



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
GOVERNOR

February 28, 2013

ALL COUNTY INFORMATION NOTICE I-08-13

TO: ALL COUNTY WELFARE DIRECTORS
ALL CALWORKS PROGRAM SPECIALISTS
ALL WELFARE-TO-WORK COORDINATORS
ALL COUNTY REFUGEE COORDINATORS
ALL COUNTY CALFRESH SPECIALISTS
ALL CONSORTIA REPRESENTATIVES
ALL TRIBAL TANF ADMINISTRATORS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS (CaWORKs) WELFARE-TO-WORK (WTW) 24-MONTH TIME
CLOCK IMPLEMENTATION TRAINING AID

REFERENCE: SENATE BILL (SB) 1041 (CHAPTER 47, STATUTES OF 2012),
ALL COUNTY LETTERS (ACL) 12-53, 12-53e, 12-67, 12-69, 12-72,
13-01, 13-02.

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

The purpose of this notice is to provide County Welfare Departments (CWDs) with a suggested training aid for the SB 1041 changes, effective January 1, 2013. The passage of SB 1041 on June 27, 2012, resulted in significant changes to the CalWORKs program. Among these changes was the creation of the WTW 24-Month Time Clock, alignment of state participation requirements to federal requirements (referred to as *federal standards*), and the formalized reengagement over a 24 month period of all clients who previously received the Assembly Bill (AB) X4 4 young child exemption.

The California Department of Social Services (CDSS) developed the attached training module entitled, "Understanding Changes to CalWORKs Welfare to Work" for use by CWDs. CDSS encourages CWDs to use this tool for training Eligibility and WTW line workers in order to streamline the initial implementation of the SB 1041 changes. The ultimate intent of the training module is to provide CWDs with a uniform means of processing clients in the face of SB 1041's detailed changes. CDSS understands that CWDs may be running training programs of their own design; this training module can be run parallel to any other training program currently in use. If using in conjunction with

CWD developed training programs, CWDs must ensure that their information is consistent with this CDSS module.

If you have any questions or need further information regarding this letter, please contact the following CDSS representatives:

- CalWORKs Eligibility County Consultant (916) 654-1322
- Employment Bureau County Consultant (916) 654-2137

Sincerely,

Original Document Signed By:

KÄREN DICKERSON, Chief
Employment and Eligibility Branch

Attachment

UNDERSTANDING CHANGES TO CalWORKs WELFARE TO WORK

Brought to you by ...

The State of California Department of Social Services (CDSS)

February 2013

UNDERSTANDING CHANGES TO CalWORKs WELFARE TO WORK

OBJECTIVES

The goal of this training module is to provide California counties with basic information in regards to the California Work Opportunity and Responsibility to Kids (CalWORKs) Welfare-to-Work (WTW) program changes occurring as a result of Senate Bill (SB) 1041 (Chapter 47, Statutes 2012).

These changes include the creation of the WTW 24-Month Time Clock, the alignment of state standards to federal hourly participation requirements, the extension and expiration of specific short-term CalWORKs exemptions, the creation of a new CalWORKs young child exemption, and the Reengagement of Short-Term Young Child Exempt clients.

Program changes brought about by SB 1041 became effective January 1st, 2013.

UNDERSTANDING CHANGES TO CalWORKs WELFARE TO WORK

WHAT THIS TRAINING WILL COVER

- **Changes to Hourly Participation Requirements**
 - Alignment to Federal Hourly Participation Requirements
- **The WTW 24-Month Time Clock**
 - WTW 24-Month Time Clock Design
 - Implementation
- **Changes to Program Exemptions**
 - Extension of Short-Term Exemptions
 - New Young Child Exemption
 - Implementation
- **Reengagement of Short-Term Young Child Exempt Participants**
 - What is Reengagement?
 - Implementation
- **References**

CHANGES TO HOURLY PARTICIPATION REQUIREMENTS

This section will cover:

