd ed.). Berkeley, CA: California Center for Research on Women and Families.

YOUNG CHILD EXEMPTION ENDS DECEMBER 31, 2012 NEW RULES FOR CalWORKs WELFARE-TO-WORK ACTIVITIES

Starting January 1, 2013, if you did not have to do CalWORKs activities because you were caring for a young child(ren) you will now have to do these activities. You do not have to participate in an activity until your county worker contacts you.

Your county worker will contact you after January 1, 2013, to help you start activities that will help you get a job. While you were exempt no time was counted against your CalWORKs 48-month time limit. Until your county worker has talked to you about participating in an activity(ies) and you have signed a Welfare-to-Work (WTW) plan that includes necessary supportive services, time will not be counted toward the CalWORKs 48-month time limit.

There may be other reasons (exemptions) you do not have to participate in WTW activities. These reasons may include your own disability or taking care of a sick household member. Also, if you are taking care of a child 23 months or younger, you can choose to use a new one time exemption. **Contact your county worker if you think you qualify for another exemption.** If you qualify, you may be able to volunteer to participate in WTW activities.

There are new rules for WTW activities. Everyone will have more WTW activity options; most families have fewer hours of required participation. You are not required to participate *until* you are contacted by your county worker. Your county worker will contact you before December 31, 2014.

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.
- 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.
- Your WTW 24-Month Time Clock does not start until your county worker contacts you about your new activity and you have signed a WTW plan that includes necessary supportive services.

Hours of Participation

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

Number of Adults in the Family (Assistance Unit)	Prior to January 1, 2013 Weekly Hours of Participation	Starting January 1, 2013 Weekly Hours of Participation
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 must 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 county 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.

(This space is available for counties to insert county specific contact options.)

If I already have a WTW plan because I am volunteering, can I still use this plan?

- You may still use this plan while you are volunteering. You will have to sign a new WTW plan when your worker contacts you. You will have the option to change your plan activities but you may not need to. When your county 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.
- You may continue to volunteer until your county worker contacts you. 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.
- If you do not do your activities you have agreed to in your volunteer plan your supportive services may change.

What if my aid was cut (because of a sanction) before I became exempt?

- If your aid was lowered for not participating (called a 'sanction'), your sanction ended when you became exempt.

What if I do not do what my county worker asks me to do?

- If you do not do what your county worker asks you to do, such as attend an appointment, you may be sanctioned. If you are sanctioned, your cash aid will be lowered and it may affect your supportive services.

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 county 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.

**YOUR YOUNG CHILD EXEMPTION ENDED DECEMBER 31, 2012
YOU NOW MUST PARTICIPATE IN WELFARE-TO-WORK ACTIVITIES**

Your exemption for taking care of a young child(ren) ended December 31, 2012. You are now required to participate in Welfare-to-Work (WTW) activities. You already got a notice saying that the county would contact you when you would have to participate in WTW activities. A copy of that notice is attached. If you do not do what your county worker asks you to do, such as attend an appointment, you may be sanctioned. If you are sanctioned, your cash aid will be lowered and it may affect your supportive services.

COUNTIES ARE TO USE ONE OF THE FOUR OPTIONS BELOW:

[Option 1: Individual not participating; including if other parent in two-parent household is not participating]

You have been scheduled for an appointment to go over the new WTW rules and to develop a new WTW plan. You have an appointment scheduled on _____. If you cannot make this appointment, please call your county worker right away to reschedule. **If you do not call, or do not attend the appointment, your cash aid may be lowered.** If you are in a two-parent family and want to share hours to meet your participation requirement, both parents must attend the appointment. Your WTW 24-Month Time Clock and CalWORKs 48-month time limit will start when you sign a WTW plan.

