

July 26, 2013

CalWORKs Program Guide (CPG) Letter No. 292

Subject **CalWORKs PROGRAM GUIDE (CPG) UPDATES TO REVISE WELFARE-TO-WORK WEEKLY PARTICIPATION HOURS AND NOTIFICATION REQUIREMENTS**

Effective Date Upon receipt

- Reference**
- ACL 12-67 New WTW 24-Month Time Clock and
 - ACL 12-69 Alignment of CalWORKs (CW) Hourly Work Participation to Federal TANF requirements
 - ACL 13-15 and ACL 13-37 WTW 24-Month Time Clock Questions and Answers
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Background SB 1041 established a new WTW 24-Month Time Clock period, during which a non-exempt CalWORKs (CW) recipient participates in work-related activities without having to meet core hour requirements.

The 24 months of WTW services can be used at any time during the participant's 48 months of time on aid (TOA).

After exhausting the WTW 24-Month Time Clock, non-exempt CW recipients must meet federal participation and core hour requirements to receive cash aid which, otherwise, will be issued only to the eligible children in the Assistance Unit (AU).

Employment Case Managers (ECMs) are required to explain to participants the new WTW requirements implemented with SB1041 and their impact on WTW services and CW eligibility.

County policies regarding the new WTW requirements were published in CPG as follows:

CPG section	CPG Title	Date
CPG 10-001 D.	Alignment of WTW participation hours to federal requirements	1/16/2013
CPG 10-001 E.	WTW 24-Month Time Clock	2/7/2013
CPG 10-001 F.	WTW 24-Month Time Clock Notification and Transitioning	2/87/2013

	Process	
CPG 10-001 G.	Participation requirements after the WTW 24-Month Clock is exhausted	2/7/2013
CPG 10-001 H.	New WTW Participation requirements Q&As	4/23/2013
CPG 10-001 I.	WTW Reengagement of AB X4 4 exempt individuals	5/7/2013
CPG 10-001 J.	WTW Reengagement of AB X4 4 exempt individuals (2-parent families)	5/7/2013

Purpose and Policy Updates

CPG Letter No. XXX informs Family Resource Center and Employment Services staff that the following sections have been updated or revised and they are available in the [CalWORKs Program Guide \(CPG\)](#):

CPG Sections	Updates/Revisions
CPG 10-001 A.	<p>Background: General Description of CalWORKs:</p> <ul style="list-style-type: none"> Weekly participation and core hours are aligned to federal hourly requirements: <ul style="list-style-type: none"> 20 hours for single parents with a child under the age of six (all in core activities) 30 hours for single parent without a child under the age of six (20 in core activities) 35 hours for two parent families (30 in core activities) <p>Note: <i>Core activities are required only after the WTW 24-Month Time Clock is exhausted.</i></p>
CPG 10-001 C.	<p>Welfare-to-Work Glossary of Terms:</p> <ul style="list-style-type: none"> Weekly hourly participation requirements for one and two-parent families (20/30/35) Comprehensive Discussion regarding new WTW regulations (SB 1041) Curing Sanctions AMPR Alerts (reminder to clear WTW alerts) ICT Program Compliance reviews WTW supportive Services payments
CPG 10-001 D.	Alignment of WTW Participation Hours to

	<p>Federal Requirements:</p> <ul style="list-style-type: none"> • Participation hours are defined as “weekly”
CPG 10-001 E.	<p>WTW 24-Month Time Clock:</p> <ul style="list-style-type: none"> • ECM responsibility to send CW 2208 (WTW 24-Month Time Clock Informing Notice) to all participants who have signed a new or modified WTW plan after January 1, 2013 • Table correction: <ul style="list-style-type: none"> ○ CW/TOA clock will “tick” when a client is meeting weekly participation <u>and</u> core hour requirements at any time • Participation hours are defined as “weekly” • New WTW 24-Month Time Clock TRAC codes
CPG 10-001 F.	<p>WTW 24-Month Time Clock Notification and Transitioning Process:</p> <ul style="list-style-type: none"> • Instructions to issue form WTW 31 (Request to Stop a Sanction) and WTW 24-Month Time clock Informing Notice CW 2808 • Mention to WTW 24-Month Time Clock Extenders, pending CDSS instructions • Participation hours are defined as “weekly”
CPG 10-001 G.	<p>Participation Requirements After the WTW 24-Month Time Clock Is Exhausted:</p> <ul style="list-style-type: none"> • Mention to WTW 24-Month Time Clock Extenders, pending CDSS instructions • Participation hours are defined as “weekly”
CPG 10-005 D.	<p>WTW Appraisal:</p> <ul style="list-style-type: none"> • New weekly participation hours for single parents (20/30 depending on children’s age) • CW 2208 Informing Notice requirements
CPG 10-005 E.	<p>Initial Job Search:</p> <ul style="list-style-type: none"> • Weekly hourly participation requirements for one and two-parent families (20/30/35) • Job Search conditions which un-tick the WTW 24-Month Time Clock: <ul style="list-style-type: none"> ○ Being limited to 4 consecutive weeks, not to exceed 12 weeks in a 12 month period (federal limit) ○ Being an approved activity during the development of the participant’s plan ○ Representing at least 50% of total monthly participation hours for up to two months if Job Search is still needed after the federal limits are exhausted
CPG 10-005 F.	<p>Assessment and Reassessment:</p>

	<ul style="list-style-type: none"> • Weekly hourly participation requirements for one and two-parent families (20/30/35) • Comprehensive discussion with participants regarding the new WTW requirements during and after the WTW 24-Month Time Clock and their impact on WTW services and CW eligibility
CPG 10-005 G.	<p>Welfare-to-Work Plan:</p> <ul style="list-style-type: none"> • Instructions on how to complete page 1 of the revised WTW Plan form WTW2

Automation Impact

The TRAC system is being modified to capture all cumulative months used by mandatory WTW participants as part of their WTW 24-Month Time Clock.

Once CalWIN is updated to track automatically the WTW 24-Month Time Clock, individual data will be available statewide in the TRAC system to facilitate Inter County Transfer (ICT) of CW/WTW cases.

The TRAC system, which will only display WTW 24-Month Time Clock data submitted by the counties on or after January 1, 2013.

Eligibility Operations and Automation will issue further instructions related to CalWIN entries necessary to implement this process.

Program Impact

No impact to CalFresh and Medi-Cal programs.

Forms Impact

WTW 24-Month Time clock Informing Notice CW 2208 is available in CalWIN (English and Spanish versions)

Access Impact

No impact

Quality Control (QC) Impact

QC will cite the appropriate error when the regulations in the CPG have not been followed

**Director
Approval**

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LH/rst