STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • *www.cdss.ca.gov*

WILL LIGHTBOURNE
DIRECTOR

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GOVERNOR

August 5, 2013

REASON FOR THIS TRANSMITTAL

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

ALL COUNTY INFORMATION NOTICE I-42-13

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 (CalWORKs) SENATE BILL (SB) 1041 FIELD MONITORING VISIT TOOLS

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, 13-12, 13-15, 13-19, 13-37, 13-52, 13-59, ALL COUNTY INFORMATION NOTICE (ACIN) I-08-13, I-31-13, COUNTY WELFARE DIRECTORS LETTER (JULY 25, 2013).

The purpose of this notice is to provide County Welfare Departments (CWDs) with the tools that the California Department of Social Services (CDSS) will use during the SB 1041 Field Monitoring Visits scheduled to occur throughout the remainder of 2013 and 2014. An All County Welfare Directors Letter, issued on July 24, 2013, provides background on the purpose of these Field Monitoring Visits and includes a template agenda, the tentative visit schedule for 2013, and a procedures timeline for each visit. Please refer to that letter for further information.

Attached are four tools which will be used during the Field Monitoring Visit process. Following are descriptions of each tool and how they will be used by CDSS during each visit.

County Administrator Interview Tool *(Attachment One)*
This tool will be used by the CDSS Field Monitoring Team to interview the CWD administrator in person during the visit regarding SB 1041 implementation. Each CWD administrator is encouraged to review this tool in advance of their CWD's scheduled visit in order to familiarize themselves with the questions.

County Caseworker Interview Tool *(Attachment Two)*
This tool will be used by the CDSS Field Monitoring Team to interview two to three CWD caseworkers regarding their experiences with SB 1041 implementation. CDSS encourages

the selected caseworkers to review the tool in advance of their CWD's scheduled visit in order to familiarize themselves with the questions.

Case Discussion Tool *(Attachment Three)*
This tool will be used by the CDSS Field Monitoring Team to review five cases selected by the CWD in advance of the visit. The case types to be reviewed are:

- One case which had ***less than or equal to*** 24-months left on the CalWORKs 48-month time limit as of January 1, 2013.
- One case which had ***more than*** 24-months on the CalWORKs 48-month time limit as of January 1, 2013.
- One new case as of January 1, 2013 or later.
- One sanction case with earnings and curable based on the new participation requirements (may be a case actually cured since January 1, 2013 based on new participation requirements).
- One case which is part of the former short-term young child exemption (AB X4 4)/ reengagement population, and is currently in the process of or has been reengaged.

Case Summary Matrix *(Attachment Four)*
This matrix may be used by the CWD to summarize general information regarding the five cases pulled for the Field Monitoring Visit case review. It is preferred that the CWD fill out this document prior to its scheduled Field Monitoring Visit. If the CWD is not able to fill it out, then it will be completed by the CDSS Field Monitoring Team during the case review.

As outlined in the above mentioned All County Welfare Directors Letter (issued July 24, 2013), each CWD will be initially contacted six to eight weeks prior to the visit, notified of CDSS' intent to visit, and provided with the attached Field Monitoring Visit Tools. At that time, CDSS will provide the CWD with an electronic version of each tool with fillable fields for ease of use. An information request document will also be included in this initial package. This document outlines information CDSS is requesting from each CWD. The CWD will be asked to provide this information to CDSS two to three weeks prior to the CWD's scheduled visit. This document has also been attached to this notice for CWD convenience (*Attachment Five: SB 1041 Field Monitoring Visits Information Request)*.

If you have any questions or need further information regarding this letter, please contact Melissa Kenney or Ryan Burns of the CalWORKs Employment Bureau at (916) 654-2137.

Sincerely,

Original Document Signed By:

KÄREN DICKERSON, Chief
Employment and Eligibility Branch

Attachments

Category #1: SB 1041 Implementation/Training

a) How did your county go about implementing the SB 1041 related program changes (i.e. new WTW participation requirements, WTW 24-Month Time Clock, reengagement of the former short-term young child exempt population [AB X4 4], etc.)?

b) What training has your county provided to staff regarding SB 1041 program changes? Was the CDSS Training Aid used by your county or did your county develop its own training materials?

c) What other forms did your county use to distribute this information to staff? How are you ensuring your staff understands the new program rules?

d) How is staff instructed to strategize with clients in utilizing the WTW 24-Month Time Clock?

e) What sort of feedback are you getting from staff about the new program rules?

