

July 8, 2011

COUNTY FISCAL LETTER (CFL) NO. 10/11-76

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITOR CONTROLLERS
ALL COUNTY PROBATION OFFICERS

SUBJECT: CLAIMING INSTRUCTIONS FOR THE SUSPENSION OF THE
CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS (CalWORKs) CAL LEARN PROGRAM FOR FISCAL
YEAR (FY) 2011-12

REFERENCES: ALL COUNTY LETTER (ACL) 11-36 DATED APRIL 21, 2011;
SENATE BILL (SB) 72 (CHAPTER 8, STATUTES OF 2011)

This CFL provides the County Welfare Departments (CWDs) with claiming instructions for the suspension of the CalWORKs Cal Learn program pursuant to SB 72 (Chapter 8, Statutes of 2011).

Background

The SB 72 suspends all funding for Cal Learn Administration, state support for automation, transportation and ancillary expenses, and case management services during FY 2011-12. Funding for child care is still available.

The SB 72 also suspends the Cal Learn program, except school bonuses for satisfactory progress and high school graduation. Additionally, counties are required to enroll pregnant and parenting teens who are currently participating in the Cal Learn program in the CalWORKs Welfare-to-Work (WTW) program. The WTW program requires teens attend high school, or its equivalent, and school attendance and satisfactory progress must meet WTW requirements for this population.

See ACL 11-36 for more information regarding the suspension of the Cal Learn program.

Claiming Instructions

Effective July 1, 2011, funding for the Cal Learn program is suspended during FY 2011-12 for the activities described above and in ACL 11-36. However, counties should continue to claim costs for child care services and for pregnant and parenting teens being transitioned from Cal Learn to WTW. Counties should continue to use the previous Cal Learn program codes (PC) to claim these costs. The existing Cal Learn PCs have been revised to reflect the suspension of the Cal Learn program.

Please see Attachment I for all PC title and description changes.

Any questions regarding this CFL can be directed to the Fiscal Systems Bureau at fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

FRAN MUELLER
Deputy Director
Administration Division

**WELFARE-TO-WORK (WTW) TEEN PARENT PROGRAM
TIME STUDY CODE TITLE CHANGES AND DESCRIPTIONS**

<u>Program Code</u>	<u>New Title</u>	<u>Old Title</u>
026	State-Only WTW Teen Parent Eligibility	State-Only Cal Learn Eligibility
027	State-Only WTW Teen Parent Case Management	State-Only Cal Learn Case Management
028	State-Only WTW Teen Parent Support Services	State-Only Cal Learn Support Services
432	WTW Teen Parent Support Services, Transportation & Ancillary	Cal Learn Support Services, Transportation & Ancillary
617	WTW Teen Parent Case Management	Cal Learn Case Management
630	WTW Teen Parent Eligibility	Cal Learn Eligibility
640	Non-Federal WTW Teen Parent Eligibility	Non-Federal Cal Learn Eligibility
641	Non-Federal WTW Teen Parent Case Management	Non-Federal Cal Learn Case Management
649	Non-Federal WTW Teen Parent Support Services	Non-Federal Cal Learn Support Services
811	State-Only WTW Teen Parent Child Care	State-Only Cal Learn Child Care
909	WTW Teen Parent Child Care	Cal learn Child Care
912	Non-Federal WTW Teen Parent Child Care	Non-Federal Cal Learn Child Care

**WELFARE-TO-WORK (WTW) TEEN PARENT PROGRAM
TIME STUDY CODE TITLE CHANGES AND DESCRIPTIONS**

CODE 0261 STATE ONLY WTW TEEN PARENT ELIGIBILITY

Includes time spent performing administrative activities associated with WTW Teen Parent Program sanctioned cases. Allowable activities include identifying WTW Teen Parent sanctioned cases; providing a teen parent with information; preparing informational notices and Notices of Action (NOAs); processing supportive services payments; making grant determinations; and authorization and processing of sanctions. This also includes: time spent determining exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

Costs in program code (PC) 026 will be funded at 00/100/00/00 (Federal/State/Health/County).

CODE 0271 STATE ONLY WTW TEEN PARENT CASE MANAGEMENT

Includes time spent performing case management activities associated with WTW Teen Parent Program sanctioned cases. Allowable activities include: providing assistance to a teen parent to obtain educational, social and health services, scheduling and providing orientations to teen parents for the WTW Teen Parent Program; counseling; developing WTW plans; identifying need for, arranging, and authorizing supportive services; coordinating the child care plan with the educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making adjustments to improve a teen parent's program; and recommending payment of bonuses or imposition of sanctions.

Costs in PC 027 will be funded at 00/100/00/00 (Federal/State/Health/County).

CODE 0280 STATE ONLY WTW TEEN PARENT SUPPORT SERVICES

(No time study description available)

Costs in PC 028 will be funded at 00/100/00/00 (Federal/State/Health/County).

CODE 4320 WTW TEEN PARENT SUPPORT SERVICES

(No time study description available)

Costs in PC 432 will be funded at 100/00/00/00 (Federal/State/Health/County).