Alignment to Federal Hourly Participation Requirements

CHANGES TO HOURLY PARTICIPATION REQUIREMENTS

ALIGNMENT TO FEDERAL HOURLY PARTICIPATION REQUIREMENTS

- Starting January 1, 2013, state WTW hourly participation requirements will be aligned with federal requirements.
- This includes the federal core/non-core hour requirements as well as the amount of hours the client is to participate in WTW activities:
 - 20 hours of core activities per week for single parents with a child under six years old **(20 hours total)**
 - 20 hours of core activities and 10 hours of non-core activities per week for single parents with no child(ren) under six years old **(30 hours total)**
 - 30 hours of core activities and 5 hours of non-core activities per week for two-parent families **(35 hours total)**

CHANGES TO HOURLY PARTICIPATION REQUIREMENTS

ALIGNMENT TO FEDERAL HOURLY PARTICIPATION REQUIREMENTS

- These new state standards which mirror federal work participation requirements will be referred to as ‘federal standards’ throughout the remainder of this module.
- See **All County Letter (ACL) 12-69** entitled *“Alignment of CalWORKs Hourly Work Participation Requirements To Federal TANF Requirements”* for more information.

THE WTW 24-MONTH TIME CLOCK

This section will cover:

WTW 24-MONTH TIME CLOCK DESIGN
IMPLEMENTATION

THE WTW 24-MONTH TIME CLOCK

WTW 24-MONTH TIME CLOCK DESIGN

Creation of the WTW 24-Month Time Clock

- Along with new federal standards for participation, starting January 1, 2013, there is a new WTW 24-Month Time Clock (within the CalWORKs 48-month time limit for cash aid).
- During this 24-month period on aid the core and non-core components of the federal standards will not apply – clients will only be required to meet the total hour requirements:
 - 20 hours per week for single parents with a child under six years old
 - 30 hours per week for single parents with no child(ren) under six years old
 - 35 hours per week for two-parent families

THE WTW 24-MONTH TIME CLOCK

WTW 24-MONTH TIME CLOCK DESIGN

Creation of the WTW 24-Month Time Clock

- If a client wishes not to have a month count against their WTW 24-Month Time Clock, they will be required to have a WTW plan which meets both hourly and core/non-core components of the federal standards in order to remain on aid.

THE WTW 24-MONTH TIME CLOCK

WTW 24-MONTH TIME CLOCK DESIGN

Benefits of the WTW 24-Month Time Clock

- Due to core/non-core hour requirements not applying, the WTW 24-Month Time Clock is a time period where clients have more flexibility in the activities they can choose from to meet their hourly participation requirements.
- This allows clients a greater opportunity to achieve education and activity goals that were previously difficult to achieve due to core/non-core limitations.

THE WTW 24-MONTH TIME CLOCK

WTW 24-MONTH TIME CLOCK DESIGN

Benefits of the WTW 24-Month Time Clock

- This flexible activities time period will:
 - Allow clients to participate in WTW activities that are consistent with their assessments without limiting them to the list of core activities.
 - Give clients the opportunity to participate in educational programs as their primary WTW activity for a longer period of time without having to supplement their plan with other activities directly related to employment.
 - Provide more time for the upfront removal of barriers, which will help clients move toward self-sufficiency.

THE WTW 24-MONTH TIME CLOCK

WTW 24-MONTH TIME CLOCK DESIGN

What starts the WTW 24-Month Time Clock?

- Starting January 1, 2013, once a client has signed a WTW plan listing mutually agreed upon WTW activities and necessary supportive services, their WTW 24-Month Time Clock will **start** the first of the following month.
- Reminder:
 - If necessary supportive services are not available, the client has good cause for not participating in the program, which will stop their WTW 24-Month Time Clock.
 - Necessary supportive services are to be advanced to clients whenever necessary and desired by the client, so that the client does not use personal funds to pay for these costs.

THE WTW 24-MONTH TIME CLOCK

WTW 24-MONTH TIME CLOCK DESIGN

How does the WTW 24-Month Time Clock work?

- Months on the WTW 24-Month Time Clock do not have to be consecutive; instead they are counted cumulatively.
- The clock is designed to stop and start depending on each client's particular circumstances and their level of participation in the program (meeting or not meeting federal standards – *discussed in upcoming slides*).
- As noted in **ACL 12-67**, "*CalWORKs Program: New CalWORKs WTW 24-Month Time Clock*," no month prior to January 1, 2013 will count toward a client's WTW 24-Month Time Clock.

THE WTW 24-MONTH TIME CLOCK

WTW 24-MONTH TIME CLOCK DESIGN

What months do not count toward the WTW 24-Month Time Clock?

