

January 31, 2011

CalWORKs PROGRAM GUIDE
Special Notice
11-04

Subject	CalWORKs DIVERSION AND CHILD CARE EXPENSES
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Reference	All County Letter 10-46, Fiscal Year (FY) 2010-11 California Work Opportunity and Responsibility To Kids (CalWORKs) Child Care Program Budget Changes
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Effective Date	February 01, 2011
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Purpose	<p>The purpose of this CalWORKs Special Notice is to provide staff with:</p> <ul style="list-style-type: none">• Clarification regarding the use of CalWORKs Diversion payments to cover child care expenses,• Instructions regarding a new Case Special Indicator to flag the cases of all CalWORKs applicants who apply for CalWORKs due to the loss of Stage 3 Child Care services, and• Instructions regarding how to process intakes for clients who lost Stage 3 Child Care funding.
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Background	<p>Effective January 31, 2011, former CalWORKs recipients will lose their Stage 3 Child Care funding. Clients found to be eligible for a CalWORKs Diversion payment may be eligible for Stage 2 Child Care. For this reason, Family Resource Centers (FRCs) may experience an increased number of former CalWORKs clients reapplying for CalWORKs and requesting a CalWORKs Diversion payment for child care expenses.</p>
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Existing Diversion Regulations	<p>Per current Diversion regulations found in <u>CPG 40-100 I., Diversion Program</u>, child care is an expense that may be covered using CalWORKs Diversion payments. Applicants need to meet existing Diversion requirements detailed in CPG.</p> <p>Case Comments shall clearly outline that the Diversion payment was issued due to loss of Stage 3 Child Care based on screening performed as part of the CalWORKs intake process.</p>
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Screening for Loss of Stage 3 Child Care Funding

FRCs shall screen all clients who apply for CalWORKs to determine if they lost Stage 3 Child Care funding.

Screening Applicants for Receipt of CalWORKs within the Last 24 Months

FRCs shall screen all clients who apply for CalWORKs due to loss of Stage 3 Child Care funding to determine if they have received CalWORKs within the last 24 months. If the client received CalWORKs in any of the last 24 months, FRCs shall:

- Provide verification to the client of the last month/year that he/she received aid,
- Advise the client to contact the agency that provided Stage 3 Child Care funding before he/she was terminated, in order for the agency to determine whether or not the client is eligible to Stage 2 Child Care, and
- Enter case comments documenting that the case was cleared and the actions taken.

In San Diego County, Stage 3 Child Care was provided by the YMCA and Child Development Associates.

Child Care Special Indicator Requirements

In order to track former CalWORKs clients who are requesting CalWORKs due to loss of Stage 3 Child Care services, a Case Special indicator, *CW-Stage 3 CC Termination*, was added to the CalWIN system. It is of utmost importance that FRCs enter this Special Indicator for **all** clients who apply for CalWORKs due to loss of Stage 3 Child Care, regardless of whether they were diverted, granted, or denied. This tracking will provide data to assess the impact to FRC operations caused by the loss of Stage 3 funding.

Note: The Effective Begin Date shall correspond with the date of the Intake and there shall be no Effective End Date entered for these Special Indicators. It is vital not to enter an End Date in order for cases to be properly counted through CalWIN reports.

CalFresh Impact

No Impact

Medi-Cal Impact

No Impact

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Child Care Impact

The Approval Notice of Action (NOA) for CalWORKs Diversion will serve as verification that the client received CalWORKs Diversion payments.

When the family receives CalWORKs Diversion due to loss of Stage 3 Child Care funding, FRCs shall advise the family to take their NOA for Approval of Diversion Services to the agency that provided the Stage 3 Child Care prior to termination. The agency will determine eligibility to Stage 2 based on California Department of Education (CDE) regulations.

Automation Impact

Staff shall begin to use the Case Special Indicator, *CW-Stage 3 CC Termination*, as instructed in the **Child Care Special Indicator Requirements** section listed above.

ACCESS Impact

ACCESS Customer Service Agents may receive calls from former CalWORKs clients requesting CalWORKs Diversion payments due to loss of Stage 3 Child Care funding. These clients shall be referred to the appropriate FRC to apply for CalWORKs Diversion as part of the regular CalWORKs application process.

Forms Impact

No Impact

Imaging Impact

No Impact

Operations Impact

No Impact

Quality Assurance (QA) Impact

QA shall cite the appropriate error when the regulations cited in this material have not been followed.

Manager Approval



SYLVIA MELENA, Assistant Deputy Director
Self-Sufficiency Programs
Strategic Planning & Operational Support

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**Manager
Contact**

CalWORKs Program

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