



CDSS

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EDMUND G. BROWN JR.
GOVERNOR

April 14, 2015

COUNTY FISCAL LETTER (CFL) NO. 14/15-60

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CALWORKS PROGRAM SPECIALISTS
ALL COUNTY AUDITOR CONTROLLERS
ALL COUNTY FISCAL OFFICERS

SUBJECT: CLAIMING INSTRUCTIONS FOR CALIFORNIA WORK
OPPORTUNITY AND RESPONSIBILITY TO KIDS
(CaWORKs) WELFARE-TO-WORK LONG-TERM
SANCTION POPULATION MOVE TO A SOLELY STATE
FUNDED PROGRAM

REFERENCES: [CFL NO. 13/14-21, DATED SEPTEMBER 30, 2013](#)
[CFL NO. 13/14-35, DATED FEBRUARY 5, 2014](#)
[ACL NO. 14-58, DATED SEPTEMBER 22, 2014](#)
[ACL NO. 14-100, DATED DECEMBER 19, 2014](#)
[ACL NO. 15-18, DATED FEBRUARY 9, 2015](#)
[ASSEMBLY BILL \(AB\) 1468 \(CHAPTER 26, STATUTES OF 2014\)](#)

This CFL provides County Welfare Departments (CWDs) with claiming instructions as a result of the recent shift of funding for Long-Term Sanction CaWORKs cases from Temporary Assistance for Needy Families (TANF) funding to a solely state funded program. Reassignment of the CaWORKs aid codes, program codes (PCs) and new or updated PC descriptions are detailed within this CFL and the attached documents.

Background

Long-Term Sanction CaWORKs cases were moved to non-Maintenance of Effort (non-MOE) aid codes effective March 1, 2015, consistent with [ACL No. 15-18](#), dated February 9, 2015. The revised PCs will be effective April 1, 2015. Long-Term Sanction cases are defined in ACL No. 15-18 as:

- Cases in which only one parent/caretaker is in the household and is eligible for aid, but that parent/caretaker has been in sanction status for 12 consecutive months or longer.

- Cases in which at least two unaided parents/caretakers are residing in the household and at least one parent/caretaker has been sanctioned for at least 12 consecutive months or longer, including cases in which the household includes other adults/caretakers who are unaided for reasons such as being an ineligible non-citizen, a recipient of Title XIX Social Security Income, etc.

County Assistance (CA) 800

Effective March 1, 2015, aid codes K1 and 3F have been revised to include CalWORKs Long-Term Sanction cases with the current Safety Net and Fleeing Felon populations. In accordance with AB 1468 and noted in [ACL No. 14-100](#), dated December 19, 2014, adults who were ineligible for CalWORKs due to a felony drug conviction are now eligible for CalWORKs effective April 1, 2015. Revisions to aid codes K1 and 3F to exclude cases with adults who were previously ineligible for CalWORKs due to a felony drug conviction will be noted in ACL 15-37 that will be released around April 24, 2015.

Aid Code K1 – Unaided Single-Parent Safety Net, Fleeing Felon, Long-Term Sanction Child-Only Cases (only one parent/caretaker in the home)

CalWORKs cases that include only one, unaided Safety Net, fleeing felon, or Long-Term Sanction (sanctioned 12 consecutive months or longer for non-compliance in the Welfare-to-Work [WTW] program) parent/caretaker, with no other parents/caretakers in the home. This code provides for continued cash aid and Medi-Cal coverage for children whose parents have been discontinued from, or are ineligible for, cash aid due to their status as a Safety Net adult, fleeing felon, or Long-Term Sanction individual.

Cases receiving assistance under aid code K1 will be funded with 97.5 percent General Fund (GF) and 2.5 percent county funds and are not subject to the state's TANF Work Participation Requirement (WPR) calculation. This aid code will not be counted toward the TANF MOE requirement.