Category #2: WTW 24-Month Time Clock Implementation and New WTW Participation Requirements

a) When was the *WTW 24-Month Time Clock General Informing Notice* (CW 2205) sent out to clients?

_____

_____

b) When did your county begin comprehensive discussions with your clients who had ***less than or equal to*** 24 months left on their CalWORKs time limit as of January 1, 2013?

Date Began: _____

c) Is your county finished yet? If not, when do you anticipate completing these discussions?

☐ Yes ☐ No

Planned Date of Completion: _____

d) How did your county make contact with these clients beyond that of the general informing notice (CW 2205) (i.e. telephone call, in person interview)?

_____

_____

e) When did your county begin comprehensive discussions with your clients who had ***more than*** 24 months left on their CalWORKs time limit as of January 1, 2013?

Date Began: _____

f) Is your county finished yet? If not, when do you anticipate completing these discussions?

☐ Yes ☐ No

Planned Date of Completion: _____

g) What is your county's policy for situations where your staff has attempted to contact a client for their comprehensive discussion, but the client is unresponsive?

h) Are clients in your county choosing to use the new SB 1041 WTW options (i.e. lower hourly requirements, WTW 24-Month Time Clock flexibility)? If so, what changes are being made to WTW plans? What options are clients utilizing?

i) How has your county been outreaching to partially participating WTW sanction clients?

j) Have you been using the *Your WTW 24-Month Time Clock Informing Notice* (CW 2208) to inform clients of time left on their WTW 24-Month Time Clock? If no, was an alternate form used?

NOTE

Required elements for alternate version of form:

- ☐ *The number of remaining months the client has on his or her WTW 24-Month Time Clock.*
- ☐ *The work requirements (CalWORKs federal standards) a client is required to comply with once he or she has exhausted his or her WTW 24-Month Time Clock and what action the county will take if the client fails to meet CalWORKs federal standards.*
- ☐ *How a client may dispute the number of months counted toward his or her WTW 24-Month Time Clock.*
- ☐ *Information stating a client's opportunity to modify his or her WTW plan to meet the CalWORKs federal standards once he or she has exhausted his or her WTW 24-Month Time Clock.*
- ☐ *The opportunity for clients to receive an exemption to, or extension of, the WTW 24-Month Time Clock.*

Category #3: The new *WTW Activity Plan/Form* (WTW 2)

a) Has your county been using the new WTW 2?

b) What did your county do in the interim before the form was available through the consortia?

Category #4: New Young Child Exemption

a) Are eligible clients in your county (both existing and new) opting to take the New Young Child Exemption?

Category #5: Clients with good cause for lack of funding for supportive services

a) When did your county inform clients with the CalWORKs 48-month time limit exemption due to good cause for lack of funding for supportive services that their time limit exemption ended and their CalWORKs 48-month time limit would restart?

b) Please describe your county's plan to engage these clients in WTW activities.

Category #6: Reengagement Process

a) Please describe your county's policy for the reengagement process.

_____

_____

_____

*** NOTE***

Recommend that the interviewee touch on some of the following:

- ✓ *Determining clients' status and needs.*
- ✓ *Making clients aware of supportive services.*
- ✓ *Informing clients of WTW 24-Month Time Clock and the CalWORKs 48-month time limit.*
- ✓ *Determining which stage in the WTW flow to reengage clients.*
- ✓ *Identifying Barriers.*
- ✓ *Handling Good Cause and Exemptions.*
- ✓ *Evaluating SIP eligibility (if applicable).*

b) How is the reengagement process going in your county?

_____

_____

c) What implementation issues or questions have come up (from staff, clients, etc.) regarding the reengagement process?

_____

_____

d) What is your county's process for clients who request to reengage ahead of the county's sequencing plan?

