

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

**LONG TERM WELFARE-TO-WORK (WTW) SANCTIONS**

**Number**

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**Issue Date:**

05/13/2015

**Effective Date:**

March 1, 2015

**Purpose:**

The purpose of this letter is to inform Eligibility Workers and Employment Case Managers of regulation changes pertaining to parents/caretakers who have been sanctioned in the Welfare-To-Work (WTW) program, for 12 consecutive months or longer.

**Note:** Pending CalWORKs Program Guide (CPG) updates, this regulation was originally issued via CalWORKs Program Memo 15-06.

**Background:**

Sanctioned parents/caretakers were required to be included in California's Work Participation Rate (WPR) calculation after being in sanction status for more than three months. These sanctioned parents/caretakers have a negative impact on the state's WPR due to not meeting federal work participation requirements.

**Policy Change:**

Effective March 1, 2015, CalWORKs cases that include parents/caretakers who have been WTW sanctioned for 12 consecutive months or longer, are funded in the solely state funded (K1/3F aid codes) program.

CalWORKs cases under aid codes K1/3F are not subject to the WPR calculation. Therefore moving these cases to the solely state funded program helps the state meet its federal WPR requirement.

**Summary of Changes:**

**[CPG 41-500.E - Persons Excluded from the Assistance Unit](#)**

- Added information to explain that long-term sanctioned cases are funded in the solely state funded program (K1/3F aid code)
- Updated section to explain that drug felons will no longer be ineligible to benefits
- Reformatted section and removed obsolete and unnecessary information

**CPG 45-200 Resources and Desk Aids**

- Updated [CalWORKs Aid Types](#) desk aid to reflect current CalWORKs aid types

Changes to the CPG are noted with highlighted text.

The following program material becomes obsolete with the issuance of this letter:

- CalWORKs Program Memo No. 15-06

**Impacts:**

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**Curing WTW Sanctions**

There is no change to the sanction curing process. Cases in which the parent/caretaker has cured a WTW sanction must be evaluated for the appropriate CalWORKs aid code based on eligibility criteria. Parents/caretakers who are in the process of curing a WTW sanction will be assigned to K1 or 3F aid codes until the sanction is cured.

**Break of the 12 Consecutive Month Timeline**

In a situation where there is a break in WTW sanction status (such as a complete case closure, WTW exemption applied, or a sanction cure) the 12 consecutive months would restart when the case is reactivated or a new WTW sanction is imposed. In these instances the case will revert back to their appropriate CalWORKs aid code.

**Child Support**

Child support collection instructions for WTW sanctioned cases that are moved into the solely state funded program have been issued via [CPG Special Notice No. 15-05](#).

**Automation:**

CalWIN has been updated to reflect this new regulation.

**Forms and Document Capture:**

None.

**Eligibility Worker Actions:**

Refer to [CalWORKs Program Memo 15-06](#).

**Management Report:**

Refer to [CalWORKs Program Memo 15-06](#).

**Programs Affected:**

None.

**Quality Control:**

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

**References:**

[ACL No. 14-100](#)

[ACL No. 15-18](#)

[CFL No. 14-15-60](#)

[CFL No. 14-15-61](#)

[CPG Special Notice No. 15-01](#)

[CalWORKs Program Memo 15-06](#)

[Processing Guide 10-300.C.1](#)

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**Sunset Date:**

This policy will be reviewed for continuance by May 31, 2018

**Approval for Release:**

*Rick Wanne, 5-13-15*

Rick Wanne, Director  
Eligibility Operations