Aid Code 3F – Unaided Two-Parent Safety Net, Fleeing Felon, Long-Term Sanction Child-Only Cases

CalWORKs cases in which two or more unaided parents/caretakers are any combination of Safety Net, fleeing felon, or Long-Term Sanction (sanctioned 12 consecutive months or longer for non-compliance in the WTW program) adults. In addition, cases that include at least one parent caretaker who is unaided due to any of the previously mentioned reasons, and at least one parent/caretaker who is ineligible for another reason, such as being an ineligible non-citizen or a recipient of Title XIX Social Security Income, are also assigned to this aid code. This code provides for continued cash aid and Medi-Cal coverage for children whose parents/caretakers have been

discontinued from, or are ineligible for, cash aid due to their status as a Safety Net, fleeing felon, or Long-Term Sanction individual.

Zero-parent Assistance Units (AUs), from which the all parents in the home are excluded due to receipt of SSI benefits or status as an ineligible non-citizen, will not be assigned to aid code 3F.

Cases receiving assistance under aid code 3F will be funded with 97.5 percent GF and 2.5 percent county funds and are not subject to the state’s TANF WPR calculation. This aid code will not be counted towards the TANF MOE requirement.

Table 1 details the aid codes which will require the manual identification and movement of Long-Term Sanction cases into aid codes K1 and 3F:

Table 1

PREVIOUS AID CODE		NEW AID CODE	
Aid Code	Title	Aid Code	Title
TWO-PARENT FAMILIES			
3M	CalWORKs Legal Immigrants – Two Parent Families	3F	Unaided Two-Parent Safety Net, Fleeing Felon, Long-Term Sanction Child-Only Cases
3U	CalWORKs Legal Immigrants – Two Parent Families Mixed Cases		
35	CalWORKs Two-Parent Families		
ALL FAMILIES			
3E	CalWORKs – Legal Immigrants – All Families Mixed Cases	K1	Unaided Single-Parent Safety Net, Fleeing Felon, Long-Term Sanction Child Only Cases (only one parent/caretaker in the home)
3L	CalWORKs Legal Immigrants – All Families		
30	CalWORKs All Other Families		
3P	CalWORKs All Families Exempt		
3W	TANF Timed Out – Legal Immigrants – Mixed Cases		
32	TANF Timed-out cases in which the head-of-household or spouse of head-of-household has received Federal TANF assistance for 60 cumulative months and continues to be eligible for CalWORKs assistance.		

FELON, AND LONG TERM SANCTION MARCH 2015 ONLY,” establishes the one time claim to be used for aid codes K1 and 3F for the month of March 2015 and is posted to the California Department of Social Services Extranet site. Please note that drug felons will still be included in the claim for the month of March 2015.

Attachment II entitled “SUMMARY REPORT OF ASSISTANCE EXPENDITURES CALWORKS IMPLEMENTATION OF SAFETY NET, FLEEING FELON, AND LONG TERM SANCTION” establishes the claim to be used for aid codes K1 and 3F prospectively beginning April 1, 2015. Effective April 1, 2015, the five percent CalWORKs Maximum Aid Payment (MAP) increase identified in [ACL No. 14-58](#), dated September 22, 2014, will be in effect in addition to the removal of Drug Felons.

County Expense Claim (CEC)

Table 2 details the various revised CalWORKs PCs and descriptions located in the attached documents which reflect the inclusion of Long-Term Sanction cases.

Table 2

Function/ Programs	Time Study Instructions	Claiming Instructions	General Information	Attachment Number
CalWORKs				
A. Employment Services	Yes	Yes	No	III
B. Child Care	Yes	Yes	No	IV
C. Family Stabilization	Yes	Yes	No	V

Attachment III entitled “WELFARE-TO-WORK (WTW)” provides the title and description of changes made to the Safety Net Employment Services PCs to reflect the inclusion of Long-Term Sanction cases.

Attachment IV entitled “CHILD CARE” provides the title and description of changes made to the Safety Net Child Care PCs to reflect the inclusion of Long-Term Sanction cases.

Attachment V entitled “FAMILY STABILIZATION” establishes a new Family Stabilization PC to capture Family Stabilization costs and activities associated with Long-Term Sanction cases.