[Option 2: Individual partially participating; including if other parent in two-parent household is not participating or two parents sharing hours, but not fully meeting requirements]

Because you are currently participating, we do not want to disrupt your job or other activities. However, you do not have enough hours to meet WTW participation requirements. Please call your worker by _____ to arrange an appointment to develop a new WTW plan. **If you do not call, or do not attend the appointment, your cash aid may be lowered.** If you are in a two-parent family and want to share hours to meet your participation requirement, both parents must attend the appointment. Your WTW 24-Month Time Clock and CalWORKs 48-month time limit will start when you sign a WTW plan.

[Option 3: Individual fully participating; including fully participating while other parent in two-parent household is not participating and two-parent households that are fully meeting requirements by sharing hours]

You are already participating in a WTW plan that meets the new participation requirements. We need to have a meeting to explain the new rules and the change in the required hours to you. We do not want to disrupt your job or other activities. Please call your worker by _____ to arrange an appointment to talk about the new rules. You can also call to make this meeting by phone. If you are doing extra hours, the extra hours will be as a volunteer. If you were required to work or do "core hours" you have the right to change your plan. You may continue in your plan and get all the necessary supportive services to do the plan until you talk to your worker. If you are in a two-parent family and want to share hours to

meet your participation requirement, both parents must attend the appointment. Your WTW 24-Month Time Clock and CalWORKs 48-month time limit will start when you sign a WTW plan.

[Option 4: Two-parent household, one parent already participating]

Your exemption has ended, but the other adult in your household is meeting WTW requirements. Your CalWORKs 48-month time limit will start 30 days from the date of this letter. If you would like to volunteer, or if you and the other adult would like to make a new plan to share hours, please contact your worker by _____ . As a volunteer, you do not need to do the full hours, but will still get necessary supportive services needed to do your WTW plan. You do not need to take any action if you do not wish to participate at this time.

If you need supportive services like child care or transportation to participate in any approved WTW appointments or activities, contact your county worker.

If you think you qualify for another exemption, please complete the attached CW 2186A form and return it to your worker by _____. If you qualify for another exemption, you may still participate in WTW activities as a volunteer.

Please contact your worker if you have any questions.

{Insert County contact information here}

CalWORKs EXEMPTION REQUEST FORM

PLEASE PRINT

YOUR NAME		COUNTY USE ONLY	
ADDRESS STREET		CASE NAME	
CITY	ZIP	CASE NO.	
PHONE ()		COUNTY	OTHER ID NO.
QUESTIONS? ASK YOUR WORKER.		WORKER NAME	WORKER PHONE NO. ()

Most adults can only get 48 months (4 years) of cash aid from the CalWORKs program. Unless exempt, an individual is required to participate in CalWORKs Welfare-to-Work activities as a condition for receiving aid.

INSTRUCTIONS TO THE CLIENT:

If you answer "Yes" to any of these questions, you may be exempt for a month or longer from the CalWORKs 48-month time limit, Welfare-to-Work 24-Month Time Clock and/or participation requirements. You may need to give information to help the county decide if you should be exempt. Please answer all of the questions. **The county cannot answer these questions for you. Please be sure to sign and date the back of this form.**

YES NO Welfare-to-Work 24-Month Time Clock and Participation Exemptions

1. Are you pregnant and does a doctor state that you cannot work or participate in Welfare-to-Work activities for:
- 20 hours per week if you are a single-adult assistance unit with a child under 6 years old.
 - 30 hours per week if you are a single-adult assistance unit with no child(ren) under 6 years old.
 - 35 hours per week if you are a two-parent assistance unit.
2. Are you the parent or caretaker of a child age _____ or under? (Depending on the County, you may be exempt if your child is 12 weeks old or under, 6 months old or under, or 12 months old or under.) This exemption is available only once in a lifetime.
3. If you have used exemption #2, have you recently become the parent or caretaker of another infant? (Depending on the County, you may be exempt for 12 weeks to 6 months.)
4. Are you a full time volunteer in the Volunteers in Service to America (VISTA) Program?

