

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



May 1, 2002

ALL COUNTY LETTER NO. 02-33

TO: ALL COUNTY WELFARE DIRECTORS
ALL CalWORKs PROGRAM SPECIALISTS
ALL WELFARE-TO-WORK COORDINATORS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS (CalWORKs) REGULATIONS FOR 60-MONTH TIME LIMIT
PROCEDURES

REFERENCE: WELFARE AND INSTITUTIONS CODE (WIC) SECTIONS 11454,
11454.5 AND 11495.1; ALL COUNTY LETTERS (ACL) 97-65,
98-37, 99-90, 00-48 AND 03-01; AND ACIN I-52-99

This letter summarizes for county welfare departments (CWDs) the changes to the CalWORKs 60-month time limit regulations. These regulations are attached and detail the procedures for informing recipients of their time on aid. This letter also transmits the necessary informing notices and Notices of Action (NOAs.) The regulations have been submitted to the Office of Administrative Law and became effective March 1, 2002.

Background

Federal and state law and regulations require 18- or 24- and 60-month time limits on the receipt of aid and provide for exceptions to time limit requirements. (Please refer to ACL 99-90 for a comprehensive description of the various CalWORKs and TANF program requirements on 60-month time limit tracking and for charts that detail program requirements and their affect on 18- or 24- and 60-month time "clocks.")

These regulations for the CalWORKs 60-month time limit procedures are necessary to ensure that recipients are informed on a timely basis of the number of months that count toward the 60-month time limit and the process by which they can claim the time limit exemptions. Counties are required to provide this information to ensure that recipients know of the approach of their time limits in order to prepare for the resulting grant reduction, and to ensure they are provided exemptions to which they are entitled.

REASON FOR THIS TRANSMITTAL

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

Summary of the Changes to the Regulations

The regulations make the following clarifications and additions to existing regulations (as reflected in ACLs 97-65, 97-68, 98-09, 98-44, 99-90, 00-48 and ACIN I-52-99):

- Sections 40-107.14 through .143 – add provisions to instruct counties to inform recipients of their time on aid at the time aid is authorized, at redetermination, at 54th and 58th months on aid and upon request by a recipient.
- Sections 40-107.15 through .152 – add provisions to inform a former CalWORKs recipient and any other state where s/he is applying for assistance, of the number of months of assistance provided by Temporary Assistance for Needy Families (TANF) funds.
- Section 42-301.2 – repeals the reference to ineligibility based on the 18- and 24- month time limits. Recipients who reach the 18/24-month time limit can remain eligible for aid if they fulfill their work requirement by participating in activities allowed after the time limit, including community service and unsubsidized employment.
- Section 42-302.114 – adds provisions that specify the criteria to be used to determine if a recipient is eligible for the exception that extends aid beyond the 60-month time limit for individuals who have a history of participation and cooperation with welfare-to-work requirements but who are found to be unable to maintain employment or to participate in welfare-to-work activities.
- Section 42-302.21(h) – adds a provision to specify that counties will contact the governing body of the tribal land or Alaskan native village to obtain the unemployment rate for the Indian country or native village.

In an effort to assist the counties in applying this time limit exemption, California Department Social Services (CDSS) is working with the governing bodies of the tribal lands to gather the necessary unemployment information of the reservations and rancherias throughout California. This information will be provided to counties in a forthcoming ACL.

- Sections 42-302.3 through .34 – add provisions that require counties to provide recipients, upon request, with a new exemption/exception request form and to respond to a request for an exemption/exception within a specified period.
- Sections 44-133.8 through .84 – specifies how safety net benefits are calculated for timed-out adults (parents, non-parent caretaker relatives, and stepparents.)
- Section 82-833.1 – clarifies the definition of a timed-out adult.

Implementation Date

The counties shall apply the procedures for informing recipients of their time on aid and the process to claim exemptions to the 60-month time limit beginning July 1, 2002. Since counties may still be gathering child support collection information from their Local Child

Support Agencies (LCSAs), a separate NOA will be used to notify recipients of their time on aid count after the application of the child support exemption. Specific language on the attached NOAs states that the months that may be exempt due to child support collection will be included in a later NOA. A forthcoming ACL will provide further instruction to counties to address the application of the child support time limit exemption and how this exemption will be reported in the subsequent time on aid notices to recipients.

Tracking the 60-Month Time Limits

Initial CalWORKs 60-month time limit regulations, issued in 1998, have imposed the necessity for tracking time on aid for CalWORKs recipients' TANF and CalWORKs 60-month time clocks. The statewide automated system, the Welfare Data Tracking Implementation Project (WDTIP), has been developed to provide county welfare departments with information on recipients' aggregate time on aid for eligibility and welfare-to-work participation determinations. Counties that have completed the "conversion" process (the transfer of specific case data from the county system to the WDTIP database) will receive a monthly report. The report includes a summary and detailed list of active individuals who are approaching the TANF and CalWORKs 60-month time limits, within two and six months (58th and 54th month) of the expiration of their TANF and CalWORKs 60-month time clocks. These WDTIP reports and information from consortia/county automated systems shall be used to determine when a county must review the case records and notify the recipient of her/his time limit information.

Counties that have not completed the conversion process to WDTIP may use their consortia/county automated systems to determine when to review the case records and notify the recipient of her/his time limit information. Counties must continue to rely on case records to determine the number of months a recipient received aid and the number of exemptions to the time limit.

CalWORKs Notice of Action (NOA) Language

The following new Notice of Action messages are provided to counties for informing recipients of their time limit information.

- **M40-107a (3-1-02) – CalWORKs 60-Month Time Limit, Time on Aid at Application**

This NOA is provided to applicants/recipients when no previous time-on-aid NOA has been issued. Counties are required to use the M40-107a at redetermination and at the 54th and 58th months on aid to inform these recipients of their time limit period.