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If you have questions regarding this letter, please direct your questions to fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

LILIA A. YOUNG, Chief
Fiscal Forecasting and Policy Branch

Attachments

**SUMMARY REPORT OF ASSISTANCE EXPENDITURES
CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CAIWORKS)
IMPLEMENTATION OF SAFETY NET, DRUG FELON, FLEEING FELON AND LONG TERM SANCTION
MARCH 2015 ONLY**

County	Date (Month/Year)
Claim Contact	Telephone

Aid Code	Single-Parent K1	Two Parent 3F	AB85 MAP Increase (State)	Total
1 Main Payroll				
2 Current Month Supplemental Payroll				
3 Current Month Cancellation Contra Roll				
4 Prior Month Supplemental Payroll				
5 Current Month Adjustment				
6 Subtotal (Lines 1 - 5)				
7 Prior Month Cancellation Contra Roll				
8 Recoveries of Aid				
9 Prior Month Negative Adjustment				
10 Subtotal (Lines 7 - 9)				
11 Prior Month Positive Adjustment				
12 TOTAL AID PAYMENTS, Current + Prior Months (Lines 6+10+11)				
13 Total Number of Assistance Units				
14 Multiplied by \$2.00				
SUMMARY BY FUNDING				
15 AB85 MAP Increase (State)				
16 State/County 2011				
17 County				
18 Total				
SUMMARY BY PROGRAM				
19 Safety Net Single-Parent	State/County 2011	County	AB85 MAP Increase (State)	Total
20 Safety Net Two-Parent				
21 Total				

COUNTY WELFARE DIRECTOR'S CERTIFICATION

I hereby certify, under penalty of perjury, that I am the official responsible for the administration of the public welfare programs in said county, that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code; that the amounts that the aid payments, aid repayments and adjustments reflected herein have been made in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the California Department of Social Services.

Signature of County Welfare Director	Date
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COUNTY AUDITOR'S CERTIFICATION

I hereby certify, under penalty of perjury, that I am the officer in aforesaid county responsible for the examination and settlement of accounts; that I have not violated any of the provisions of Section 1090 to 1096, inclusive, of the Government Code; that the amounts claimed herein are in accordance with authorizations for the above-referenced public assistance programs made by the county; that said amounts correctly reflect Federal, State and County shares in the aid payments claimed and that warrants therefore have been issued, according to law and the rules and regulations of the California Department of Social Services.

Signature of County Auditor	Date
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**SUMMARY REPORT OF ASSISTANCE EXPENDITURES
CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CAIWORKS)
IMPLEMENTATION OF SAFETY NET, FLEEING FELON, AND LONG TERM SANCTION**

County	Date (Month/Year)
Claim Contact	Telephone

Aid Code	Single-Parent K1	Two Parent 3F	AB85 MAP Increase (State)	Total
1 Main Payroll				
2 Current Month Supplemental Payroll				
3 Current Month Cancellation Contra Roll				
4 Prior Month Supplemental Payroll				
5 Current Month Adjustment				
6 Subtotal (Lines 1 - 5)				
7 Prior Month Cancellation Contra Roll				
8 Recoveries of Aid				
9 Prior Month Negative Adjustment				
10 Subtotal (Lines 7 - 9)				
11 Prior Month Positive Adjustment				
12 TOTAL AID PAYMENTS, Current + Prior Months (Lines 6+10+11)				
13 Total Number of Assistance Units				
14 Multiplied by \$2.00				
SUMMARY BY FUNDING				
15 AB85 MAP Increase (State)				
16 State/County 2011				
17 County				
18 Total				
SUMMARY BY PROGRAM				
19 Safety Net Single-Parent	State/County 2011	County	AB85 MAP Increase (State)	Total
20 Safety Net Two-Parent				
21 Total				

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Signature of County Auditor	Date
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WELFARE-TO-WORK (WTW)

The [CFL No.13/14-21](#) dated September 30, 2013, established the movement of Safety Net cases to non-Maintenance of Effort (non-MOE) Aid codes 3F and K1. The CFL No.13/14-21 also introduced the employment services Program Codes (PCs) 370 – Safety Net Employment Services Employed Non-MOE and PC 371 – Safety Net Employment Services Unemployed Non-MOE. This attachment details the revisions to PC 370 and PC 371 titles and time study code descriptions reflecting the addition of Long-Term Sanction cases to these PCs.