- Starting January 1, 2013, months in which a client meets any one of the following conditions will not count toward their WTW 24-Month Time Clock:
 - A WTW Exemption applies
 - The County determines that the client has/had good cause for not meeting WTW participation requirements
 - The client has been granted a Domestic Violence (DV) Waiver to the WTW 24-Month Time Clock.

Please refer to ACL 12-67 's attachment entitled "WTW 24-Month Time Clock Exemptions/Good Cause" for more information on all of the above.

THE WTW 24-MONTH TIME CLOCK

WTW 24-MONTH TIME CLOCK DESIGN

What months do not count toward the WTW 24-Month Time Clock?

[continued]

- Starting January 1, 2013, months in which a client meets any one of the following conditions will not count toward their WTW 24-Month Time Clock:
 - The client is removed from the Assistance Unit (AU) due to a WTW sanction.
 - The client is participating in WTW appraisal, assessment, or in the process of developing a WTW plan. This includes all activities which are precursors to developing and signing a WTW plan.
 - The client is participating in job search.

THE WTW 24-MONTH TIME CLOCK

WTW 24-MONTH TIME CLOCK DESIGN

What months do not count toward the WTW 24-Month Time Clock?

[continued]

- Starting January 1, 2013, months in which a client meets any one of the following conditions will not count toward their WTW 24-Month Time Clock:
 - The client meets federal standards for participation (hourly requirement ***plus core/non-core requirements***).
 - The client’s temporary exemption for caring for a young child 12-23 months of age, or two or more children under six years of age is ending and the client has not been reengaged in the WTW program.

(Refer to a later section of this module entitled “Reengagement of Short-Term Young Child Exempt Participants” for more information).
 - The client is eligible for the Cal-Learn Program.

THE WTW 24-MONTH TIME CLOCK

WTW 24-MONTH TIME CLOCK DESIGN

What happens once the WTW 24-Month Time Clock is exhausted?

- A client may be granted a WTW 24-Month Time Clock Extender. More information on WTW 24-Month Time Clock Extenders will be issued in a forthcoming ACL, late 2013.
- The client, if not granted an extender, will be required to meet the federal standards for participation in order to continue to receive the adult portion of the family's CalWORKs grant.

THE WTW 24-MONTH TIME CLOCK

WTW 24-MONTH TIME CLOCK DESIGN

What happens once the WTW 24-Month Time Clock is exhausted?

- As explained earlier, these federal standards include a core/non-core hourly requirement which establishes limitations to the type of activities the client will be able to do in order to meet the hourly participation requirement. These are:
 - 20 hours of core activities per week for single parents with a child under six years old **(20 hours total)**
 - 20 hours of core activities and 10 hours of non-core activities per week for single parents with no child(ren) under six years old **(30 hours total)**
 - 30 hours of core activities and 5 hours of non-core activities per week for two-parent families **(35 hours total)**

THE WTW 24-MONTH TIME CLOCK IMPLEMENTATION

Noticing Current Clients

- Counties were required to issue a General Informing Notice (CW 2205) to each client subject to the WTW 24-Month Time Clock 30 days prior to January 1, 2013.
- The CW 2205 provided clients with a general overview of the new WTW 24-Month Time Clock.
- CDSS issued **ACL 12-53 & ACL 12-53E** “*CalWORKs Program and SB 1041 WTW 24-Month Time Clock Informing Notice Language [CW 2205]*” in October 2012.
- The CW 2205 can be found on the CDSS Forms website at the following location:
 - CW 2205: <http://www.cdss.ca.gov/cdssweb/entres/forms/English/CW2205.pdf>

THE WTW 24-MONTH TIME CLOCK IMPLEMENTATION

Current Clients

*with **24 or more** months left on their CalWORKs 48-month time limit as of January 1, 2013*

- These clients' WTW 24-Month Time Clocks **will not start until** they have been offered the opportunity to change their WTW plan in order to take advantage of the new program flexibility.
- **ACL 12-67** requires the county to have a comprehensive discussion with each of these clients to discuss the new program flexibility and requirements.

