June 30, 2014

CalWORKs Program Guide (CPG) - Letter No 329

Subject	**EXTENSION TO THE WELFARE-TO-WORK (WTW) 24-MONTH TIME CLOCK**
Effective Date	Upon receipt
Reference	ACL 14-09: Senate Bill (SB) 1041–Extension to the Welfare-to-Work (WTW) 24-Month Time Clock.
Purpose	To inform Eligibility and Employment Services staff that a new section has been added to CPG to explain the methodology used by the California Department of Social Services (CDSS) for calculating the number of extensions available to each county.
Background	Senate Bill (SB) 1041allows for an extension of the Welfare-to-Work (WTW) 24-Month Time Clock to qualifying participants.
CPG Updates	The following new section has been added to CPG:

Section	Topic
10-003.F	Extension to the WTW 24-Month Time Clock

Automation Impact	None
Client Correspondence	Pending CDSS issuance of forms and notices related to the WTW 24-MonthTime Clock, Employment Case Managers (ECMs) will provide county form 27-378 HHSA (E/Sp) to all participants requesting an extension. Form 27-378 HHSA (E/Sp) is available at the County Intranet/CalWORKS/Client Correspondence-W2W.

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Eligibility Operations will develop and provide WTW 24-MonthTime Clock Extension approval and denial notices if not made available by CDSS and/or the WCDS Project (CalWIN).

Other Programs Impact	No impact.
Child Care Impact	Extended childcare supportive services may be approved for qualifying WTW recipients whose WTW 24-Month Time Clock is extended
ACCESS Impact	WTW participants seeking information related to the extension of their WRW 24-Month Time Clock will be referred to their Employment Case Manager (ECM).
Document Capture and Forms Impact	The ECM is required to process form 27-378 (WtW 24-Month Clock Extension Request) submitted by the participant and file copy in the WTW case file.
Quality Control (QC) Impact	QC will cite the appropriate error on any case that does not comply with the requirements outlined in this material.

Director Approval

[signature] 6-30-14

RICK WANNE, MA, MFT
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Eligibility Operations

Manager Contact   CalWORKs Program

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