

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



July 3, 2003

ALL COUNTY LETTER NO. 03-30

## REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS  
 ALL COUNTY CHILD CARE COORDINATORS  
 ALL COUNTY WELFARE TO WORK COORDINATORS  
 STAGE ONE ALTERNATIVE PAYMENT PROGRAM PROVIDERS

SUBJECT: FORMER CalWORKs RECIPIENTS WHOSE CHILDREN ARE  
 TIMING OUT OF STAGE ONE CHILD CARE [CW 2197 (7/03)]

REFERENCE: ACL 99-63, DATED SEPTEMBER 7, 1999, PUBLICATION OF  
 CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY  
 TO KIDS (CalWORKs) CHILD CARE REGULATIONS

ACL 02-98, DATED DECEMBER 30, 2002, FORMER CalWORKS  
 RECIPIENTS WHOSE CHILDREN ARE TIMING OUT OF STAGE  
 ONE CHILD CARE [CW 2197 (1/03)]

Attached is the Timing Out Questionnaire – Stage One CalWORKs Child Care (CW 2197) for January 2003 through June 2005. Counties are asked to complete a CW 2197 in January and July of each year. These data help estimate the funding necessary to serve former CalWORKs recipients in Stage Three child care after they have exhausted their 24 months of Stage One child care benefits.

Current regulations provide that former CalWORKs recipients must receive Stage One child care if child care services are not available in Stage Two or Stage Three. However, former recipients cannot remain in Stage One beyond 24 months of eligibility after leaving cash assistance.

The California Department of Social Services (CDSS) must determine the number of children who have or who will “time out” of Stage One child care during each month from January 2003 through June 2005.

ALL COUNTY WELFARE DIRECTORS

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The county is to complete the questionnaire with actual and projected information on the number of children and families receiving Stage One child care who have reached or who will reach the end of the 24-month limit of child care services for which former CalWORKs recipients are eligible. This data must be reported separately by one-parent and two-parent families.

Note: The data being collected in this questionnaire are **only** for families and children of *former* recipients of CalWORKs cash assistance who will continue to receive their child care services through Stage One.

Enclosed are copies of the form and instructions. Additionally, a downloadable MS Excel version of the report is available on the CDSS, Research and Development Division web site located at <http://www.dss.cahwnet.gov/research/>. The completed MS Excel version may be e-mailed to [Clarice.Baldwin@dss.ca.gov](mailto:Clarice.Baldwin@dss.ca.gov), or you may fax or mail the completed hardcopy to:

California Department of Social Services  
Data Systems and Survey Design Bureau, M.S. 9-081  
P.O. Box 944243  
Sacramento, CA 94244-2430  
**FAX: (916) 657-2074**

All counties are to submit the questionnaire for receipt by CDSS no later than **August 8, 2003**.

If you have any questions regarding completion of this questionnaire, please contact Katie Girimonte, Data Systems and Survey Design Bureau, at (916) 651-8269.

Sincerely,

***Original Document Signed By  
Lois VanBeers on 7/3/03***

LOIS VANBEERS  
Deputy Director  
Research and Development Division

Enclosures

# Timing Out Questionnaire

## Stage One CalWORKs Child Care

SEND ONE COPY OF THIS REPORT TO:  
 California Department of Social Services  
 Data Systems and Survey Design Bureau, M.S. 9-081  
 P.O. Box 944243  
 Sacramento, CA 94244-2430  
 FAX: (916) 657-2074

COUNTY NAME	REPORT PERIOD <b>January 2003 through June 2005</b>
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Stage One June 2003 Caseload	Children		Families	
	One-Parent Families	Two-Parent Families	One-Parent Families	Two-Parent Families
<b>TOTAL</b>	1	2	3	4

Report Month	Children		Families	
	One-Parent Families	Two-Parent Families	One-Parent Families	Two-Parent Families
<b>Jan-03</b>	5	6	7	8
<b>Feb-03</b>	9	10	11	12
<b>Mar-03</b>	13	14	15	16
<b>Apr-03</b>	17	18	19	20
<b>May-03</b>	21	22	23	24
<b>Jun-03</b>	25	26	27	28
<b>Jul-03</b>	29	30	31	32
<b>Aug-03</b>	33	34	35	36
<b>Sep-03</b>	37	38	39	40
<b>Oct-03</b>	41	42	43	44
<b>Nov-03</b>	45	46	47	48
<b>Dec-03</b>	49	50	51	52
<b>Jan-04</b>	53	54	55	56
<b>Feb-04</b>	57	58	59	60
<b>Mar-04</b>	61	62	63	64