_____

_____

*** NOTE***

Recommend that the interviewee touch on some of the following:

- ✓ *Exemption ends if he or she chooses to reengage in advance.*
- ✓ *Other exemptions he or she may qualify for.*
- ✓ *WTW 24-Month Time Clock and the CalWORKs 48-month time limit.*
- ✓ *Number of participation hours required.*
- ✓ *Non-compliance process and sanctions.*
- ✓ *The opportunity not to reengage until he or she is selected to reengage according to the sequencing plan.*

e) What is your county's process for clients in the reengagement population who volunteer to participate in WTW?

_____

_____

*** NOTE***

Recommend that the interviewee touch on the following:

- ✓ *Do the county's policies and procedures instruct staff to revise WTW volunteer plans for reengagement clients who were volunteers prior to 1/1/13, until the county reengages the client?*
- ✓ *Are reengagement population clients who* ***were not*** *volunteering in WTW prior to 1/1/13 allowed to begin volunteering? If not, are they allowed to reengage ahead of the county's sequencing plan?*

Introduction/Level Setting

- *How long have you worked in your current position?*
- *Did you work in a related field before beginning your current position?*
- *What is your caseload like? Do you specialize in certain types of cases (sanctions, domestic violence, mental health, etc.)?*
- *Please describe briefly how workload in general is divided up in your county?*
- *Do you have workers who specialize in determining CalWORKs eligibility and those who specialize in WTW case management?*

Category #1: SB 1041 Implementation/Training

a) How would you summarize the new program rules? What components of the program have changed due to implementation of SB 1041 (i.e. new WTW participation requirements, WTW 24-Month Time Clock, reengagement of the former short-term young child exempt population [AB X4 4], etc.)?

b) Have you received any SB 1041 related training? What type of training did you receive? How was information regarding SB 1041 distributed to you?

Category #2: WTW 24-Month Time Clock Implementation and New WTW Participation Requirements

a) Does your county have a strategy for completing all necessary comprehensive discussions? If so, what is it?

b) What is your personal strategy for completing all necessary comprehensive discussions with your clients?

c) When did you begin comprehensive discussions with your clients who had ***less than or equal to*** 24 months left on their CalWORKs time limit as of January 1, 2013?

Date Began: _____

d) Are you finished yet? If not, when do you anticipate completing these discussions?

☐ Yes ☐ No

Planned Date of Completion: _____

e) When did you begin comprehensive discussions with your clients who had ***more than*** 24 months left on their CalWORKs time limit as of January 1, 2013?

Date Began: _____

f) Are you finished yet? If not, when do you anticipate completing these discussions?

☐ Yes ☐ No

Planned Date of Completion: _____

g) How do you approach the comprehensive discussion? How do you go about explaining WTW plan options? How do you explain the impact of opting for one plan type over another?

_____

_____

h) Are existing clients choosing to make use of the new SB 1041 WTW options (i.e. lower hourly requirements, WTW 24-Month Time Clock flexibility)? If so, what changes are being made to WTW plans? What options are clients utilizing?

_____

_____

i) In general, how well do you think your clients understand the new program rules?

_____

_____

j) Do you ask the client what their goals are with WTW? How do you help clients strategize use of their WTW 24-Month Time Clock in order to either meet their goals or put them on the right track toward meeting their goals?

k) What do you do when you have attempted to contact a client for his or her comprehensive discussion, but he or she is unresponsive?

l) Do you have any SIP (Self-Initiated Program) clients? If so, are they opting to lower their weekly hourly participation requirement as allowed by SB 1041?

m) Do you have working clients who have opted to reduce their hourly participation? Have they also experienced a reduction in their earnings as a result of their hour reduction?

n) Do you have any sanctioned clients? If so, how did you go about outreaching to partially participating WTW sanction clients? What is your strategy for engaging these clients?

Category #3: New Young Child Exemption

a) Have any of your eligible clients (both existing and new) opted to take the New Young Child Exemption?

b) For your two-parent households, are you informing both adults they are eligible for this exemption, though only one adult may take it at a time?