- **M40-107b (3-1-02) – CalWORKs 60-Month Time Limit, Time on Aid at Redetermination or Application**

This NOA is used to inform the adult recipient of the number of months that s/he received aid and must be provided to the recipient or applicant who has been previously aided and issued a M40-107a NOA informing her/him of time limit information.

- **M40-107c (3-1-02) – CalWORKs 60-Month Time Limit, Time on Aid at 54th and 58th Months**

This NOA is used to inform the adult recipient that s/he received a total of 54 or 58 months of aid.

- **M40-107d (3-1-02) – TANF 60-Month Time Limit, Time on Aid to Former CalWORKs Recipient**

This NOA is used to inform the former CalWORKs recipient of the number of months that s/he received TANF-funded aid. The county must provide the NOA at the time the recipient applies for aid in another state.

CalWORKs Time Limit Forms

- **CalWORKs 60-Month Time Limit (CW 2184) (3/02)**

The CW 2184, previously issued to CWDs in ACIN I-85-01, is designed to inform recipients of the CalWORKs 60-month time limit requirements. The March 2002 form describes the 60-month time limit requirements, including “clock stoppers”, “time extenders,” time limit waivers, and diversion. Counties are required to provide this form in accordance with state regulations Manual of Policies and Procedures (MPP) section 40-107.14.

- **CalWORKs and Welfare-to-Work Time Limit Exemption Request Form and Determination Form (CW 2186A and CW2186B) (3/02)**

The request form, CW 2186A, describes the exemptions to the CalWORKs 18-/24- and 60-month time limits and the time limit waivers. The determination form, CW 2186B, explains to a recipient whether or not s/he is exempt from the time limits and the reason the exemption is granted or denied. These forms are designed to be used by welfare-to-work and/or eligibility workers for counties where the responsibilities are split or combined. Counties are required to provide these request and determination forms to recipients in accordance with MPP section 40-302.3 et seq.

- **Your CalWORKs 60-Month Time Limit (CW 2187) (3/02)**

The informing notice, CW 2187, informs an adult recipient of the number of months that s/he received aid. Counties are required to send this notice to a recipient upon her/his request for time limit information, as provided in MPP section 40-107.143.

- **Verification of Aid for the Temporary Assistance for Needy Families (TANF) Program (CW 2188) (3/02)**

The verification of TANF aid form, CW 2188, is used to verify the number of months of assistance provided by TANF funds. Counties must provide this form when a former CalWORKs recipient applies for aid in another state, and the other state requests information on the TANF aid received in California. MPP sections

40-107.151 and 40-107.152 require the county where the aid was last received to respond, in writing, to the other state's request for time limit information.

Forms Designation and Modification of Forms

The CW 2184, CW 2186A, CW 2186B, CW 2187 and CW 2188 have been designated as "Required Form-No Substitute Permitted." Forms in this category may not be modified or reconstructed.

Camera-Ready Copies and Translations

After you receive a copy of an English form, or a Notice of Action (NOA) message, please allow six to eight weeks for the form or message to be translated and mailed to your CalWORKs Forms Coordinator. Language Translation Services (LTS) will mail camera-ready copies of Spanish, Chinese, Vietnamese and Russian translations as soon as they become available. You do not need to initially request forms or messages from LTS. To order additional camera-ready forms or messages in Spanish, Russian and Asian languages fax your request to LTS at (916) 657-3429 or e-mail your request to lsu@dss.ca.gov. For a camera-ready copy and/or additional copy of an English form please call Forms Management Unit (FMU) at (916) 657-1907 or CALNET at 437-1907. If your office has Internet access, you may obtain various forms from the CDSS web page at <http://www.dss.cahwnet.gov>. FMU is currently in the process of making forms available on the Internet. If the name, mailing address or e-mail address of your CalWORKs Forms Coordinator changes, please contact FMU by telephone at (916) 654-1282 or by e-mail to fmu@dss.ca.gov.

Your CalWORKs Forms Coordinator is to distribute translated forms and messages to each program and location. Each county shall provide bilingual/interpretive services and written translations to non-English or limited English proficient populations as required by the Dymally Alatorre Bilingual Services Act (Government Code Section 7290 et seq.) and by the state regulations in MPP Division 21, Civil Rights Nondiscrimination, Section 115.

If you have any questions regarding this letter or need additional information, please contact Charissa S. Miguelino at (916) 657-3665.

Sincerely,

***Original document signed by
Bruce Wagstaff on May 1, 2002***

BRUCE WAGSTAFF
Deputy Director
Welfare to Work Division

Attachments

c: CWDA
CSAC

Amend Section 40-107 to read:

40-107 COUNTY RESPONSIBILITY

40-107

.1 Assisting the Applicant (Continued)

.14 At the time an individual applies for aid or at the time a recipient's eligibility for aid is determined, the CWD shall provide the individual, in writing and orally as necessary, a description of the 60-month time limit requirements, including the exemptions from the time limit, as provided in Sections 42-302.11 and 42-302.21 and the process by which recipients can claim the exemptions, as provided in MPP Section 42-302.3. In addition, counties are required to provide information on the number of months an applicant, recipient, or former recipient received aid as follows:

.141 The applicant shall be informed, by notice of action, at the time that eligibility for aid is authorized, of the cumulative number of countable months that the recipient has received aid, the specific months that were exempt from the 60-month time limit and the remaining number of months that the recipient may be eligible to receive aid.

.142 The recipient shall be informed, by a notice of action, at redetermination of aid, and at the 54th and 58th countable months on aid. The notice shall include:

(a) The number of months the recipient received aid as reported on the most recent notice of action,

(b) The cumulative number of countable months that the recipient received aid and the specific exempt months since the last notice of action,

(c) The remaining number of months that the recipient may be eligible to receive aid. (See MPP Section 42-302.2 for definition of countable months.)

.143 Upon request for time limit information, a current or former recipient shall be informed, in writing, within 30 calendar days from the date of receipt of the request. The notice shall include:

(a) The cumulative number of countable months that the recipient received aid,

(b) The specific months that were exempt from the 60-month time limit since the most recent notification (pursuant to MPP Sections 40-107.141 and 40-107.142),

(c) The remaining number of months that the recipient may be eligible to receive aid.

