

**County of San Diego, Health and Human Services Agency (HHS)A)
CalWORKs Program Guide Letter**

Welfare-to-Work Plan

Number

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Issue date:

02/17/2015

Effective date:

Upon Receipt

Purpose:

To provide Employment Case Managers policy and procedural instructions on completing or changing terms of Welfare-to-Work (WTW) plans, and referring participants to Third Party Assessments as needed.

Background:

The initial WTW Plan is developed from information collected during the Assessment. It is a written agreement between the participant and the Employment Case Manager which includes an activity or combination of activities.

Policy Change:

- Added clarification regarding when participants are required to sign a WTW plan.
- Updated instructions regarding when a new WTW plan is required and when a WTW plan can be amended.

Summary of Changes:

10-005.G. Welfare-to-Work Plan:

- Entire CPG section was reformatted to adhere to new format used by Eligibility Operations.

10-005.G.1 Overview:

- Removed old exceptions regarding when participants are not required to sign a WTW plan, and added new exceptions of Arranging Child Care, and initial Job Search.
- Eliminated duplicate WTW Assessment elements.

10-005.G.2 Universal Engagement:

- Reformatted the definitions section.

10-005.G.3 Elements of the WTW Plan:

- Removed the services section as it is also listed in the supportive services section, and added the participation hours element.
- Added that parent's participation required by the school to ensure the child's attendance is considered a non-core activity which counts toward the required minimum hours of participation.

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10-005.G.4 WTW Plan Development:

- Section removed and combined with section 10-005.G.5 in [Processing Guide 10-005.G.1](#)

10-005.G.5 WTW Plan Completion:

- Section removed and combined with section 10-005.G.4 in [Processing Guide 10-005.G.1](#)

10-005.G.6 Third Party Assessments:

- Removed the third party assessor contact information effective date, and added a Fax number for the North County Lifeline Third Party Assessor.

10-005.G.7 Requests for Changes to the Welfare-to-Work Plan:

- Additional procedural steps added
- Clarified that a WTW plan can only be amended if a participant requests a change in the terms within three business days after signing the WTW Plan.

10-005.G.8 Requests for Change or Reassignment to another Activity:

- Additional procedural steps added to [Processing Guide 10-005.G.1](#).
- Clarified that participants have 30 days from the beginning of the initial WTW activity in which to request a change or reassignment to another activity. This grace period will be available only once to each participant.

10-005.G.9 Change in Current Activity:

- Revised this section to indicate that a new WTW plan is required any time there is a change in a participant's current activity. A WTW Plan can only be amended if a participant within three business days after completion and signing of the WTW plan, requests a change in the terms of that WTW Plan.

10-005.G.10 WTW Plan Cancellation:

- Removed this section.

10-005.G.11 Limited English Speaking Participants:

- Reformatted section and removed obsolete and unnecessary information.

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10-005.G.12 New WTW Plan Form WTW2:

- Removed the procedural steps in this section, and transferred them to [Processing Guide 10-005.G.1](#)

Processing Guide 10-005.G.Welfare-to-Work Plan:

- Processing guide is located in the [CalWIN Intranet](#) for internal staff use.

Impacts:

Automation: No impact

Forms and Document Capture: No impact

Programs Affected:

Welfare-to-Work

Quality Control:

QC will cite the appropriate error on any case that does not comply with the requirements outlined in this material.

References:

[MPP 42-711.556](#)

[MPP 42-711.6](#)

[MPP 42-711.646](#)

[MPP 42-711.647](#)

Sunset Date:

This policy will be reviewed for continuance by 2/28/2018.

Approval for Release:



Rick Wanne, Director
Eligibility Operations