Report Month	Children		Families	
	One-Parent Families	Two-Parent Families	One-Parent Families	Two-Parent Families
<b>Apr-04</b>	65	66	67	68
<b>May-04</b>	69	70	71	72
<b>Jun-04</b>	73	74	75	76
<b>Jul-04</b>	77	78	79	80
<b>Aug-04</b>	81	82	83	84
<b>Sep-04</b>	85	86	87	88
<b>Oct-04</b>	89	90	91	92
<b>Nov-04</b>	93	94	95	96
<b>Dec-04</b>	97	98	99	100
<b>Jan-05</b>	101	102	103	104
<b>Feb-05</b>	105	106	107	108
<b>Mar-05</b>	109	110	111	112
<b>Apr-05</b>	113	114	115	116
<b>May-05</b>	117	118	119	120
<b>Jun-05</b>	121	122	123	124

COMMENTS

CONTACT PERSON (Print)	EMAIL	DATE COMPLETED
TITLE/CLASSIFICATION	TELEPHONE	FAX

**TIMING OUT QUESTIONNAIRE  
STAGE ONE CalWORKs CHILD CARE  
CW 2197 (7/03)**

**INSTRUCTIONS**

**CONTENT**

The CW 2197 report contains statistical information about children and families currently receiving CalWORKs Stage 1 Child Care who have or will “time out” (reach the end of their 24 months of child care after leaving cash aid) during each of the months indicated.

**PURPOSE**

This data is collected to estimate the funding necessary to serve former CalWORKs recipients in Stage 3 child care after they have exhausted their 24 months of Stage 1 child care.

**DUE DATE AND CONTACT**

The County Welfare Department (CWD) is responsible for ensuring that this semi-annual report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Please submit only one report per county. Reports are to be received on or before Friday, August 8, 2003.

A downloadable Excel version of the report form is available on the California Department of Social Services, Research and Development Division web site at: <http://www.dss.cahwnet.gov/research/>. The completed Excel version may be emailed to [Clarice.Baldwin@dss.ca.gov](mailto:Clarice.Baldwin@dss.ca.gov). Copies of the form and instructions in Adobe Acrobat (PDF) may be printed from the same web site and hard copies can be faxed or mailed to:

California Department of Social Services  
Data Systems and Survey Design Bureau, M.S. 9-081  
P.O. Box 944243  
Sacramento, CA 94244-2430

**FAX: (916) 657-2074**

If you have questions regarding this report, contact Data Systems and Survey Design Bureau at (916) 651-8269.

**GENERAL INSTRUCTIONS**

Enter in the box provided near the top of the form the county name.

Enter the data required for each item. If there is nothing to report for an item, enter “0”. **Do not leave any items blank.**

Enter in the boxes at the end of the form the name, job title or classification, email address, telephone and fax number of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

**GENERAL INSTRUCTIONS CONTINUED**

- This report only collects the number of enrolled Stage 1 families and children no longer on CalWORKs cash aid who have or will exhaust their 24 months of eligibility. The 24-month “timing out” period does not involve the number of payments made per family and child.
- When a Stage 1 family and their child(ren) are no longer on CalWORKs cash aid, the 24-month time limit begins on the first day of the month immediately following the month the adult is no longer receiving CalWORKs cash aid. The data reported in each data cell is considered the 24<sup>th</sup> month when the families and children have or will “time out” of Stage 1 child care.
- ACTUAL “timed out” counts are the first six months indicated on the report and are only the children and families who have actually “timed out” of Stage 1 child care.
- PROJECTED “timed out” counts are the last 24 months of the report and are the children and families taken from the indicated Stage 1 child care Caseload Total who are off CalWORKs cash aid and have been projected to “time out” within the indicated 24-month time period.
- If NO Stage 1 children or families have or will “time-out” during an indicated month, enter zero where appropriate. NOTE: If the county reports all zeros on the CW 2197, county should provide a footnote in the Comments section that confirms the county has no Stage 1 families and children off cash aid.
- DO NOT report Stage 1 families and children who are off CalWORKs cash aid that have transferred to Stage 2 child care before “timing out”.
- The data reported on the CW 2197 is not identical to the Child Care Monthly Reports (CW 115/A).
- If necessary, use the Comments section to explain your estimates.
- Please include Stage 1 children and families no longer on CalWORKs cash aid on June 30, 2003, regardless of the reason they remain in Stage 1.

**ITEM INSTRUCTIONS**

Stage One June 2003 Caseload/TOTAL: Enter the ACTUAL number of children and families no longer receiving CalWORKs cash aid, currently receiving CalWORKs Stage 1 Child Care on June 30, 2003, who will be “timing out” from July 2003 - June 2005. [Cells 1 – 4]

January - June 2003: Enter the ACTUAL number of children and families no longer receiving CalWORKs cash aid that did “time out” of the Stage 1 child care caseload during the indicated month. [Cells 5 – 28]

July 2003 - June 2005: Enter the PROJECTED number of children and families no longer receiving CalWORKs cash aid that were in Stage 1 child care on June 30, 2003, that will “time out” during the indicated month. Base this projection on a count of months. DO NOT modify projections for expected attrition. [Cells 29 – 124]

**COMMENTS**

Use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.