.15 When a former CalWORKs recipient applies for aid in another state and the other state requests information on the number of months of assistance provided by Temporary Assistance for Needy Families (TANF) funds, the county where the aid was last received shall promptly respond to the other state's request in writing.

.151 The county shall also send a notice of action to the former CalWORKs recipient at her/his new address in the other state. The notice of action shall include information on the number of months of TANF-funded assistance that was provided to the other state.

HANDBOOK BEGINS HERE

.152 Months of assistance provided by TANF funds shall be reported to the other state. Assistance provided by the California state-only programs, the Separate State Program for Two-Parent Families and the Segregated State Program for Legal Immigrants is not subject to the Federal TANF 60-month time limit. Individuals who received aid provided by the state-only programs do not accrue months of assistance toward the federal TANF 60-month time limit and therefore, the months of aid shall not be reported to the other state.

HANDBOOK ENDS HERE

.156 (Continued)

.167 (Continued)

.178 (Continued)

.189 (Continued)

Authority cited: Sections 10553, 10554 and 10604, Welfare and Institutions Code.

Reference: Sections 10613, 11209, 11268, 11324.8(a) and (f)(1), AB 312, Chapter 1568, Statutes of 1990, 11454(b) and (e), 11495.1, 11500(b), 11502(b), and 11511(a), Welfare and Institutions Code; 42 USC Sections 608(a)(7), 682(c)(2), (3), (4) and (5); 45 CFR 205.42(d)(2)(v)(A) and (B) as printed in Federal Register, Vol. 57, No. 198, Tuesday, October 13, 1992, page 46808; 45 CFR 205.52(a)(1) and (2); 45 CFR 205.55; 45 CFR 250.20; 45

CFR 250.40(a), (b), (c)(1) and (2); 45 CFR 255.1; 45 CFR 256.1(b), and California Department of Health Services Manual Letter 77-1.

Amend Section 42-301 to read:

42-301 GENERAL TIME LIMIT REQUIREMENTS FOR ADULTS 42-301
(Continued)

.2 Ineligible Due to Time Limits ~~Persons~~ Adults who are ineligible for aid based on the ~~18 and 24 month time limit provisions, specified in Sections 42-710, and 42-711.94, and/or the 60-month time limit provisions, specified in Section 42-302, shall be removed from the AU. See MPP Sections 44-133.8 and 82-833.1 for additional regulations pertaining to timed-out adults.~~

Authority Cited: Sections 10553 and 10554, Welfare and Institutions Code.

Reference: Sections 11450 and 11454(a), (b) and (c), Welfare and Institutions Code.

Amend Section 42-302 to read:

42-302 60-MONTH TIME LIMIT REQUIREMENTS FOR ADULTS 42-302

.1 60-Month Time Limit (Continued)

.11 Exceptions (Continued)

Unable to Maintain
Employment or
Participate

Upon reaching the 60-month time limit, the county determines that the individual is not able to maintain employment or to participate in welfare-to-work activities, as determined by the county, based on the a current assessment of the individual as specified in MPP Section 42-302.114(b), and the county's finding that the individual has a history of participation and full cooperation in welfare-to-work activities.

(a)

The county's determination that the individual has a history of participation and full cooperation in welfare-to-work activities shall be based on either of the following criteria that may apply:

(1)

The recipient has not failed to meet satisfactory participation, attendance, and progress requirements, without good cause, as evidenced by the absence of an instance or instances of noncompliance that resulted in a welfare-to-work financial sanction during the time an individual was a mandatory welfare-to-work participant.

(A)

For purposes of this section, a sanction received while the individual was a volunteer in the CalWORKs welfare-to-work program pursuant to MPP Sections 42-712.51 or 42-712.52, or an aid recipient in another state shall not be considered a welfare-to-work sanction.

(2)

The recipient has an instance or instances of noncompliance that resulted in a welfare-to-work sanction or sanctions; however, the individual has also maintained to the best of his/her ability, a sustained period or periods of welfare-to-work participation despite the presence of a significant impairment or combination of impairments, as determined pursuant to MPP Sections 42-711.56, 42-711.57, 42-711.58, or 42-712.442, including

domestic abuse, as determined pursuant to MPP Section 42-715.

(A) For purposes of this section, six months, or two or more periods of welfare-to-work participation within a consecutive 24-month period, including participation in orientation/appraisal, job search, assessment/evaluations, and post-assessment activities, that equal six-months or more shall be considered a sustained period.

(B) For purposes of this section, a significant impairment is one that does not meet the welfare-to-work exemption or waiver requirements in MPP Sections 42-712 or 42-715, respectively, but nevertheless limits an individual's ability to perform the physical and/or mental functions necessary to maintain employment or participate in welfare-to-work activities.

(b) Upon the county's determination that the individual has a history of participation and full cooperation in welfare-to-work, the county shall assess the individual's current ability to maintain employment or participate in welfare-to-work activities.

(1) For purposes of this section, an individual who is fully participating in her/his welfare-to-work assignment upon reaching the 60-month time limit shall be considered capable of work unless the individual's required hours of participation or welfare-to-work activity have been modified in accordance with MPP Section 42-302.114(b)(2)(C).

(2) The county's determination that an individual is incapable of maintaining employment or participating in welfare-to-work activities shall be based upon, but not limited to, one of the following criteria:

(A) The individual has a documented impairment or combination of impairments, as specified in MPP Section 42-302.114(a)(2), that the county has determined severely limits the individual's ability to successfully maintain employment or participate in welfare-to-work activities for 20 or more hours per week.

