

March 6, 2014

CalWORKs Program Guide Letter No. 318

Subject **Updates to CalWORKs Program Guide (CPG) 10-300.E- Welfare-to-Work (WTW) Activity Documentation and Reporting Requirements**

Effective Date **Upon receipt**

Reference **All County Letters (ACLs) 13-59 and county policy**

Purpose

- To clarify documentation and verification requirements related to participation hours for the report month
- To notify Family Resource Center (FRC) and Employment Services staff of the new county policy related to electronic communication

Background Participation hours in WTW activities is verified monthly in order to determine if a client, who was scheduled to meet CalWORKs federal work standards, has met weekly participation and core hour requirements to un-tick the WTW 24-Month Time clock in the report month.

Employment Services staff is required to follow up with the client and third parties to ensure that weekly and monthly participation is accurate and include only participation hours completed in the report month.

Documentation and verification for WTW participation can be received via electronic means as long as confidential information is maintained in a secure manner

Summary of Updates The following is a summary of CPG updates:

CPG Section	Title	Program Updates
CPG 10-300.E	Welfare-to-Work (WTW) Activity Documentation and Reporting Requirements	<ul style="list-style-type: none">• Verification of participation hours• Electronic Communication guidelines

Changes to the CPG are noted with highlighted text.

**CalFresh ,
MediCal, and
General Relief,
Program
Impact**

No impact.

**Child Care
Program
Impact**

No impact.

**Automation
Impact**

No impact

**ACCESS
Impact**

No impact.

Forms Impact

No impact.

**Document
Capture
Impact**

No impact.

**Quality
Control Impact**

QC will cite the appropriate error on any case that does not comply with the requirements outlined in this material.

**Manager
Approval**



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**Manager
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CalWORKs Program

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