Category #4: The new *WTW Activity Plan/Form* (WTW 2)

a) Have you been using the new WTW 2? What did you do in the interim before the form was available through your consortia?

b) What has worked with the new WTW 2? What has not worked with the new WTW 2? What would you change with the new WTW 2? Do clients understand the WTW 2?

c) How do you use the WTW 2 when developing a WTW plan for a student?

Category #5: Reengagement Process

a) Please describe your county's policy for the reengagement process.

_____

_____

_____

NOTE

Components that the worker may note:

Component 1:
- ☐ *A case-by-case determination of a client's status and needs.*
- ☐ *Determine whether the client qualifies for another exemption or has good cause for not participating in WTW.*
- ☐ *Inform the client of the number of months left on his or her CalWORKs 48-month time limit.*
- ☐ *Determine which stage in the WTW flow (as described in MPP Section 42-711.5) is appropriate to begin reengaging the client.*
- ☐ *Identify possible barriers to participation.*
- ☐ *Evaluate SIP eligibility (if applicable).*

Component 2:
- ☐ *A general description of program requirements.*

Component 3:
- ☐ *A description of supportive services available to clients and advance payment options.*

Component 4:
- ☐ *Information regarding program changes that have occurred since the client became exempt including, but not limited to, the new WTW 24-Month Time Clock and the client's participation requirements if they exhaust their WTW 24-Month Time Clock.*

b) Do you have any clients who are part of the reengagement process? If so, have you begun reengagement with any of them? How is the reengagement process going for you?

_____

_____

c) What implementation issues or questions have come up (from staff, clients, etc.) regarding the reengagement process?

_____

_____

d) What are your county's policies regarding clients in the reengagement population who are volunteering in WTW? What happens when a volunteer who qualified for the short-term young child exemption wants to change his or her volunteer WTW plan? What happens when an individual in the reengagement population who is not currently volunteering requests to begin volunteering?

e) Have you experienced any situations where clients requested to reengage early (ahead of your county's sequencing plan)? If yes, can you describe that process and the discussion you had with those clients?

☐ Yes ☐ No

NOTE

Requirements that the worker may note:

- ☐ *The client is informed of specified information prior to making a choice to reengage ahead of the county's sequencing plan.*
- ☐ *The client is informed that the exemption will end if he or she chooses to reengage in advance.*
- ☐ *The client is informed of the other exemptions that he or she may qualify for.*
- ☐ *The client is given information regarding the WTW 24-Month Time Clock and the CalWORKs 48-month time limit.*
- ☐ *The client is informed of the number of participation hours required of him or her.*
- ☐ *The client is informed of the consequences for not meeting the participation requirements including the non-compliance process and sanctions.*
- ☐ *The client is informed of when he or she would otherwise be required to reengage in the program under the county's normal reengagement sequencing plan.*
- ☐ *If the client chooses to reengage ahead of the county's sequencing plan, he or she is informed of the reengagement process and provided a Reengagement Informing Notice (CW 2206) if he or she had not received one within the last 6 months.*
- ☐ *If the client chooses not to reengage then he or she is not considered reengaged until he or she was normally selected to be reengaged according to the county's reengagement sequencing plan.*

SB 1041 FIELD MONITORING VISITS

Case Discussion Tool

The purpose of this tool is to:

(1) Review how SB 1041 program changes are being integrated into case management

(2) Understand how SB 1041 policies are being operationalized by the caseworker

(3) Better comprehend case management within the county.

SB 1041 FIELD MONITORING VISITS

Case Discussion Tool

COUNTY/CASE INFORMATION *(See next page for guide)*

COUNTY:	**DATE:**	**CASE #:**
CDSS TEAM MEMBERS COMPLETING REVIEW:		
COUNTY SUPPORT: ☐ Case Carrier ☐ Other County Staff (Include job title if "Other County Staff" is selected: _____)		

CASE TYPE (CHECK ALL THAT APPLY):	**STATUS:**
☐ Less than or equal to 24 Months on CW 48-month time limit ☐ More than 24 Months on CW 48 48-month time limit ☐ New Case (After Jan 1, 2013) ☐ Sanction ☐ Reengagement	☐ Mandatory ☐ Volunteer ☐ Good Cause Reason: _____ ☐ Exempt Reason: _____ ☐ Sanction Type: _____ ☐ Closed file