- (B) The individual has a documented impairment or combination of impairments, as specified in MPP Section 42-302.114(a)(2), or has been a victim of domestic abuse for whom the county has waived work requirements, pursuant to MPP Section 42-715, that has resulted in a failure or repeated failure to participate or progress in her/his welfare-to-work activity.
- (C) In accordance with MPP Section 42-302.114(a)(2), the individual has a documented impairment and has maintained her/his participation in welfare-to-work activities only through a significant modification of the hours of participation requirement and/or welfare-to-work activities.
- (D) The individual has a documented impairment or combination of impairments, as specified in MPP Section 42-302.114(a)(2), and local labor market conditions limit the availability of employers that could reasonably accommodate the individual's physical and/or mental limitations.

(c) Individuals that are determined to be incapable of maintaining employment shall have their condition reviewed at least once every 12 months, unless the disabling condition or conditions is expected to improve at an earlier date. For individuals with a learning impairment, the county shall review the individual's ability to cope with his/her impairment and shall not require a reevaluation of the learning impairment, which was documented pursuant to MPP Section 42-711.58. (Continued)

.2 Counting the 60-Month Limit (Continued)

.21 Exempt Months (Continued)

(h) Living in Indian Country (Continued)

(1) Counties shall obtain the required information on unemployment rates through the governing body of each tribal land. (Continued)

- .3 Requesting Exemptions/Exceptions A recipient can request an exemption/exception verbally or in writing. When a recipient states that s/he meets a condition that qualifies as an exemption or exception to the 60-month time limit, as specified in MPP Sections 42-302.21 and 42-302.11, the county shall document the request and provide the recipient with an exemption/exception request form.
- .31 Exemption/ Exception Request Form The form to request an exemption or exception shall include, but is not limited to, the following:
- (a) A description of the exemptions to the CalWORKs 18- or 24-month time limit, provided in MPP Section 42-712, the 60-month time limit, provided in MPP Section 42-302.21, and a description of the 60-month time limit exceptions, provided in MPP Section 42-302.11.
- (b) A statement that the individual may need to provide documentation to substantiate some exemptions/exceptions.
- (c) A statement that exemptions for aid reimbursed by child support collected, grant amounts of \$10 or less, and receiving only supportive services do not require a formal request.
- (d) A statement that the individual will be informed, in writing, whether the exemption/exception is granted or not and the reason.
- (e) A statement that the individual may request a State hearing to appeal a denial of an exemption/exception request.
- .32 Exemption/Exception Determination The county shall inform the individual, in writing, of the exemption/exception determination within 15 calendar days from the date of receipt of a verbal or written request for an exemption/exception. The specified time limit may be exceeded in situations where completion of the determination is delayed because of circumstances beyond the control of the county, in which instances the case record must specify the cause for delay. These instances include:

- | | | |
|------------|---|--|
| | (a) | <u>Inability on the part of the recipient to provide the necessary verification.</u> |
| | (b) | <u>Delay on the part of an examining physician to provide the necessary information.</u> |
| <u>.33</u> | <u>Documentation of Exemption/Exception</u> | <u>The county shall first research all available and relevant case records before requesting additional verification from the recipient.</u> |
| <u>.34</u> | <u>Determination Notice</u> | <u>The notice of action approving or denying a request for an exemption or exception shall include, but is not limited to, the following:</u> |
| | (a) | <u>Notification that a month of aid is or is not exempt from the CalWORKs 60-month time limit based upon the criteria for exempt months provided in Section 42-302.21 and the reason the exemption is granted or denied; or</u> |
| | (b) | <u>Notification that the individual is or is not eligible to receive assistance beyond the 60-month time limit based upon the criteria for exceptions to the 60-month time limit provided in MPP Section 42-302.11, and the reason the exception is granted or denied; and</u> |
| | (c) | <u>Notification of hearing rights.</u> |

Authority cited: Sections 10553, 10554, and 11369, Welfare and Institutions Code.

Reference: Sections 11266.5, 11454, 11454(e) and (e)(5), 11454.5, 11454.5(b) and (b)(4) and (5), and 11495.1, Welfare and Institutions Code, and 42 U.S.C. 608(a)(7)(A), (B) and (D).

Amend Section 44-133 to read:

44-133 TREATMENT OF INCOME -- CALWORKS 44-133
(Continued)

.5 Income and Needs in Cases in Which a Person is Excluded

.51 The income of a parent is considered when that parent is living in the home but is excluded from the AU. A parent's needs shall only be considered if he/she has income unless the parent is an ineligible alien parent as specified in Section 44-133.521. This section does not apply to parents excluded for the following reasons: a) a sanction; b) being a recipient of another aid program; or c) being a member of a different AU. See MPP Section 44-133.8 for treatment of income and needs of timed-out adults. Parents whose needs and income are considered include, but are not limited to: (Continued)

.8 Income and Needs of Timed-Out Adults.

Income and needs of adults living in the home who have been removed from the AU due to exceeding the 60-month CalWORKs time limits shall be treated as follows:

.81 Parents otherwise required to be in the AU. Net non-exempt income of timed-out parents who are otherwise required to be in the AU and living in the home shall be considered available to the AU. The needs of these parents shall not be considered when calculating the grant for the aided AU members.

.82 Non-parent caretaker relatives. Timed-out non-parent caretaker relatives living in the home are no longer eligible to be optional AU members, and their income and needs shall not be considered when calculating the grant for the aided AU members.

.83 Stepparents not required to be in the AU. Timed-out stepparents not required to be in the AU and living in the home are no longer eligible to be optional AU members, and their net non-exempt income and needs shall be treated in accordance with the provisions of MPP Sections 44-133.51 and 44-133.511.

.84 See MPP Sections 42-301 and 82.833.1 for regulations regarding timed-out adults. For timed-out adults whose income must be considered in the AU's grant computation, net nonexempt income shall be determined as specified at MPP Section 44-113.2.

Authority cited: Sections 10553, 10554, 10604, and 11369, Welfare and Institutions Code.