YES NO CalWORKs 48-Month Time Limit, Welfare-to-Work 24-Month Time Clock and Participation Exemptions

5. Are you a 16-or 17-year old who has a high school diploma or its equivalent and is enrolled or planning to enroll in an educational, vocational or technical school training program?
6. Are you physically or mentally unable to work or participate in a Welfare-to-Work activity on a regular basis for at least 30 calendar days for at least:
- 20 hours per week if you are a single-adult assistance unit with a child under 6 years old.
 - 30 hours per week if you are a single-adult assistance unit with no child(ren) under 6 years old.
 - 35 hours per week if you are a two-parent assistance unit.
7. Are you the nonparent caretaker of a child who is a dependent or ward of the court, or at risk of being placed in foster care?
8. Do you need to stay home to take care of someone in the household who cannot take care of him/herself, (the person is ill, disabled, etc.) and this makes it hard for you to work or participate in a Welfare-to-Work activity?
9. Are you eligible for, participating in, or exempt from Cal-Learn? You are not eligible for this exemption if you are 19 years old and are not participating in Cal-Learn as a volunteer.
10. Are you living in Indian Country, as defined by federal law, in which 50 percent of the adults are unemployed? (This exemption applies only to the 48-month time limit, but not to the Welfare-to-Work 24-Month Time Clock or participation.)
11. Are you the parent or caretaker of a child age 0 - 23 months? This exemption is available **only once** in a lifetime starting 1/1/2013. You can take it now if it applies or save it in case you have another child.

PLEASE READ THE BACK OF THIS FORM TO FIND OUT ABOUT MORE EXEMPTIONS.

CalWORKs EXEMPTION REQUEST FORM (BACK)

Welfare-to-Work 24-Month Time Clock and Participation Exemptions

You will not be required to participate in the Welfare-to-Work program and your Welfare-to-Work 24-Month Time Clock will stop if any of the reasons below apply to you.

- You are under 16 years old.
- You are 16, 17, or 18 years old and in high school or adult school.
- You are 60 years or older.

You do NOT have to return this form for these exemptions.

CalWORKs 48-Month Time Limit Exemptions

A month of aid will not count against your CalWORKs 48-month time limit if any of the reasons listed below apply to you.

- You did not receive CalWORKs cash aid because your grant was less than \$10.
- Your cash grant is fully repaid by child support collection.
- You are only receiving supportive services such as child care, transportation, and case management.
- You are 60 years or older.

You do NOT have to request these exemptions on this form. You may contact your worker if any of these reasons apply to you.

CalWORKs Domestic Abuse Waivers

If you or a family member are a past or present victim of domestic abuse and the county determines that your condition or situation prevents or impairs your ability to be regularly employed or to participate in Welfare-to-Work activities, the county may waive the CalWORKs 48-month time limit, the Welfare-to-Work 24-Month Time Clock and participation requirements. You do not have to complete this form to get a waiver to the time limits. You may contact your worker to request a domestic abuse waiver.

-
- You will be told in writing whether or not you are exempt from the CalWORKs 48-month time limit, Welfare-to-Work 24-Month Time Clock and/or participation, and the reason why.
 - You may be asked to give the county proof of your reason for requesting an exemption.
 - If you do not agree with the county, you may ask for a State Hearing.
 - Depending on your situation, you may be evaluated each month to determine if you should continue to be exempt.

YOUR SIGNATURE

DATE

CalWORKs EXEMPTION DETERMINATION

CASE NAME	
CASE NO.	
COUNTY	OTHER ID NO.
WORKER NAME	

Questions? Ask your worker.

On _____, _____ asked for an exemption. The county made the following determination:

A. WELFARE-TO-WORK 24-MONTH TIME CLOCK AND PARTICIPATION EXEMPTION

1. This exemption is APPROVED. Reason for exemption: _____

Starting on _____, you are not required to participate in Welfare-to-Work and each month of aid for the period that your condition or circumstance lasts will not count toward your Welfare-to-Work 24-Month Time Clock. Your exemption will end on _____.

