

November 30, 2012

CalWORKs Program Guide (CPG) - Letter No. 278

Subject WELFARE-TO-WORK (WTW) – Good Cause for not participating
WELFARE-TO-WORK (WTW) – Initial Job Search

Effective Date Upon receipt

Reference [All County Letter \(ACL\) 12-16](#), [State of California TANF Program Work Verification Plan](#), [45 CFR 261.34](#), and list of [States qualifying for counting up to six additional weeks of Job Search and Job Readiness FY 2012](#)

Purpose CPG Letter No. 278 informs Family Resource Center and Employment Services staff that CalWORKs Program Guide [CPG 10-020 B. Good Cause for Not Participating](#) and [CPG 10-005 E. Initial Job Search](#) sections have been updated.

Policy changes to the above CPG sections are highlighted in blue.

Background Good Cause For Not Participating:
Employment Services Case Managers (ECMs) are required to evaluate if there is good cause to excuse a participant from attending a scheduled WTW activity.

Federal and state regulations provide guidelines regarding excused absence and allowable good cause hours:

- 10 State holidays
- Additional 80 hours of specified excused absences in the preceding 12-month period

Initial Job Search:

A WTW participant can be assigned to Job Search for four consecutive weeks, and two additional weeks in a 12-month period, if needed to obtain employment.

On a case-by-case basis, this limit can be increased up to 12 weeks if the State of California meets the definition of “Needy State”, which is based on unemployment rate, or increased number of CalFresh cases.

The list of qualifying states is updated annually by the Administration for Children and Families/Office of Family Assistance.

Policy Change

CPG 10-020 B. Good Cause For Not Participating:

To align with federal work requirements, good cause hours are reduced from a maximum of 32 to a maximum of 16 hours each month, not to exceed 80 total hours in the preceding 12-month period.

CPG 10-005 E. and CPG 10-005 H. Initial Job Search:

In consideration of California qualifying as “Needy State”, Job Search time limit can be extended up to 12 weeks, if necessary for the participant to become employed.

The ECM will document in the case record the reason for extending the Job Search time limit.

Summary of Updates

The following changes have been uploaded to the CPG online, which is available at <http://hhsa-pg.sdcounty.ca.gov/>:

CPG Section	Title	Program Updates
CPG 10-020 B.	Good Cause For Not Participating	Good Cause hours reduced to a maximum of 16 per month
CPG 10-005 E. CPG 10-005 H.	Initial Job Search	Time limit can be extended up to 12 weeks

Automation impact

None

Program impact

None to CalFresh and Medi-Cal programs

Child care impact

None

Forms impact

None

Access impact

None

**Imaging
Impact**

None

**Quality
Control (QC)
Impact**

Effective the November 2012 sample month, Quality Control will cite the appropriate error when the regulations in the material have not been followed.

**Director
Approval**

 11-30-12

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LH/rst