Reference: Sections 10063, 10553, 10554, 10604, 11008.14, 11254, 11320.15, 11450, 11452, 11453, 11486, 18937, 18940, and 11371, Welfare and Institutions Code; 45 CFR 205.50(a)(1)(i)(A); 45 CFR 233.20(a)(1)(i); 45 CFR 233.20(a)(3)(ii)(C), (a)(3)(vi)(B), (a)(3)(xiv), (a)(3)(xiv)(B), and (xviii); 45 CFR 233.50(A)(c); and 45 CFR 233.90(c)(2)(i); Family Support Administration Action Transmittal 91-15 (FSA-AT-91-15), dated April 23, 1991; and Omnibus Budget Reconciliation Act (OBRA) of 1990; U.S. Department of Health and Human Services Federal Action Transmittal No. FSA-AT-91-4 dated February 25, 1991; Simpson v. Hegstrom, 873 F.2d 1294 (1989); Ortega v. Anderson, Case No. 746632-0 (Alameda Superior Court) July 11, 1995; and Federal Register, Vol. 58, No. 182, pages 49218 - 20, dated September 22, 1993; 8 U.S.C. 1631; and 42 U.S.C. 602(a)(39).

Amend Section 82-832 to read:

82-832 EXCLUDED PERSONS
(Continued)

82-832

.132 (Continued)

(d)

~~Person Who Has Exceeded the Time Limit. Is a person who has become ineligible for cash aid due to exceeding the 18 , 24 (Section 42-710), or 60-month time limits (Section 42-302) for aid.~~

(e) (Continued)

(f) (Continued)

(g) (Continued)

(h) (Continued)

(i) (Continued)

(j) (Continued)

(k) (Continued)

Authority cited: Sections 10553, 10554, 10604, 11270, and 11369, Welfare and Institutions Code.

Reference: 8 CFR 213a. and 299; 45 CFR 205.42(d)(2)(v)(A) and (B), as printed in Federal Register, Vol. 57, No. 198, Tuesday, October 13, 1992, page 46808, 45 CFR 205.52, 45 CFR 206.10(a)(5)(i), 45 CFR 232.12(d), 45 CFR 233.10(a)(1)(i), (a)(1)(i)(B), and (a)(3), 45 CFR 233.20(a)(1)(i), (a)(3)(ii)(C) and (F), and (a)(3)(ix), 45 CFR 233.50, 45 CFR 233.51, 45 CFR 233.90(c), (c)(1), and (c)(2)(iv), 45 CFR 233.100(a)(5)(ii), 45 CFR 233.106, 45 CFR 240.22, and 45 CFR 250.34(a) and (c), and (c)(2); and Sections 11008.13, 11104, 11157, 11201(b), 11203, 11251.3, 11263.5, 11268, 11270, 11315, 11320.6(e), 11327.5(c), 11406.5, 11450, 11454, 11454.5, 11477, 11477.02, 11486, and 11486.5, Welfare and Institutions Code; and the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, Section 115.

Adopt Section 82-833 to read:

82-833 TIMED-OUT ADULTS

82-833

- .1 A timed-out adult is an adult who has been removed from the AU due to exceeding the 60-month CalWORKs time limit specified in MPP Section 42-301. See MPP Section 44-133.8 for treatment of income and needs of timed-out adults.

Authority cited: Sections 10553, 10554, 11270, and 11369, Welfare and Institutions Code.

Reference: 45 CFR 205.42(d)(2)(v)(A) and (B), as printed in Federal Register, Vol. 57, No. 198, Tuesday, October 13, 1992, page 46808, 45 CFR 205.52, 45 CFR 206.10(a)(5)(i), 45 CFR 232.12(d), 45 CFR 233.10(a)(1)(i), (a)(1)(i)(B), and (a)(3), 45 CFR 233.20(a)(1)(i), (a)(3)(ii)(C) and (F), and (a)(3)(ix), 45 CFR 233.50, 45 CFR 233.51, 45 CFR 233.90(c), (c)(1), and (c)(2)(iv), 45 CFR 233.100(a)(5)(ii), 45 CFR 233.106, 45 CFR 240.22, and 45 CFR 250.34(a) and (c), and (c)(2); and Sections 11008.13, 11104, 11157, 11201(b), 11203, 11251.3, 11263.5, 11268, 11270, 11315, 11320.6(e), 11327.5(c), 11406.5, 11450, 11454, 11454.5, 11477, 11477.02, 11486, and 11486.5, Welfare and Institutions Code; and the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, Section 115.

State of California
Department of Social Services

Noa Msg Doc No: TEMP M40-107a Page 1 of 2
Action : Other
Issue: CalWORKs 60-Month Time Limit
Title: Time On Aid (no previous NOA
issued)

Auto ID No.:
Source :
Issued by :
Reg Cite : 40-107.141

Use Form No. : NA 290
Original Date : 03-01-02, New
Revision Date :

MESSAGE:

As of _____, the County has determined
that you, _____ have used
_____ months of your lifetime 60-month
time limit of CalWORKs cash aid.

Here's why:

You received CalWORKs:

from _____ to _____ = _____ months.

from _____ to _____ = _____ months.

from _____ to _____ = _____ months.

from _____ to _____ = _____ months.

from _____ to _____ = _____ months.

from _____ to _____ = _____ months.

Months that did not count. - _____ months.

Total number of months used: _____ months.

The months that did not count toward the
CalWORKs 60-month time limit are shown on
the next page.

The months that may have been exempt due
to child support collection will be
included in a later notice.

The following _____ months did not count toward your CalWORKs 60-month time limit:

Year _____ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Year _____ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Year _____ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Year _____ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Year _____ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

You may be eligible to receive aid for _____ more months.

INSTRUCTIONS: Use when no previous time on aid NOA was issued to inform an adult recipient of the total number of months that s/he received aid. This TEMP NOA should be used for those recipients who have received aid for more than 12 months.

Complete the following:

- Date of notification.
- Name of the adult recipient.
- Total number of months of aid used, (i.e. counted toward the time limit.)
- Period(s) of time the family was eligible to receive aid (excludes the period of discontinuance and suspense months, but includes zero basic grant (ZBG) months.)
- Number of months that did not count toward the time limit (i.e. exemptions, ZBG months, and sanctioned months.)
- The year and months that did not count on page two.
- Remaining number of months.