For clients in Long-Term Sanction status, PC 370 and PC 371 are only to be used for the interim time period when the client is in the process of curing his/her sanction while receiving WTW employment services.

CODE 3701 – Safety Net Employment Services Case Management Employed Non-MOE

Includes case management and related WTW activities (e.g., determining exemptions, arranging for the participant's entry into the WTW component; performing needs assessment, etc.) provided to employed Safety Net and Long-Term Sanction cases.

For additional activities, please refer to the PC Descriptions for WTW caseworker activities and the following time study codes:

- Code 6201 WTW Pre-Assessment
- Code 6211 WTW Post-Assessment: Community Service
- Code 6221 WTW Post-Assessment: Other
- Code 6231 WTW Post-Assessment: Vocational Education
- Code 6241 WTW Assessment

CODE 3711 – Safety Net Employment Services Case Management Unemployed Non-MOE

Includes case management and related WTW activities (e.g., determining exemptions, arranging for the participant's entry into the WTW component; performing needs assessment, etc.) provided to unemployed Safety Net and Long-Term Sanction cases.

For additional activities, please refer to the PC Descriptions for WTW caseworker activities and the following time study codes:

- Code 6201 WTW Pre-Assessment
- Code 6211 WTW Post-Assessment: Community Service
- Code 6221 WTW Post-Assessment: Other
- Code 6231 WTW Post-Assessment: Vocational Education
- Code 6241 WTW Assessment

The PC 370 and PC 371 and all associated Program Identification Numbers (PINs) have been retitled appropriately to now include Long-Term Sanction cases in addition to Safety Net cases.

PC	370	Safety Net Employment Services Employed <u>Non-MOE</u>
TSC	3701	Safety Net Employment Services Case Management Employed <u>Non-MOE</u>
PIN	370016	Ancillary-Education (Employed)
	370028	Work-Related Activities and Expenses (Employed)
	370032	Contracted Activities (Employed)
	370088-91	Support Operating*
	370092	Casework OT/CTO Costs
	370093	Support Staff OT/CTO Costs
	370094	Start up/Nonrecurring Costs
	370097	Transportation (Employed)
DTP	B21	Safety Net Employment Services Case Management <u>Non-MOE</u>
Costs will be funded for PC 370 at 00/100/00/00 (Federal/State/Health/County).		

* The county must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes (88-91)

PC	371	Safety Net Employment Services Unemployed <u>Non-MOE</u>
TSC	3711	Safety Net Employment Services Case Management Unemployed <u>Non-MOE</u>
PIN	371003	Transportation (Unemployed)
	3710029	Other Supportive Services (Unemployed)
	371031	Contracted Activities (Unemployed)
DTP	B19	Safety Net Employment Services Case Management <u>Non-MOE</u>
Costs will be funded for PC 371 at 00/100/00/00 (Federal/State/Health/County).		

CHILD CARE

The [CFL No.13/14-21](#), dated September 30, 2013 established the movement of Safety Net cases to non-Maintenance of Effort (non-MOE) aid codes 3F and K1. The CFL No. 13/14-21 also introduced the Safety Net Child Care codes (PC) 368 – Safety Net Child Care Case Management Employed Non-MOE and PC 369 – Safety Net Child Care Case Management Unemployed Non-MOE. This attachment details the revisions to PC 368 and PC 369 titles and time study code descriptions reflecting the addition of Long-Term Sanction cases to these PCs.

For cases in Long-Term Sanction status, PC 368 and PC 369 are to be used for the interim time period when the client is in the process of curing his/her sanction and as such, is receiving child care services. Updates to attachment II “CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKs) CHILD CARE CLAIMING GUIDE” located in CFL 14/15-16, dated September 5, 2014, will be forthcoming.