THE WTW 24-MONTH TIME CLOCK IMPLEMENTATION

Current Clients

*with **24 or more** months left on their CalWORKs 48-month time limit as of January 1, 2013*

- This **comprehensive discussion** must include the following information:
 - The new participation flexibility during the WTW 24-Month Time Clock period, including the elimination of the current core and non-core hourly requirements and the scope of activities that clients may participate in.
 - The change in the number of hours clients are required to participate in WTW (when applicable).
 - The client's option to change their level of WTW participation in accordance with the new rules (hours, activities, or both).
 - The criteria for WTW exemptions (**provide *CalWORKs Exemptions Request Form - CW 2186A***).
 - The conditions that allow a month not to count toward the WTW 24-Month Time Clock.
 - The post WTW 24-Month Time Clock participation requirements.

THE WTW 24-MONTH TIME CLOCK IMPLEMENTATION

Current Clients

with 24 or more months left on their CalWORKs 48-month time limit as of January 1, 2013

- After the discussion, the client has two options:
 - Change their WTW plan to take advantage of the new flexibility and requirements. If this option is taken, the client's WTW 24-Month Time Clock **will begin** the first of the following month after the new WTW plan sign date.
 - Continue with their existing WTW plan. If this option is taken, the client's WTW 24-Month Time Clock **begins** the first of the following month. Counties are to document the client's decision in their case file and the client is required to sign their WTW Plan (*using the updated WTW 2 form – discussed on a later slide*) at the next regular appointment.
- This process must be completed with all applicable clients by June 30, 2013.

THE WTW 24-MONTH TIME CLOCK IMPLEMENTATION

Current Clients

with less than 24 months left on their CalWORKs 48-month time limit as of January 1, 2013

- These clients' WTW 24-Month Time Clocks ***began on January 1, 2013.***
- Counties must make an additional contact with these clients beyond that of the CW 2205 to assure each client is aware of the new program flexibility and their option to modify their WTW plan.
- Counties are required to complete this additional contact as early as possible in 2013, but no later than June 30, 2013.

THE WTW 24-MONTH TIME CLOCK **IMPLEMENTATION**

New Clients

- These client's WTW 24-Month Time Clock will not start until they have signed a WTW plan, listing mutually agreed upon WTW activities and necessary supportive services.
- It is important to inform new clients during plan development of the flexibility in the type of activities they can participate in during the WTW 24-Month Time Clock period.

THE WTW 24-MONTH TIME CLOCK **IMPLEMENTATION**

Employed Clients without WTW Plans

- Counties are required to have the comprehensive discussion with individuals who do not have WTW Plans due to their employment status (fully employed), advising them of the expanded options under the new rules.
- These clients would be subject to a WTW Plan only if they are no longer meeting participation requirements through their employment.
- A WTW Plan must be developed for all employed clients who come on aide on or after January 1, 2013.

THE WTW 24-MONTH TIME CLOCK

IMPLEMENTATION

Two Parent Households

- Each parent in a two parent household will have an individual WTW 24-Month Time Clock.
- Both parents' WTW 24-Month Time Clock stops when parents share hourly requirements and the family meets federal standards for two parent households.
- If one parent is participating and not meeting federal standards and the other parent meets WTW exemption criteria, time will continue to count towards the WTW 24-Month Time Clock of the parent who is not exempt from participation.

THE WTW 24-MONTH TIME CLOCK

IMPLEMENTATION

Sanctioned Clients

- Due to the decrease in the required number of WTW participation hours for single-adult AUs, some partially participating sanctioned clients may now be meeting the new WTW participation requirements.
- Between January 1, to March 31, 2013, counties are to identify sanctioned clients who are fully meeting the new program requirements for participation based on the clients reported earnings.

THE WTW 24-MONTH TIME CLOCK IMPLEMENTATION

Sanctioned Clients

- If the county determines a client has met the new participation requirements, then the county will lift the client's sanction automatically and retroactively apply the cure back to either the date the participation began or to January 1, 2013, whichever date is later.
- **ACL 12-67** provides further information on what counties are to do in regards to this population of sanctioned clients as well as other clients in sanction status.