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State of California
Department of Social Services

Noa Msg Doc No.: M40-107a Page 1 of 2
Action : Other
Issue: CalWORKs 60-Month Time Limit
Title: Time On Aid (no previous NOA
issued)

Auto ID No.:
Source :
Issued by :
Reg Cite : 40-107.141

Use Form No. : NA 290
Original Date : 03-01-02, New
Revision Date :

MESSAGE:

As of _____, the County has determined
that you, _____ have used
_____ months of your lifetime 60-month time
limit of CalWORKs cash aid.

Here's why:

You received CalWORKs:

from _____ to _____ = _____ months.

from _____ to _____ = _____ months.

from _____ to _____ = _____ months.

Months that did not count. - _____ months.

Total number of months used: _____ months.

The months that did not count toward the
CalWORKs 60-month time limit are shown on
the next page.

The months that may have been exempt due
to child support collection will be
included in a later notice.

The following_____months did not count toward your CalWORKs 60-month time limit:

Year_____ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Year_____ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Year_____ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

You may be eligible to receive aid for_____more months.

INSTRUCTIONS: Use when no previous time on aid NOA was issued to inform an adult recipient of the total number of months that s/he received aid. This NOA should be used for those recipients who have received aid for 12 months or less.

Complete the following:

- Date of notification.
- Name of the adult recipient.
- Total number of months of aid used, (i.e. counted toward the time limit.)
- Period(s) of time the family was eligible to receive aid (excludes the period of discontinuance and suspense months, but includes zero basic grant (ZBG) months.)
- Number of months that did not count toward the time limit (i.e. exemptions, ZBG months, and sanctioned months.)
- The year and months that did not count on page two.
- Remaining number of months.

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State of California
Department of Social Services

Noa Msg Doc No.: M40-107b Page 1 of 2
Action : Other
Issue: CalWORKs 60-Month Time Limit
Title: Time On Aid at Redetermination or
Application (previously noticed)

Auto ID No.:
Source :
Issued by :
Reg Cite : 40-107.142

Use Form No. : NA 290
Original Date : 03-01-02, New
Revision Date :

MESSAGE:

On the date of the last time limit notice,
_____, the County determined that
you, _____ used a total of
_____ months of your lifetime 60-month
time limit of CalWORKs cash aid.

Since _____, an additional _____ months
have been used.

Here's why:

Since your last time limit notice, you
received CalWORKs:

from _____ to _____ = _____ months.

from _____ to _____ = _____ months.

from _____ to _____ = _____ months.

Months that did not count. - _____ months.

The additional months used: _____ months.

The total number used is now _____ months.

The months that did not count toward the
CalWORKs 60-month time limit are shown on
the next page.

The following_____months did not count toward your CalWORKs 60-month time limit:

Year_____ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Year_____ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Year_____ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

You may be eligible to receive aid for_____more months.

INSTRUCTIONS: Use at redetermination or at application (when the individual was previously aided and issued a time on aid NOA) to inform an adult recipient of her/his total number of months that s/he received aid.

Complete the following:

- Date of last time limit NOA.
- Name of the adult recipient.
- Total number of months on aid as reported on previous time limit NOA.
- Additional months of aid used since last NOA, (i.e. counted toward the time limit.)
- Period(s) of time the family was eligible to receive aid (excludes the period of discontinuance and suspense months, but includes zero basic grant (ZBG) months.)
- Number of months that did not count toward the time limit, (i.e. exemptions, ZBG months, and sanctioned months.)
- Number of additional months used.
- Total number of months used, (previous NOA months + new months.)
- The year and months that did not count on page two.
- Remaining number of months.

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State of California
Department of Social Services

Noa Msg Doc No.: M40-107c Page 1 of 2
Action : Other
Issue: CalWORKs 60-Month Time Limit
Title: Time On Aid at 54th and 58th

Auto ID No.:
Source :
Issued by :
Reg Cite : 40-107.142

Use Form No. : NA 290
Original Date : 03-01-02, New
Revision Date :

MESSAGE:

On the date of the last time limit notice,
_____, the County determined that
you, _____ used a total of
_____ months of your lifetime 60-month
time limit of CalWORKs cash aid.

You have now used a total of:

☐ 54 months of your 60-months.

☐ 58 months of your 60-months.

Here's why:

Since your last time limit notice, you
received CalWORKs:

from _____ to _____ = _____ months.

from _____ to _____ = _____ months.

from _____ to _____ = _____ months.

Months that did not count. - _____ months.

The additional months used: _____ months.

The total number used is now _____ months.

You may be eligible to receive aid for:

☐ 6 more months.

☐ 2 more months.

The months that did not count toward the
CalWORKs 60-month time limit are shown on
the next page.

The following_____months did not count toward your CalWORKs 60-month time limit:

Year_____ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Year_____ - Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

INSTRUCTIONS: Use at 54th/58th month on aid to inform an adult recipient of the total number of months that s/he received aid.

Complete the following:

- Date of last time limit NOA.
- Name of the adult recipient.
- Total number of months on aid as reported on previous time limit NOA.
- Check box for 54 or 58.
- Period(s) of time the family was eligible to receive aid (excludes the period of discontinuance and suspense months, but includes zero basic grant (ZBG) months.)
- Number of months that did not count toward the time limit, (i.e. exemptions, ZBG months, and sanctioned months.)
- Number of additional months of aid used since last time limit.
- Total number of months used (54 or 58.)
- Check box for remaining 6 or 2 months.
- The year and number of months that did not count on page two.

State of California
Department of Social Services

Noa Msg Doc No.: M40-107d Page 1 of 2
Action : Other
Issue: TANF 60-Month Time Limit
Title: Time On Aid to Former CalWORKs
Recipient

Auto ID No.:
Source :
Issued by :
Reg Cite : 40-107.151

Use Form No. : NA 290
Original Date : 03-01-02, New
Revision Date :

MESSAGE:

The state where you applied for aid has asked the county about the number of months you have been aided. The county provided the following information.

