



CDSS

WILL LIGHTBOURNE  
DIRECTOR

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

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EDMUND G. BROWN JR.  
GOVERNOR

REASON FOR THIS TRANSMITTAL

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

February 9, 2015

ALL COUNTY LETTER NO. 15-18

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 (CalWORKs) LONG-TERM WELFARE-TO-WORK (WTW)  
 SANCTION POPULATION MOVE TO SOLELY STATE FUNDED  
 PROGRAM

REFERENCE: ALL COUNTY LETTERS (ACL) 03-59, 06-27, 07-04, 13-70; 14-78  
 WELFARE AND INSTITUTIONS CODE (WIC) 11327.5;  
 MANUAL OF POLICIES AND PROCEDURES (MPP) 42-721.4  
 45 CODE OF FEDERAL REGULATIONS 261.2

This ACL transmits instructions for counties to change aid codes as of March 1, 2015, for specified CalWORKs cases that include certain parents/caretakers who have been sanctioned for noncompliance in the WTW program, as defined in this letter. Use of these codes as instructed in this ACL is required, and will help the state meet its federal work participation rate (WPR) requirement. The CalWORKs cases specified in the "Implementation" section of this ACL that include parents/caretakers who have been sanctioned due to failing or refusing to comply with program requirements without good cause in the WTW program for 12 consecutive months or longer (long-term sanctioned cases), must be tracked with one of two different aid codes, as instructed in this letter.

**BACKGROUND**

Beginning October 1, 2013, the California Department of Social Services (CDSS) established a solely state funded program outside of the existing federal Temporary Assistance for Needy Families (TANF) and state Maintenance of Effort (MOE) funding structure for Safety Net and drug and fleeing felon cases for the purpose of excluding them from the TANF WPR calculation. Like Safety Net and drug and fleeing felon

cases, sanctioned cases are not participating in the WTW program but are currently required to be included in California's WPR calculation after being in sanction status for more than three months because the un-aided adult in the case meets the TANF definition of a "work-eligible individual," as described in 45 Code of Federal Regulations 261.2. Long-term sanctioned cases are not meeting federal work participation requirements and have a negative impact on the state's WPR. Therefore, beginning March 1, 2015, all long-term sanctioned cases described below will be funded in the solely state funded program that currently includes specified Safety Net and drug and fleeing felon cases.

## **IMPLEMENTATION**

Counties must identify all existing cases, described below, with a parent/caretaker who has been sanctioned for noncompliance with the WTW program for 12 consecutive months or longer and change aid codes for such cases as of March 1, 2015. This change must be made regardless of consortia automation status.

- **Aid Code K1:** 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, will be changed to aid code K1.
- **Aid Code 3F:** 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 will be changed to aid code 3F. This includes 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.

For cases that meet these criteria after the March 1, 2015 implementation date, the aid code must be changed the month after the 12 consecutive month timeframe is met. In situations where there is a break in sanction status, such as a complete case closure or a sanction cure, the 12 consecutive months would restart when the case comes back on aid or a new sanction is imposed.

Long-term sanction cases that are changed to aid code K1 or 3F will continue to be subject to Semi-Annual Reporting rules.

## **CURING SANCTIONS**

For any parent/caretaker in the household who has been moved to one of the aid codes K1 or 3F, existing rules apply to sanction curing when he or she contacts the county to inform the county of his or her desire to cure the sanction. Cases assigned to K1 or 3F in which the parent/caretaker has cured a sanction must be reassigned to another appropriate aid code based on normal eligibility criteria. An individual who is in the process of curing his or her sanction will be assigned to K1 or 3F aid codes until the sanction has been fully cured.

## **CHILD SUPPORT**

Child support collection instructions for long-term sanctioned cases that are moved into the solely state funded program will be issued in a separate ACL.

## **TRACKING**

A separate ACL will include additional information regarding tracking the long-term sanction population that are moved into the K1 and 3F aid codes.

## **FISCAL CLAIMING AND DATA REPORTING INSTRUCTIONS**

Long-term sanctioned cases that have been moved to the solely state funded program are eligible to receive the same employment services and child care that they were eligible for in the TANF funded program. Fiscal claiming and data reporting instructions will be provided under separate cover. For fiscal claiming questions, please contact [Fiscal.Systems@dss.ca.gov](mailto:Fiscal.Systems@dss.ca.gov), and for questions about data reporting you may contact the Data Systems and Survey Design Bureau at (916) 651-8269.

If you have questions regarding this ACL, please contact your county's CDSS Employment Bureau consultant or call the Employment Bureau at (916) 654 2137.

Sincerely,

### ***Original Document Signed By:***

TODD R. BLAND  
Deputy Director  
Welfare to Work Division