THE WTW 24-MONTH TIME CLOCK IMPLEMENTATION

New WTW Plan Activity Assignment Form (WTW 2)

- CDSS revised and released a new version of the **WTW Plan Activity Assignment Form (WTW 2)**, issued with **ACL 12-67**.
- This new form reflects the SB 1041 changes in hourly participation requirements and the creation of the WTW 24-Month Time Clock.
- The new WTW 2 can be found on the CDSS Forms website at the following location:
 - WTW 2: <http://www.cdss.ca.gov/cdssweb/entres/forms/English/WTW2.pdf>

THE WTW 24-MONTH TIME CLOCK IMPLEMENTATION

Informing clients of time remaining on their WTW 24-Month Time Clock

- CDSS has developed a new Informing notice entitled **Your WTW 24-Month Time Clock (CW 2208)**. This notice is intended to help counties inform clients of how much time they have remaining on their WTW 24-Month Time Clock.
- This Informing Notice must be given to clients during:
 - benefit application
 - annual redetermination

THE WTW 24-MONTH TIME CLOCK IMPLEMENTATION

Informing clients of time remaining on their WTW 24-Month Time Clock

- This form was released with the posting of **ACL 13-12** “*CalWORKs Program: New CalWORKs WTW 24-Month Time Clock Informing Notice.*” It can be found on the CDSS Forms website at the following location:
 - CW 2208: <http://www.cdss.ca.gov/cdssweb/PG164.htm#cw>
- Additional WTW 24-Month Time Clock noticing requirements will be issued in 2013.

THE WTW 24-MONTH TIME CLOCK IMPLEMENTATION

Automation

- The Welfare Data Tracking Implementation Project (WDTIP) Tracking Recipients Across California (TRAC) system will be modified in order to capture the new WTW 24-Month Time Clock data. This includes:
 - Months that **count** toward the WTW 24-Month Time Clock for each client.
 - Months that **do not count** toward the WTW 24-Month Time Clock for each client.
- Data systems including WDTIP TRAC may not be available immediately to the counties for use to track the WTW 24-Month Time Clock. Until they are available, counties are directed to track client information in the case file.
- Once systems are operative, counties are to document this client information in the appropriate data systems and transmit it to WDTIP TRAC.

THE WTW 24-MONTH TIME CLOCK

For more information on these program changes, please reference the following ACLs:

- **ACL 13-12**
CalWORKs Program: New CalWORKs WTW 24-Month Time Clock Informing Notice
- **ACL 12-67**
CalWORKs Program: New CalWORKs WTW 24-Month Time Clock
- **ACL 12-53 & 12-53E**
CalWORKs Program and SB 1041 WTW 24-Month Time Clock Informing Notice Language (CW 2205)

CHANGES TO PROGRAM EXEMPTIONS

This section will cover:

EXTENSION OF SHORT-TERM EXEMPTIONS
NEW YOUNG CHILD EXEMPTION
IMPLEMENTATION

CHANGES TO PROGRAM EXEMPTIONS

EXTENSION OF SHORT-TERM EXEMPTIONS

What were these short-term exemptions?

- Assembly Bill (AB) X4 4 of 2009 created two short-term program exemptions:
 - **The Short-Term Young Child WTW and CalWORKs Exemption**
Parents or caretaker relatives who had primary responsibility for personally providing care to one child 12 to 23 months of age, or at least two children under six years of age were granted a short-term exemption from WTW and the CalWORKs 48-month time limit.
 - **The CalWORKs Exemption due to Good Cause for Lack of Supportive Services**
Allowed good cause for lack of supportive services to not only be a WTW exemption *but also* a temporary CalWORKs 48-month time limit exemption.
- SB 1041 extended these Short-Term Exemptions that were originally implemented by AB X4 4 through December 31, 2012.

CHANGES TO PROGRAM EXEMPTIONS

NEW YOUNG CHILD EXEMPTION

What is the new young child exemption?

- SB 1041 created a new one-time young child exemption for a parent or caretaker relative who has primary responsibility for personally providing care to one child from birth to 23 months of age.
- This is a WTW participation, WTW 24-Month Time Clock, and CalWORKs 48-month time limit exemption.
- For two-parent AUs meeting this new young child exemption criterion, each parent must be provided the option to receive this exemption, though only one parent at a time may be granted this exemption.

CHANGES TO PROGRAM EXEMPTIONS

NEW YOUNG CHILD EXEMPTION

What is the new young child exemption?