If your exemption should continue, you must provide information to show that it should continue before the ending date above, or you will be expected to participate in Welfare-to-Work.

You can ask to volunteer to participate in Welfare-to-Work and will be told what activities and/or services are available.

Your condition may be looked at again to see if you should continue to be exempt. If you are no longer exempt, you will be expected to participate in Welfare-to-Work and each month of aid may count toward the Welfare-to-Work 24-Month Time Clock.

2. This exemption is DENIED. Reason for denial: _____

You are required to participate in Welfare-to-Work and each month of aid may count toward your Welfare-to-Work 24-Month Time Clock. You will get a notice from the county telling you when to attend Welfare-to-Work activities and/or services.

B. CalWORKs 48-MONTH TIME LIMIT EXEMPTION

1. This exemption is APPROVED. Reason for exemption: _____

Starting on _____, each month of aid for the period that your condition or circumstance lasts will not count toward your CalWORKs 48-month time limit. Your exemption will end on _____.

If your exemption should continue, you must provide information to show that it should continue before the ending date above, or each month of aid will count toward your 48-month time limit.

Your condition may be looked at again to see if you should continue to be exempt. If you are no longer exempt, each month of aid will count toward your CalWORKs 48-month time limit.

2. This exemption is DENIED. Reason for denial: _____

Each month of aid will continue to count toward your CalWORKs 48-month time limit.

CONTACT YOUR WORKER IF YOU THINK THIS NOTICE IS WRONG. YOU MAY ALSO ASK FOR A STATE HEARING. "YOUR HEARING RIGHTS" FORM ON THE BACK SIDE OF THIS PAGE TELLS YOU HOW TO ASK FOR A STATE HEARING.

Rules: These rules apply; you may review them at your welfare office: MPP 42-302.1, 42- 302.2, 42-302.21, 42-302.3 - .34, 42-712, and Senate Bill 1041 (Chapter 47, Statutes of 2012).

YOUR HEARING RIGHTS

You have the right to ask for a hearing if you disagree with any county action. You have only 90 days to ask for a hearing. The 90 days started the day after the county gave or mailed you this notice. If you have good cause as to why you were not able to file for a hearing within the 90 days, you may still file for a hearing. If you provide good cause, a hearing may still be scheduled.

If you ask for a hearing before an action on Cash Aid, Medi-Cal, CalFresh (Food Stamps), or Child Care takes place:

- Your Cash Aid or Medi-Cal will stay the same while you wait for a hearing.
- Your Child Care Services may stay the same while you wait for a hearing.
- Your CalFresh (Food Stamps) will stay the same until the hearing or the end of your certification period, whichever is earlier.

If the hearing decision says we are right, you will owe us for any extra Cash Aid, CalFresh (Food Stamps) or Child Care Services you got. To let us lower or stop your benefits before the hearing, check below:

Yes, lower or stop: Cash Aid CalFresh (Food Stamps)
 Child Care

While You Wait for a Hearing Decision for:

Welfare to Work:

You do not have to take part in the activities.

You may receive child care payments for employment and for activities approved by the county before this notice.

If we told you your other supportive services payments will stop, you will not get any more payments, even if you go to your activity.

If we told you we will pay your other supportive services, they will be paid in the amount and in the way we told you in this notice.

- To get those supportive services, you must go to the activity the county told you to attend.
- If the amount of supportive services the county pays while you wait for a hearing decision is not enough to allow you to participate, you can stop going to the activity.

Cal-Learn:

- You cannot participate in the Cal-Learn Program if we told you we cannot serve you.
- We will only pay for Cal-Learn supportive services for an approved activity.

OTHER INFORMATION

Medi-Cal Managed Care Plan Members: The action on this notice may stop you from getting services from your managed care health plan. You may wish to contact your health plan membership services if you have questions.

