

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

**Welfare-To-Work 24-Month Time Clock Extensions**

**Number**

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**Issue Date:**

4/13/2015

**Effective Date:**

Upon receipt

**Purpose:**

To notify Employment Services (ES) staff of Welfare-To-Work 24-Month Time Clock extension requirements and procedures

**Background:**

Senate Bill (SB) 1041 allows for extensions of the Welfare-to-Work (WTW) 24-Month Time Clock to qualifying participants. The California Department of Social Services (CDSS) determines every six month the number of extensions available to each county based on WDTP/TRAC data.

**Policy Change:**

CDSS has provided with [ACL 15-01](#) and [ACL 15-02](#):

- Additional instructions regarding extension's criteria, determination and reevaluation process
- The anticipated number of individuals for the upcoming six-month period who may be approved for an extension in each county
- Extension's forms and notices

**Summary of Changes:**

[CPG 10-003.F](#)

- Updated with clarification provided by CDSS related to the WTW Clock extension request, evaluation, determination and notification process
- Reformatted section and removed obsolete and unnecessary information
- Moved processing instructions from the online CPG and relocate them for internal staff use

**Impacts:**

None to other programs

**Automation:**

Separate instructions have been released to ES staff on how to extend in CalWIN a participant's WTW Clock's beyond the 24-month limit (Release 40).

**Programs Affected:**

Welfare-To-Work

**Quality Control:**

Quality Control will cite the appropriate error when the regulations cited in this program material have not been followed.

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**References:**

- All County letters: [ACL 15-01](#), [ACL 15-02](#) and [ACL 14-09](#)
- Welfare and Institutions Code: [WIC Section 11322.86](#) and [WIC Section 11322.87](#).

**Sunset Date:**

This policy will be reviewed for continuance by 4/13/2018

**Approval for Release:**

*R. Wanne, 4-13-15*

Rick Wanne, Director  
Eligibility Operations