WELFARE-TO-WORK (WTW) TEEN PARENT PROGRAM TIME STUDY CODE TITLE CHANGES AND DESCRIPTIONS

CODE 6171 WTW TEEN PARENT CASE MANAGEMENT

Includes providing assistance to teens to obtain educational, social and health services; scheduling and providing orientation to the WTW Teen Parent Program; counseling; developing case plans; identifying the need for, arranging, and authorizing supportive services; coordinating child care plan with educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making changes to improve teen parent program; and recommending payment of bonuses or imposition of sanctions. This code does not include activities that can be specifically identified to Child Welfare Services-Minor Parent Investigations.

Costs in PC 617 will be funded at 100/00/00/00 (Federal/State/Health/County).

CODE 6301 WTW TEEN PARENT ELIGIBILITY

Includes identifying WTW Teen Parent cases; providing a teen parent or pregnant teen with information and referral to the WTW Teen Parent Program; preparing informational notices and NOAs; processing supportive services payments; making grant determinations; and authorization and processing of sanctions and bonuses. This includes time spent determining deferral and exemption status; determining good cause; approving sanction/bonus recommendations; and preparation for hearings.

Costs in PC 630 will be funded at 100/00/00/00 (Federal/State/Health/County).

CODE 6401 NON-FED WTW TEEN PARENT ELIGIBILITY

Includes time spent performing program administrative activities associated with the WTW Teen Parent Program on behalf of non-federally-eligible California Work Opportunity and Responsibility to Kids (CalWORKs) program recipients (e.g., legal aliens though ineligible under Temporary Assistance for Needy Families [TANF] guidelines remain eligible for aid under CalWORKs.) Allowable activities include identifying WTW Teen Parent cases; providing a teen parent or pregnant teen with information and referral to the WTW Teen Parent Program; preparing informational notices and NOAs; processing supportive services payments; making grant determinations; and authorization and processing of sanctions and bonuses. This includes time spent determining exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

Costs in PC 640 will be funded at 00/100/00/00 (Federal/State/Health/County).

WELFARE-TO-WORK (WTW) TEEN PARENT PROGRAM TIME STUDY CODE TITLE CHANGES AND DESCRIPTIONS

CODE 6411 NON-FED WTW TEEN PARENT CASE MANAGEMENT

Includes time spent performing case management activities associated with the WTW Teen Parent Program on behalf of non-federally eligible CalWORKs recipients. Allowable activities include providing assistance to teens to obtain educational, social, and health services; scheduling and providing orientation to the WTW Program; counseling; developing case plans; identifying need for, arranging, and authorizing supportive services; coordinating child care plan with educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making adjustments to improve teen parent's program; and recommending payment of bonuses or imposition of sanctions; exemption status; determining good cause; approving sanction and bonus recommendations; and preparation for hearings.

Costs in PC 641 will be funded at 00/100/00/00 (Federal/State/Health/County).

CODE 6490 NON-FED WTW TEEN PARENT SUPPORT SERVICES

(No time study description available.)

Costs in PC 649 will be funded at 00/100/00/00 (Federal/State/Health/County).

CODE 8111 STATE ONLY WTW TEEN PARENT CHILD CARE

Includes activities on behalf of sanctioned WTW Teen Parent Program participant's who are employed or participating in an approved activity by matching needs to available child care services; authorizing/calculating child care payments and registration fees; and coordinating or consulting with other child care delivery systems. Also includes completing overpayment NOAs and coordinating overpayment grant adjustments with the CalWORKs caseworker. However, with implementation of Assembly Bill (AB) 1542 counties will no longer be required to calculate child care payment and registration fees within the 75th percentile Regional Market Rate (RMR) ceiling.

Costs in PC 811 will be funded at 00/100/00/00 (Federal/State/Health/County).

CODE 9091 WTW TEEN PARENT CHILD CARE

Activities include matching participants who are employed or participating in an approved CalWORKs activity to available child care services; authorizing/calculating child care payments and registration fees; coordinating or consulting with other child care delivery systems. Also includes calculating child care overpayments, completing overpayment NOAs, and coordinating overpayment grant adjustments with the CalWORKs caseworker. However, with implementation of AB 1542 counties will no

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longer be required to calculate child care payment and registration fees within the 75th percentile RMR ceiling.

Costs in PC 909 will be funded at 100/00/00/00 (Federal/State/Health/County).

CODE 9121 NON-FED WTW TEEN PARENT CHILD CARE

The state continues to provide aid to recent non-citizen entrants who are not federally eligible for assistance, but are employed or participating in an approved CalWORKs activity. This population is defined as individuals that meet federal requirements of a qualified alien, but enter the United States on or after August 22, 1996 or meet eligibility requirement of an alien described in California Department of Social Services EAS 42-431 (7/1/89). This includes activities on behalf of a non-federally eligible participant's needs to available services, authorizing/calculating child care payment and registration fees, and coordinating or consulting with other child care delivery systems. This also includes calculating child care overpayment, completing overpayment NOAs, and coordinating overpayment grant adjustment with CalWORKs caseworker. However, with the implementation of AB 1542, counties will no longer be required to calculate child care payment and registration fees within the 75th percentile RMR ceiling.

Costs in PC 912 will be funded at 00/100/00/00 (Federal/State/Health/County).