

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

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Issue Date:

5/20/2015

Effective Date:

Upon receipt

Purpose:

To notify Employment Services staff of policies related to the post Welfare-To-Work (WTW) transitioning process.

Background:

Per Senate Bill (SB) 1041 non-exempt adults CalWORKs recipients must meet CalWORKs federal standards to continue receiving cash aid after exhausting their WTW 24-Month Time Clock.

Policy Change:

CDSS has provided instructions related to the transitioning of participants reaching the end of their WTW 24-Month Time Clock from WTW participation requirements ([CPG 10-003.A](#)) to post WTW 24-Month Time Clock's CalWORKs federal standards ([ACL 15-03](#)) when criteria for an extension are not met ([ACL 15-01](#), [ACL 15-02](#)).

Summary of Changes:

[CPG 10-003.D:](#)

- Updated to include post WTW Clock participation and notification requirements
- Reformatted section and removed obsolete and unnecessary information
- Moved processing instructions from the online CPG and relocated them for internal staff use

The California Department of Social Services (CDSS) has not yet issued guidelines for the removal of participants not meeting post WTW Clock requirements from the Assistance Unit (AU). Eligibility Operations will update CPG 10-003.D and Processing Guide when additional regulations are published.

Impacts:

None to other programs

Automation:

Separate instructions will be released following CDSS additional guidelines.

Forms:

- [WTW 43 Notice of Your WTW 24-Month Time Clock Ending Soon](#)
- [WTW 44 WTW 24-Month Time Clock Extension Request](#)
- [WTW 45 WTW 24-Month Time Clock Extension Determination](#)
- [WTW 46 End of Welfare-to-Work 24-Month Time Clock Review Appointment Letter](#)
- [NA 1276 - End of WTW 24-Month Time Clock Notice](#)

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The above listed forms and notices are not yet in CalWIN. The ECM will issue to the participant manual versions and retain copy in case record. Until translations are available, participants who elect to receive materials in languages other than English should be provided with the English version of the form along with the [GEN 1365-Notice of Language Services](#)

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.

References:

- All County letters: [ACL 15-03](#), [ACL 15-01](#), [ACL 15-02](#), [ACL 14-16](#) and [ACL 14-80](#)
- Welfare and Institutions Code: [WIC Section 11322.86](#) and [WIC Section 11322.87](#)
- Senate Bills: [SB 1041 Chapter 47, statutes of 2012](#) and [SB 855, Chapter 29, statutes of 2014](#)
- [10-003.D Processing Guide](#)

Sunset Date:

This policy will be reviewed for continuance by 5/20/2018

Approval for Release:



Rick Wanne, Director
Eligibility Operations