CODE 3681 – Safety Net Child Care Case Management Employed Non-MOE

Case management and related activities provided to employed Safety Net and Long-Term Sanction families include, but are not limited to: determining exemptions; arranging for the participant’s entry into the Welfare To Work (WTW) component; referring clients to Tribal TANF for securing child care slots; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/calculating child care payments and registration fees; preparing Notices of Action; coordinating overpayment grant adjustments with the caseworker; fraud referrals; coordinating or consulting with other child care delivery systems; reviewing and verifying of self-certification forms; maintaining records for parental complaints; and referral and verification activities in conjunction with local resource and referral agencies for families that select a license exempt child care provider under CalWORKs.

CODE 3691 – Safety Net Child Care Case Management Unemployed Non-MOE

Case management and related activities provided to unemployed Safety Net and Long-Term Sanction families include, but are not limited to: determining exemptions; arranging for the participant’s entry into the WTW component; referring clients to Tribal TANF for securing child care slots; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/calculating child care payments and registration fees; preparing Notices of Action; coordinating overpayment grant adjustments with the caseworker; fraud referrals; coordinating or consulting with other child care delivery systems; reviewing and verifying of self-certification forms; maintaining records for parental complaints; and referral and verification activities in

conjunction with local resource and referral agencies for families that select a license exempt child care provider under CalWORKs.

The PC 368 and PC 369 and all associated Program Identification Numbers (PINs) have been retitled appropriately to now include the Long-Term Sanction cases in addition to the Safety Net cases.

PC	368	Safety Net Child Care Employed <u>Non-MOE</u>
TSC	3681	Safety Net Child Care Case Management Employed <u>Non-MOE</u>
PIN	368032	Contracted Activities (Employed)
	368082	Child Care Services (Employed)
	368088-91	Support Operating*
	368092	Casework OT/CTO Costs
	368093	Support Staff OT/CTO Costs
	368094	Start up/Nonrecurring Costs
DTP	D27	Safety Net Child Care Case Management
Costs will be funded for PC 368 at 00/100/00/00 (Federal/State/Health/County).		

* The county must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes (88-91)

PC	369	Safety Net Child Care Unemployed <u>Non-MOE</u>
TSC	3691	Safety Net Child Care Case Management Employed <u>Non-MOE</u>
PIN	369018	Child Care Services (Unemployed)
	369031	Contracted Activities (Unemployed)
DTP	D28	Safety Net Child Care Case Management
Costs will be funded for PC 369 at 00/100/00/00 (Federal/State/Health/County).		

FAMILY STABILIZATION

This attachment details the new Family Stabilization Non-Maintenance of Effort (Non-MOE) time study code (TSC) 9261 and Program Code (PC) 926. For clients in Long-Term Sanction status, TSC 9261 and PC 926 are to be used for the time period, however brief, when the case is a K1 or 3F aid code. Since the Safety Net population is not eligible for Family Stabilization services, they are excluded from these codes.

CODE 9261 – Family Stabilization Non-MOE Case Management

This code includes time spent providing Family Stabilization intensive case management to non-MOE Welfare-to-Work (WTW) participants. This includes but is not limited to; identification of barriers that prevent the work-eligible adult from being successfully engaged in WTW activities; arranging for services to support the family in overcoming an identified situation or crisis that is destabilizing; time spent on providing additional outreach to clients who are in non-compliance or sanctioned.

The Non-MOE population as it applies to this code includes Long-Term Sanction cases.

PC	926	Family Stabilization - Non-MOE
TSC	9261	Family Stabilization - Non-MOE
PIN	926003	Transportation - Unemployed
	926016	Ancillary Expenses - Employed
	926028	Work-Related Activities & Exp - Employed
	926029	Other Supportive Services - Unemployed
	926031	Contracted Activities - Unemployed
	926032	Contracted Activities - Employed
	926068	Direct Costs
	926088-91	Support Operating*
	926092	Casework - OT/CTO Costs
	926093	Support Staff - OT/CTO Costs
	926094	Start Up/Nonrecurring Costs
	926097	Transportation - Employed
DTP	A75	Family Stabilization – Non-MOE
Costs will be funded for PC 926 at 00/100/00/00 (Federal/State/Health/County).		

* The county must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes (88-91)