ASSISTANCE UNIT (AU) COMPOSITION	**ELIGIBILITY & TIME CLOCK INFORMATION**
☐ Single-parent ☐ Two-parent (See Instructions for Two-parent) **Aided** adults and children in the household: Number of adults: ____ Ages/DOB: _____ Number of children: ____ Ages/DOB: _____	Date aid was most recently granted to the client in this county: / / Months remaining on aid? **CalWORKs**: _____ **TANF**: _____ Months remaining on **WTW 24-Month Time Clock:** _____
Unaided persons in the household? ☐ Yes (If "Yes," how many? _____) ☐ No How would you describe the relationship between the unaided adults and the aided adults/children: _____ Primary Language of Household: _____ Education Level of Parents/Adults: _____	**OTHER INFORMATION** Learning Disabilities Screening offered/waived/provided? _____ _____

SB 1041 FIELD MONITORING VISITS

Case Discussion Tool

COUNTY AND CASE INFORMATION GUIDE

County: Enter the name of the county where the monitoring is being conducted

Date: Enter the date of monitoring.

Case Number: Enter the case number for the file; do not include the names of anyone on the file.

Team Members: Write in the names of the team members performing this case file review.

County Support: Mark if the case is being observed with the carrying case worker or another county staff member; note the job title if "other".

Case Type: Mark if the case is less than or greater than 24 months, new case, sanction or reengagement.

Assistance Unit (AU) Composition: Mark if this is a single-parent or two-parent AU. If two-parent, fill out a case discussion tool for each parent and clip them together when completed**.** Write-in the primary language spoken by the parent(s) if known and note how many aided adults and children are in the AU and their ages. Mark if there are other, unaided members of the household. If "Yes," indicate how many, and their relationship to the aided members of the household (e.g., unaided parent, SSI, exempt, etc.).

Case Status: You may have to go through the whole file before you know this for sure. If the caseworker cannot tell if the client is fully or partially participating in CalWORKs and/or TANF, that's okay. Sometimes the file is new to them, it's a very complicated file, it's in transition, etc. It's ok if they cannot give you that answer.

A TIP BEFORE GETTING STARTED

- ✓ Working chronologically through the case from the most recent time on aid should provide the most current and complete information for the various categories to be observed.

SB 1041 FIELD MONITORING VISITS

Case Discussion Tool

#1: NOTICING REQUIREMENT

Case Review #: ____

A. Was the *New Rules for CalWORKs Welfare-To-Work Activities* (CW 2205) notice provided?

☐ Yes
☐ No

Date Provided: _____

B. Was the *Your WTW 24-Month Time Clock* (CW 2208) notice provided?

☐ Yes
☐ No

Date Provided: _____

C. Was an alternative notice used in place of the CW 2208?

☐ Yes
☐ No

Date Provided: _____

NOTES:

SB 1041 FIELD MONITORING VISITS

Case Discussion Tool

#2: CLIENT WITH MORE THAN 24 MONTHS LEFT ON CW 48-MONTH TIME LIMIT

Case Review #: ____

A. When did this client receive the comprehensive discussion?

Date Occurred: _____

B. What form did the discussion take?

- ☐ Mail
- ☐ Phone
- ☐ Appointment

C. How was the comprehensive discussion noted in the case file?

_____

_____

D. Was additional outreach completed for the client?

- ☐ Yes
- ☐ No

Date Occurred: _____

NOTES:

SB 1041 FIELD MONITORING VISITS

Case Discussion Tool

#3: CLIENT WITH LESS THAN OR EQUAL TO 24 MONTHS LEFT ON CW 48-MONTH TIME LIMIT

Case Review #: ____

A. Did a comprehensive discussion occur with the client?

☐ Yes
☐ No

Date Occurred: _____

B. What form did the discussion take?

☐ Mail
☐ Phone
☐ Appointment

C. How was the comprehensive discussion noted in the case file?

_____

_____

D. Was additional outreach completed for the client?

☐ Yes
☐ No

Date Occurred: _____

NOTES:

_____

_____

_____

SB 1041 FIELD MONITORING VISITS

Case Discussion Tool

#4: WTW 2 AND CHANGE IN PARTICIPATION REQUIREMENTS

Case Review #: ____

A. Was the new WTW 2 used?

☐ Yes
☐ No

If yes, was the form:

☐ Manual
☐ Automated

If no, was the old form marked up to reflect the new participation requirements?