Child and/or Medical Support: The local child support agency will help collect support at no cost even if you are not on cash aid. If they now collect support for you, they will keep doing so unless you tell them in writing to stop. They will send you current support money collected but will keep past due money collected that is owed to the county.

Family Planning: Your welfare office will give you information when you ask for it.

Hearing File: If you ask for a hearing, the State Hearing Division will set up a file. You have the right to see this file before your hearing and to get a copy of the county's written position on your case at least two days before the hearing. The state may give your hearing file to the Welfare Department and the U.S. Departments of Health and Human Services and Agriculture. **(W&I Code Sections 10850 and 10950.)**

TO ASK FOR A HEARING:

- Fill out this page.
- Make a copy of the front and back of this page for your records. If you ask, your worker will get you a copy of this page.
- Send or take this page to:

OR

- Call toll free: 1-800-952-5253 or for hearing or speech impaired who use TDD, 1-800-952-8349.

To Get Help: You can ask about your hearing rights or for a legal aid referral at the toll-free state phone numbers listed above. You may get free legal help at your local legal aid or welfare rights office.

If you do not want to go to the hearing alone, you can bring a friend or someone with you.

HEARING REQUEST

I want a hearing due to an action by the Welfare Department of _____ County about my:

Cash Aid CalFresh (Food Stamps) Medi-Cal

Other (list) _____

Here's Why: _____

- If you need more space, check here and add a page.
- I need the state to provide me with an interpreter at no cost to me. (A relative or friend cannot interpret for you at the hearing.)

My language or dialect is: _____

NAME OF PERSON WHOSE BENEFITS WERE DENIED, CHANGED OR STOPPED

BIRTH DATE

PHONE NUMBER

STREET ADDRESS

CITY

STATE

ZIP CODE

SIGNATURE

DATE

NAME OF PERSON COMPLETING THIS FORM

PHONE NUMBER

- I want the person named below to represent me at this hearing. I give my permission for this person to see my records or go to the hearing for me. (This person can be a friend or relative but cannot interpret for you.)

NAME

PHONE NUMBER

STREET ADDRESS

CITY

STATE

ZIP CODE

**Assembly Bill (AB) X4 4 Short-Term Exemption
County Reengagement Sequencing**

Date: _____

County: _____

County Contact Information

Name: _____

Address: _____

Phone Number: _____

Please indicate the date your county will begin reengaging individuals exempt under the AB X4 4 Short-Term Exemption below:

Please describe your county's reengagement sequencing including, but not limited to, what groups your county will divide individuals into and in what order these groups will be reengaged.

Sequencing Group Description		Date Reengagement Begins
Group 1		
Group 2		
Group 3		
Group 4		

Other:

Please submit this County Reengagement Sequencing Plan to the following address:

California Department of Social Services
RE: County Reengagement Sequencing Plan
744 P Street, M.S. 8-8-33
Sacramento, CA 95814

Note: Counties are required to submit the County Reengagement Sequencing Plan prior to the beginning the county's reengagement process.

**Welfare Data Tracking Implementation Project (WDTIP) Tracking Recipients Across California (TRAC) System
Program Exception Code (PEC) 03 and Program Exception Reason Code (PERC) 316**

PGM EXC CD	PGM EXC RSN CD	START DATE	END DATE	PROGRAM EXCEPTION REASON NAME	PROGRAM EXCEPTION REASON TEXT	PGM EXC TANF 60 FG	PGM EXC CW 48 FG	PGM EXC CW 24 FG	PGM EXC END DT FG
03	316	08/01/2009	12/31/2014	Exempt for WTW Participation	CalWORKs WTW Exemption – Parents caring for child age 12 to 23 months and/or two children under age six.	Y	N	N	Y
03	317	01/01/2013	12/31/2014	Reengagement Process	CalWORKs WTW Reengagement Process – Parents caring for child age 12 months to 23 months and/or two children under age six who are in the process of being reengaged by their county.	Y	N	N	Y