As of_____, the County has determined that you,_____ have used _____ months of your lifetime 60-month time limit of Temporary Assistance for Needy Families (TANF) aid.

Here's why:

You received TANF-funded aid:

from _____ to _____ = _____ months.

from _____ to _____ = _____ months.

from _____ to _____ = _____ months.

Months that did not count. - _____ months.

Total number of months used: _____ months.

The months that did not count toward the TANF 60-month time limit are shown on the next page.

The following_____months did not count toward your TANF 60-month time limit:

Year_____- Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Year_____- Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

INSTRUCTIONS: Use at the time a former CalWORKs recipient applies for aid in another state to inform the former recipient of the total number of months that s/he received TANF-funded aid in California.

Complete the following:

- Date of notification.
- Name of the adult recipient.
- Total number of months of TANF-funded aid used, (i.e. counted toward the TANF time limit.)
- Period(s) of time the family was eligible to receive aid (excludes the period of discontinuance and suspense months, but includes zero basic grant (ZBG) months.)
- Number of months that did not count toward the TANF time limit (i.e. TANF exemptions and sanctioned months.)
- The year and months that did not count on page two.

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CalWORKs 60-Month Time Limit



CalWORKs 60-MONTH TIME LIMIT ON AID

Beginning January 1, 1998, an adult (parent, aided stepparent, and/or caretaker relative) can only receive 60 months (5 years) of cash aid from the California Work Opportunity and Responsibility to Kids (CalWORKs) program. This includes cash aid received from California or other states' Federal Temporary Assistance for Needy Families (TANF) Program.

The 60-month time limit does **NOT** apply to:

- Children
- Medi-Cal Benefits
- Food Stamp Benefits
- Aid that was received from California or other states under the Aid to Families with Dependent Children (AFDC) Program before 1/1/98.

FACTS YOU SHOULD KNOW ABOUT THE CalWORKs 60-MONTH TIME LIMIT

Time Limit Exemptions - "Clock Stoppers"

A month on cash aid does **not** count toward your CalWORKs 60-month time limit if at any time during that month **you** are:

- Disabled (*You must have medical proof of a disability that is expected to last at least 30 days.*)
- 60 years or older.
- Caring for an ill or incapacitated person living in your home, which stops you from working or participating in welfare-to-work activities.
- A victim of domestic abuse and the county has waived the 60-month time limit.
- Eligible for, or participating in, or exempt from Cal-Learn or another teen parent program approved by the California Department of Social Services. (*This exemption does not apply if you are age 19, eligible to volunteer to participate but you choose not to participate in Cal-Learn.*)
- Living in Indian Country, as defined by federal law, or an Alaskan native village, in which at least 50 percent of the adults are unemployed.

More "Clock Stoppers" to the CalWORKs 60-Month Time Limit

A month does **not** count if:

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

For more information regarding time limits, see back page.

CalWORKs 60-Month Time Limit

Time Limit Exceptions - “Time Extenders”

When you have been aided for 60 months, cash aid may continue for you after the 60 months, if **you** and **all** parents, aided stepparents, and/or caretaker relatives in the home are in one of the following situations:

- Caring for an ill or incapacitated person living in your home, which stops you from working or participating in welfare-to-work activities.
- 60 years or older
- Caring for a dependent child of the court, or a child at risk of placement in foster care, which stops you from working or participating in welfare-to-work activities.
- Evaluated by the county and are found to be unable to work or take part in welfare-to-work activities. This exception only applies when the adult has a history of cooperating with welfare-to-work rules.
- Not in the assistance unit (AU) for any reason other than reaching the 60-month time limit.
- Disabled and receiving certain types of disability benefits (State Disability Insurance, Workers Compensation Temporary Disability Insurance, In-Home Supportive Services, or State Supplementary Program benefits). This exception only applies if the disability stops you from working or participating in welfare-to-work activities.

CalWORKs 60-Month Time Limit Waiver for Extending Aid

If you are a victim of domestic abuse and the county determined that your condition or situation stops or impairs your ability to work or to participate in welfare-to-work activities, the county may waive the 60-month time limit, and your aid can continue.

Choosing to Leave Cash Aid

If your family is receiving a monthly cash grant that is a small amount, you may choose to decline the grant and leave cash aid so that the months will **not** count toward your CalWORKs 60-month time limit. This **will** save you some months for cash aid in the future. You should contact your worker to find out more information about leaving cash aid and if it will be beneficial to you.

Diversion

There are special time limit rules for diversion, which some applicants choose to get instead of on-going aid. The month in which the diversion payment is paid counts as one month toward the CalWORKs 60-month time limit, unless the recipient reapplies and gets cash aid during the diversion period. In that case, the recipient may choose to have all the months in the diversion period counted toward the 60-month time limit, or to repay the diversion payment by reducing the monthly cash grant.

RULES FOR OTHER STATES

Other states have different rules for the 60-month limit. If you have received TANF aid in another state - or if you plan to move to another state - you must contact that state to find out about the time limit requirements.

CalWORKs and WELFARE TO WORK TIME LIMIT EXEMPTION REQUEST FORM*PLEASE PRINT*

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

Beginning January 1, 1998, most adults can only receive 60 months (5 years) of cash aid from the CalWORKs program. An individual, unless exempt, is required to participate in CalWORKs welfare-to-work activities at the time her/his application for aid is granted. As a condition for receiving aid, recipients, unless exempt, have up to 18 or 24 months to participate in a broad range of CalWORKs welfare-to-work activities for the required minimum hours.

You may request to be exempt from the CalWORKs and/or Welfare to Work time limits because of one of the reasons listed below. You may need to send information to help the county decide if you should be exempt from the CalWORKs and/or Welfare to Work time limits. You may use this form to request an exemption for a condition you had in the past, (on or after January 1, 1998) if you have not yet requested the exemption.