- This is a once-in-a-lifetime exemption. Once it is used by a client, it cannot be used again by that same client for a different child.
- This exemption is available for client use along with other existing young child exemptions (*Exemptions Based on Care of Child; MPP Section 42-712.47*).
- It is the client's choice as to if and when they would like to use this exemption option.
- This exemption is available to clients starting January 1, 2013.

CHANGES TO PROGRAM EXEMPTIONS

IMPLEMENTATION

Short-Term Young Child Exemption Expiration

- Clients exempt under the Short-Term Young Child Exemptions as of December 31, 2012, are required to undergo the reengagement process, as prescribed by SB 1041 and **ACL 13-01**, “*Reengagement of CalWORKs Short-Term Exempt Individuals in WTW Activities*”.
- Until these clients have undergone the reengagement process:
 - They will not be required to participate in WTW activities, and
 - Time will not count toward their WTW 24-Month Time Clock or CalWORKs 48-month time limit.
- Information on the reengagement process can be found in the next section of this module entitled ***Reengagement of Short-Term Young Child Exempt Participants***.

CHANGES TO PROGRAM EXEMPTIONS

IMPLEMENTATION

Good Cause for Lack of Supportive Services CalWORKs 48-Month Time Limit Exemption Expiration

- These client's CalWORKs 48-month time limit exemption expired on January 1, 2013, as prescribed by SB 1041.
- Clients with this exemption must be given a 10-day notice by the county regarding this change.
- The first of the following month after this 10-day notice, time will begin to count toward their CalWORKs 48-month time limit.

CHANGES TO PROGRAM EXEMPTIONS

IMPLEMENTATION

Good Cause for Lack of Supportive Services CalWORKs 48-Month Time Limit Exemption Expiration

- Clients with good cause for lack of supportive services will not be required to participate in WTW and their WTW 24-Month Time Clock will not start until:
 - The county can provide all necessary supportive services,
 - The county has had a comprehensive discussion with the client to discuss new program flexibility and requirements, and
 - The client has signed a new WTW plan.
- **ACL 13-02** *“CalWORKs SB 1041 Expiration of the CalWORKs 48-Month Time Limit Exemption for Lack of Supportive Services”* provides further information regarding this process including recommended noticing language for these clients.

CHANGES TO PROGRAM EXEMPTIONS

IMPLEMENTATION

Requesting the New Young Child Exemption

- The **CalWORKs Exemption Request Form** (CW 2186A) and **CalWORKs Exemption Determination Form** (CW 2186B) have been updated to include the new young child 0-23 months of age WTW and CalWORKs exemption.
- The revised versions of these forms were released with the posting of **ACL 13-01**. They can be found on the CDSS Forms website at the following locations:
 - CW 2186A: <http://www.cdss.ca.gov/cdssweb/entres/forms/English/CW2186A.PDF>
 - CW 2186B: <http://www.cdss.ca.gov/cdssweb/entres/forms/English/CW2186B.PDF>

CHANGES TO PROGRAM EXEMPTIONS

For more information on these program changes, please reference the following ACLs:

- **ACL 13-02**
CalWORKs SB 1041 Expiration of the CalWORKs 48-Month Time Limit Exemption for Lack of Supportive Services
- **ACL 13-01**
Reengagement of CalWORKs Short-Term Exempt Individuals in WTW Activities
- **ACL 12-72**
CalWORKs SB 1041 Extension of Short-Term Changes and the New Young Child Exemption

REENGAGEMENT OF SHORT-TERM YOUNG CHILD EXEMPT PARTICIPANTS

This section will cover ...

WHAT IS REENGAGEMENT?
IMPLEMENTATION

REENGAGEMENT OF SHORT-TERM YOUNG CHILD EXEMPTS

WHAT IS REENGAGEMENT?

Purpose of Reengagement

- To reengage clients who were exempt from participation under the Short-Term Young Child exemptions originally implemented by AB X4 4.
- This includes all CalWORKs clients who were exempt from WTW and the CalWORKs 48-month time limit due to having either one child 12-23 months of age, or two children under age six as of December 31, 2012.
- Clients whose children aged out of the exemption anytime in December 2012, are included in the reengagement population.
- These clients are not required to participate in WTW activities and will not have time count toward their WTW 24-Month Time Clock or CalWORKs 48-month time limit until the county reengages them in the program.

