

May 1, 2013

## CalWORKs Program Guide (CPG) - Letter No 288

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**Subject** RE-ENGAGEMENT IN WELFARE-TO-WORK (WTW) OF INDIVIDUALS WHO WERE MEETING THE SHORT-TERM YOUNG CHILD EXEMPTION CRITERIA AS OF DECEMBER 31, 2012

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**Effective Date** Upon receipt

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**Reference** ACL13-01- Re-engagement of short-term exempt individuals in WTW activities

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**Purpose** CPG Letter No. 288 informs Family Resource Center (FRC) and Employment Services (ES) staff that the following sections have been added to the [online CPG](#):

CPG Section	Section Title
<a href="#">CPG 10-001 I.</a>	WTW Re-engagement of Individuals Who Were Meeting Exemption Criteria Under the Short-term Young Child Exemption (AB X4 4)
<a href="#">CPG 10-001 J.</a>	WTW Re-engagement of Individuals in a Two-parent Household Who Were Meeting Exemption Criteria Under the Short-term Young Child Exemption (AB X4 4)
<a href="#">CPG 10-020 C.</a>	Temporary WTW Exemptions

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**Background** Under the Assembly Bill (AB) X4 4 provisions, parents or caretakers providing primary care to a child from 12 months through 23 months, or for two or more children under the age of 6, were exempt from participating in WTW.

Senate Bill (SB) 1041 ended the AB X4 4 exemptions as of December 31, 2012.

Effective January 1, 2013, all individuals who met the AB X4 4 exemption criteria as of December 31, 2012 are required to participate in WTW activities, unless they are exempt for a different reason.

The state has allowed the counties until January 1, 2015 to complete

the WTW re-engagement process of these individuals.

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**Policy  
Change**

**CPG 10-001 I.**

This new section includes:

- San Diego County re-engagement plan and sequencing
- Re-engagement process:
  - [WTW Re-engagement Flow Chart](#), which is available by accessing HHSA CalWIN Intranet
- Re-engagement notification process:
  - Informing Notice CW 2206
  - Evaluation notice
  - Verbal or written follow-up contact
- Evaluation appointment to:
  - Determine if clients qualify for other exemptions or have good cause for not participating in WTW activities.
  - Inform clients of the number of months left on their CW 48-month time limit (TOA Clock)
  - Identifying which stage of the WTW re-engagement flow is appropriate for each individual
  - Evaluate [Self-Initiated Plan \(SIP\)](#) eligibility
  - Explain WTW requirements and supportive services
- Development of new WTW plans
- Modification of existing WTW plans for exempt/volunteers

**CPG 10-001 J.:**

This new section includes:

- Re-engagement scenarios applicable to two-parent families:
  - One parent is AB X4 4 exempt, the second parent is not exempt
  - One parent is AB X4 4 exempt, the second parent is meeting a different exemption criteria
- Re-engagement issues related to an Inter-County Transfers (ICTs)
- Changes to registration status after the client receives the re-engagement Informing Notice (CW2206) and the Evaluation Notice
- Sanctions for non compliance with the re-engagement requirements.

**CPG 10-020 C.:**

This new section includes:

- Updates to indicate the termination of the AB X4 4 temporary exemptions until the re-engagement takes place

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**Automation Impact** Unknown at this time, pending necessary updates to CalWIN to enable the automatic tracking of which month will count or not count toward the WTW 24-Month Time Clock once the client is re-engaged.

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**Document Capture Impact** None

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**Program Impact** None to CalFresh and Medi-Cal programs

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**Child Care Impact** A significant increase in Child Care supportive services is expected due to the large number of AB X4 4 exempt individuals who will be re-engaged in WTW prior to January 1, 2015.

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**Eligibility Staff Action** Eligibility Operations has previously issued instructions to Eligibility staff to:

- Register as mandatory only individuals who did not meet AB X4 4 criteria as of December 31, 2012 and cannot be exempt for other reasons
- Maintain AB X4 4 entries in CalWIN as per BENDS #5215 (Caregiver of ill or incapacitated household member and exempt child 12-23 months or 2 children under 6)
- Delete the end date for both reason records and leave it blank
- Review and correct registration status, assigned caseload number and CalWORKs (CW) Time-on-Aid (TOA) Clock as appropriate

Leaving AB X4 4 entries in CalWIN with an open ending date will maintain the AB X4 4 exempt status for these individuals and stop their TOA Clock until they are fully re-engaged.

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**Access Impact** A significant increase in clients' calls can be anticipated after the WTW re-engagement notices are mailed out.

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**Quality Control (QC) Impact** QC will cite the appropriate error when the regulations in the CPG have not been followed

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**Director  
Approval**

*Rick Wanne, Dep. Dir. 5-4-13*

**RICK WANNE, MA, MFT**  
Director  
Eligibility Operations

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**Manager  
Contact**

CalWORKs Program

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