☐ Yes
☐ No

B. Did the client change his or her WTW plan?

☐ Yes
☐ No

If yes, what changes were made?

_____

_____

If no, why didn't the client change his or her WTW plan?

_____

_____

C. Did the client opt to take advantage of the lower hourly requirements?

☐ Yes
☐ No

D. Was this client originally meeting the former participation requirements solely through work activities?

☐ Yes
☐ No

If so, and if he or she opted to take advantage of the lower hourly requirements, did he or she experience a reduction in earnings?

☐ Yes
☐ No

E. Does the WTW plan reflect any short term or long term goals?

☐ Yes
☐ No

If so, what are those goals?

_____

_____

NOTES:

_____

_____

_____

SB 1041 FIELD MONITORING VISITS

Case Discussion Tool

#5: CLIENT WITH A WTW SANCTION AND REPORTED EARNINGS

Case Review #: ____

A. What strategy was used to review this sanction case?

☐ Phone ☐ Letter ☐ Other: _____

B. Did client outreach occur by March 31, 2013?

☐ Yes
☐ No

C. Was the client's sanction cured as a result of the new hour requirements and outreach?

☐ Yes
☐ No

If no, why not?

_____

_____

D. If the client was working more hours than what is now required, did they choose to reduce their hours?

☐ Yes
☐ No

If yes, did they as a result experience a reduction in earnings?

☐ Yes
☐ No

NOTES:

_____

_____

_____

SB 1041 FIELD MONITORING VISITS

Case Discussion Tool

#6: NEW YOUNG CHILD EXEMPTION

Case Review #: ____

A. Was the client eligible for the new young child exemption?

☐ Yes
☐ No

If yes, did they use it?

☐ Yes
☐ No

B. Was the client eligible for any of the other WTW young child exemptions?

☐ Yes
☐ No

If yes, did the client opt to use one of those exemptions instead of the new young child exemption?

☐ Yes
☐ No

NOTES:

SB 1041 FIELD MONITORING VISITS

Case Discussion Tool

#7: REENGAGEMENT: ASSEMBLY BILL (AB) X4 4 SHORT-TERM EXEMPT POPULATION

Case Review #: ____

A. Was the reengagement informing notice sent to the client?

☐ Yes
☐ No

Date Sent: _____

If yes, was the notice sent 60 days before the client had their reengagement appointment?

☐ Yes
☐ No

B. Was the second notice (the reengagement evaluation notice) sent to the client?

☐ Yes
☐ No

Date Sent: _____

If yes, was the notice sent 30 days before the client had their reengagement appointment?

☐ Yes
☐ No

C. Was a 3rd contact made prior to the client's reengagement appointment?

☐ Yes
☐ No

If yes, what form did it take?

☐ Verbal
☐ In Writing

Date Completed: _____

D. Did the client receive a comprehensive discussion as outlined in ACL 12-67?

☐ Yes
☐ No

NOTES:

#8: REENGAGEMENT VOLUNTEER POLICY

Case Review #: ____

A. Was the client a volunteer prior to January 1, 2013?

☐ Yes
☐ No

If yes, did he or she continue in their volunteer plan until the county's reengagement process began?

☐ Yes
☐ No

B. Did the client request to volunteer after January 1, 2013?

☐ Yes
☐ No

If yes, what options did the county offer?