If you answer "Yes" to any of these questions, you may be exempt for a month or longer from the CalWORKs and/or Welfare to Work time limits. Please answer all of the questions. This form cannot be completed by the county. **Please be sure to sign and date the back of this form.**

YES NO 18/24 Time Limit Exemptions

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Are you pregnant and a doctor states that you cannot work or participate in welfare-to-work activities? |
| <input type="checkbox"/> | <input type="checkbox"/> | 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, six months old or under, or 12 months old or under.) This exemption is available <u>only once</u> . |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. If you have used exemption #2, have you recently given birth or adopted another child? (Depending on the County, you may be exempt for 12 weeks to 6 months.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Are you a full time volunteer in the Volunteers in Service to America (VISTA) Program? |

YES NO CalWORKs 18/24 and/or 60-Month Time Limit Exemptions

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 5. 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? Please provide any medical proof you have. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. 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? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Are you staying at home to take care of someone in the household who cannot take care of him/herself, which stops you from working or participating in a welfare-to-work activity? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Are you eligible for, participating in, or exempt from Cal-Learn or another teen parent program? (Does not apply if you are age 19, eligible to volunteer to participate but you choose not to participate in Cal-Learn.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Are you living in Indian Country, as defined by federal law, or an Alaskan native village, in which 50 percent of the adults are unemployed? (Does <u>not</u> apply to the 18/24 welfare-to-work time limit.) |

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

CalWORKs and WELFARE TO WORK TIME LIMIT EXEMPTION REQUEST FORM

18/24 Time Limit Exemptions - You do NOT have to request these exemptions.

You will not be required to participate in the welfare-to-work program if any of the reasons apply to you.

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

CalWORKs 60-Month Time Limit Exemptions - You do NOT have to request these exemptions.

A month of aid will be exempt from the 60-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.
-

CalWORKs 18/24 and 60-Month Time Limit Waivers

If you are a victim of domestic abuse and the county has determined that your condition or circumstances prevent or impair your ability to be regularly employed or to participate in welfare-to-work activities, the county may waive the 18/24 and/or 60-month time limits. 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 informed whether or not you are exempt from the CalWORKs and/or Welfare to Work time limits 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.
 - Your condition may be evaluated each month to determine if you continue to be exempt.
-

YOUR SIGNATURE

DATE

CalWORKs and WELFARE TO WORK TIME LIMIT EXEMPTION DETERMINATION

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

Questions? Ask your worker.

On _____, an exemption was requested for _____.

Based on the facts, the county made the following determination.

WELFARE TO WORK PARTICIPATION AND 18/24 MONTH TIME LIMIT EXEMPTIONS

- ☐ The exemption is APPROVED.
S/he will not be required to participate in Welfare-to-Work. Each month of aid for the period that her/his condition or circumstance lasts will not count toward the Welfare-to-Work 18/24 time limit.

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

Reason for Exemption from the 18/24 time limit: _____

- ☐ The exemption is DENIED.
S/he is required to participate in the Welfare-to-Work Program. S/he will get a notice from the county telling her/him when to attend the Welfare to Work orientation/activity. Each month of aid will continue to count toward the 18/24 month time limit.

Reason for Denial: _____

CalWORKs 60-MONTH TIME LIMIT EXEMPTIONS

- ☐ The exemption is APPROVED.
Each month of aid for the period that her/his condition or circumstance lasts will not count toward the CalWORKs 60-month time limit.

Reason for Exemption from the 60-month time limit: _____

- ☐ The exemption is DENIED.
Each month of aid will continue to count toward the CalWORKs 60-month time limit.

Reason for Denial: _____

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.

YOUR CalWORKs 60-MONTH TIME LIMIT

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

Questions? Ask your worker.

THIS FORM GIVES YOU INFORMATION ABOUT YOUR CalWORKs 60-MONTH TIME CLOCK.

On _____, you _____ requested information about your time on aid for the
(DATE) (RECIPIENT'S NAME)
CalWORKs 60-month time clock.

On the date of the last notice, _____, the County determined that you used a total of _____ months of your lifetime 60-month time limit of CalWORKs cash aid.

Since the last notice, you received CalWORKs from _____ to _____.

The following months did not count toward your CalWORKs 60-month time limit:

Year _____ - Months _____, _____, _____, _____, _____, _____, _____, _____, _____.

Year _____ - Months _____, _____, _____, _____, _____, _____, _____, _____, _____.

You may be eligible to receive aid for _____ more months.

You will receive a Notice of Action (NOA) telling you the number of months of aid you used and the specific months that did not count toward your CalWORKs 60-month time limit. The county will give you this NOA at:

- application for aid.
- redetermination of aid.
- 54 months on aid.
- 58 months on aid.

**VERIFICATION OF AID FOR THE TEMPORARY ASSISTANCE
FOR NEEDY FAMILIES (TANF) PROGRAM**

Date: _____

TO: _____

The individual named below received assistance provided by Temporary Assistance for Needy Families (TANF) funds through the California Work Opportunity and Responsibility to Kids (CalWORKs) Program.

CASE NAME:		CASE NUMBER:
RECIPIENT'S NAME:	RECIPIENT'S SOCIAL SECURITY NUMBER:	DOB:

COUNTY:	
WORKER NAME:	TELEPHONE NUMBER:
ADDRESS:	

_____ received assistance provided by TANF from _____ to _____.
(Recipient's Name)

from _____ to _____.

from _____ to _____.

As of _____, the total number of months of TANF assistance received in the state of California is _____ months.

☐ The individual was not exempt from the TANF 60-month time limit at anytime.

☐ The following _____ months were exempt from the TANF 60-month time limit and have been excluded from the number of months stated above.

Year _____ Months _____, _____, _____, _____, _____, _____, _____.

Year _____ Months _____, _____, _____, _____, _____, _____, _____.

The above information has been verified by: _____

Authorized Signature: _____

If you have any questions or need additional information regarding this notice, please contact the following person(s):

PROGRAM CONTACT(S): _____

ADDRESS:	TELEPHONE: ()
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