REENGAGEMENT OF SHORT-TERM YOUNG CHILD EXEMPTS

WHAT IS REENGAGEMENT?

Definition of Reengagement

- Reengagement is defined by SB 1041 as the development of a WTW plan and the provision of necessary supportive services. Clients are considered reengaged once these two criterion are met.
- Upon reengagement, the client's:
 - WTW 24-Month Time Clock will begin the first of the month following the WTW plan sign date and the provision of supportive services.
 - CalWORKs 48-month time limit will either begin or resume the first of the month following the WTW plan sign date and the provision of supportive services.
- Counties must reengage these clients by January 1, 2015, unless the client is eligible for another exemption.

REENGAGEMENT OF SHORT-TERM YOUNG CHILD EXEMPTS IMPLEMENTATION

Noticing Requirements

- Beginning January 1, 2013, the county must inform applicable clients using the **Reengagement Informing Notice** (CW 2206) that:
 - Their exemption has ended.
 - Their time on aid will not start until reengaged.
 - They are required to participate in reengagement activities.

REENGAGEMENT OF SHORT-TERM YOUNG CHILD EXEMPTS IMPLEMENTATION

Noticing Requirements

- This notice must be sent at least 60 days before the client can be reengaged.
- If it has been six months since a client received their initial CW 2206, the county must reissue the CW 2206 to the client at least 60 days prior to beginning that client's reengagement process.
- The CW 2206 was released with **ACL 13-01**. The CW 2206 can be found on the CDSS Forms website at the following location:
 - CW 2206: <http://www.cdss.ca.gov/cdssweb/entres/forms/English/CW2206.pdf>

REENGAGEMENT OF SHORT-TERM YOUNG CHILD EXEMPTS

IMPLEMENTATION

Reengagement Evaluation

- After a client is noticed with the CW 2206, the county is to issue a second notice to schedule their **Reengagement Evaluation**.
- The purpose of this evaluation is to determine where in the WTW flow the client should be placed. Clients being reengaged will have a unique WTW flow that may or may not include all of the typical WTW flow steps.
- The WTW flow path which each of these clients takes should depend on the evaluation of the client's specific needs and circumstances.

REENGAGEMENT OF SHORT-TERM YOUNG CHILD EXEMPTS

IMPLEMENTATION

Reengagement Evaluation

- The Reengagement Evaluation includes the following:
 - A case-by-case determination/evaluation of an individual's needs.
 - A general description of program requirements.
 - Description of supportive services that are available and advance payment options.
 - Information regarding WTW program changes that have occurred since the individual became exempt, including an overview of the new WTW 24-Month Time Clock.

REENGAGEMENT OF SHORT-TERM YOUNG CHILD EXEMPTS

IMPLEMENTATION

Reengagement Evaluation

- The Reengagement Evaluation notice must be sent 30 days prior to requiring a client to take an action (i.e. attending an appointment, submitting verification for an exemption, etc.).
- The Reengagement Evaluation notice must contain the following:
 - A copy of the Reengagement Informing Notice (CW 2206).
 - A CalWORKs Exemption Request Form (CW 2186A) and a statement that the client may volunteer if they become exempt under another exemption.
 - Appointment information to determine the appropriate WTW activity or activities for those clients who do not qualify for another exemption.
 - A reminder of the consequences for non-compliance.

REENGAGEMENT OF SHORT-TERM YOUNG CHILD EXEMPTS IMPLEMENTATION

Reengagement Evaluation

- **ACL 13-01** provides further information regarding the Reengagement Evaluation, such as:
 - Suggested Reengagement Evaluation Notice language
 - Review of the WTW flow
 - Parameters for what form a Reengagement Evaluation may take
 - The documents/resources that need to be provided to the client during the evaluation

REENGAGEMENT OF SHORT-TERM YOUNG CHILD EXEMPTS

IMPLEMENTATION

Third Contact

- The county must initiate a third contact to ensure that the client is able to either:
 - Attend his/her Reengagement Evaluation appointment, or
 - Submit the necessary verification needed in order to complete development of their WTW plan or approve a program exemption.

REENGAGEMENT OF SHORT-TERM YOUNG CHILD EXEMPTS

IMPLEMENTATION

Third Contact

- Some clients may not be required to attend an in-person appointment. For these clients, the third contact should include:
 - The **comprehensive discussion** reviewed earlier in this module.
 - Information regarding program changes that have occurred since the client became exempt.
- **Please Note:** Clients who qualify and provide necessary verification may be granted another program exemption anytime throughout the reengagement process.

REENGAGEMENT OF SHORT-TERM YOUNG CHILD EXEMPTS

IMPLEMENTATION

What action is the client required to take?

- Clients are considered required to participate upon receiving the second notice informing them they are required to take an action.
- At this point, clients are required to attend a reengagement evaluation or any other appointment that the county may require as part of the reengagement process.
- Time will not begin to count against a client's WTW 24-Month Time Clock or CalWORKs 48-month time limit until he or she signs a WTW plan and the provision of necessary supportive services is met.
- If the client fails, without good cause, to attend an appointment or participate in reengagement, he or she will be subject to non-compliance and possible sanction.

REENGAGEMENT OF SHORT-TERM YOUNG CHILD EXEMPTS

IMPLEMENTATION

Volunteers

- Clients who were exempt under the Short-Term Young Child Exemption and had an active volunteer plan may continue to participate as volunteers if their volunteer plan was signed before January 1, 2013.
- Counties shall honor these volunteer WTW plans until the county reengages these clients.

REENGAGEMENT OF SHORT-TERM YOUNG CHILD EXEMPTS

IMPLEMENTATION

Volunteers

- If a client exempt under the Short-Term Young Child Exemption makes a request to begin volunteering after December 31, 2012, the county has the following two options:
 - Honor the new request to volunteer after January 1, 2013, or
 - Offer to fully reengage the client after providing the client with specific information outlined in **ACL 13-01**.

(If the client does not wish to reengage at this point in time, they may opt to wait until they are contacted for reengagement as part of the county's reengagement plan sequence).

REENGAGEMENT OF SHORT-TERM YOUNG CHILD EXEMPTS

IMPLEMENTATION

Automation

- Counties must ensure that reengagement clients are identified and tracked in the WDTIP TRAC system accurately.
- **ACL 13-01** provided additional WDTIP TRAC codes which counties are to use to track this population. These codes are as follows:

PEC PERC	DESCRIPTION FOR USE
03-316	CalWORKs WTW Exemption – Parents caring for a child 12-23 months and/or two children under age six.
03-317	CalWORKs WTW Reengagement Process – Parents caring for child age 12-23 months and/or two children under ages six, who are in the process of being reengaged by their county.

REENGAGEMENT OF SHORT-TERM YOUNG CHILD EXEMPTS

For more information on these program changes, please reference the following ACLs:

- **ACL 13-01**
Reengagement of CalWORKs Short-Term Exempt Individuals in WTW Activities
- **ACL 12-72**
CalWORKs SB 1041 Extension of Short-Term Changes and the New Young Child Exemption
- **ACL 12-67**
CalWORKs Program: New CalWORKs WTW 24-Month Time Clock

UNDERSTANDING CHANGES TO CalWORKs WELFARE TO WORK

REFERENCES

- **SB 1041** (Chapter 47, Statutes of 2012); **SB 72** (Chapter 8, Statutes of 2011); **AB X4 4** (Chapter 4, Statutes of the Fourth Extraordinary Session of 2009)
- **ACL 12-53 & 12-53E**: CalWORKs Program and SB 1041 WTW 24-Month Time Clock Informing Notice Language (CW 2205)
- **ACL 12-67**: CalWORKs Program: New CalWORKs WTW 24-Month Time Clock
- **ACL 12-69**: Alignment of CalWORKs Hourly Work Participation Requirements to Federal TANF Requirements
- **ACL 12-72**: CalWORKs SB 1041 Extension of Short-Term Changes and the New Young Child Exemption
- **ACL 13-01**: Reengagement of CalWORKs Short-Term Exempt Individuals in WTW Activities
- **ACL 13-02**: CalWORKs SB 1041 Expiration of the CalWORKs 48-Month Time Limit Exemption for Lack of Supportive Services
- **ACL 13-12**: CalWORKs Program: New CalWORKs WTW 24-Month Time Clock Informing Notice