☐ Volunteer
☐ Reengage Early

C. Did the client reengage in advance of the county's sequencing plan?

☐ Yes
☐ No

NOTES:

SB 1041 FIELD MONITORING VISITS

Case Summary Matrix

	CASEFILE REVIEW #1	CASEFILE REVIEW #2	CASEFILE REVIEW #3	CASEFILE REVIEW #4	CASEFILE REVIEW #5
CASE NUMBER					
CASE TYPE: *[CHECK ALL THAT APPLY]*	☐ Sanction ☐ Less than or equal to 24-months on CW 48-month time limit ☐ More than 24-month on CW 48-month time limit ☐ AB X4 4 Short-term Exemption ☐ New (initiated after 01/01/2013)	☐ Sanction ☐ Less than or equal to 24-months on CW 48-month time limit ☐ More than 24-month on CW 48-month time limit ☐ AB X4 4 Short-term Exemption ☐ New (initiated after 01/01/2013)	☐ Sanction ☐ Less than or equal to 24-months on CW 48-month time limit ☐ More than 24-month on CW 48-month time limit ☐ AB X4 4 Short-term Exemption ☐ New (initiated after 01/01/2013)	☐ Sanction ☐ Less than or equal to 24-months on CW 48-month time limit ☐ More than 24-month on CW 48-month time limit ☐ AB X4 4 Short-term Exemption ☐ New (initiated after 01/01/2013)	☐ Sanction ☐ Less than or equal to 24-months on CW 48-month time limit ☐ More than 24-month on CW 48-month time limit ☐ AB X4 4 Short-term Exemption ☐ New (initiated after 01/01/2013)
HOUSEHOLD TYPE:	☐ Single Adult ☐ Two-Parent	☐ Single Adult ☐ Two-Parent	☐ Single Adult ☐ Two-Parent	☐ Single Adult ☐ Two-Parent	☐ Single Adult ☐ Two-Parent
PRIOR WTW REQUIREMENT: *[HOURS, ACTIVITIES, ETC.]*					
NEW WTW REQUIREMENT: *[HOURS, ACTIVITIES, ETC.]*					
PRIOR WTW PLAN COMPONENTS:					
LEARNING DISABILITY SCREENING/WAIVER ON FILE?	☐ Yes ☐ No Results:	☐ Yes ☐ No Results:	☐ Yes ☐ No Results:	☐ Yes ☐ No Results:	☐ Yes ☐ No Results:
WHEN WAS CW 2205 ISSUED?	DATE:	DATE:	DATE:	DATE:	DATE:

SB 1041 FIELD MONITORING VISITS

Case Summary Matrix

	CASEFILE REVIEW #1	CASEFILE REVIEW #2	CASEFILE REVIEW #3	CASEFILE REVIEW #4	CASEFILE REVIEW #5
COMPREHENSIVE DISCUSSION:	DATE: FORMAT: ☐ Additional Notice ☐ Telephone Conversation ☐ Appointment	DATE: FORMAT: ☐ Additional Notice ☐ Telephone Conversation ☐ Appointment	DATE: FORMAT: ☐ Additional Notice ☐ Telephone Conversation ☐ Appointment	DATE: FORMAT: ☐ Additional Notice ☐ Telephone Conversation ☐ Appointment	DATE: FORMAT: ☐ Additional Notice ☐ Telephone Conversation ☐ Appointment
ADDITIONAL CONTACT? *[WHEN NECESSARY]*	DATE: FORMAT: ☐ Additional Notice ☐ Telephone Conversation ☐ Appointment	DATE: FORMAT: ☐ Additional Notice ☐ Telephone Conversation ☐ Appointment	DATE: FORMAT: ☐ Additional Notice ☐ Telephone Conversation ☐ Appointment	DATE: FORMAT: ☐ Additional Notice ☐ Telephone Conversation ☐ Appointment	DATE: FORMAT: ☐ Additional Notice ☐ Telephone Conversation ☐ Appointment
APPRAISAL/ASSESSMENT COMPLETED?	☐ Yes ☐ No Results:	☐ Yes ☐ No Results:	☐ Yes ☐ No Results:	☐ Yes ☐ No Results:	☐ Yes ☐ No Results:
WAS WTW PLAN CHANGED?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
IF SO, HOW?	ACTIVITIES: ☐ Federal ☐ State Actual Hours Of Attendance Verified *(List months)*: Case Notes:	ACTIVITIES: ☐ Federal ☐ State Actual Hours Of Attendance Verified *(List months)*: Case Notes:	ACTIVITIES: ☐ Federal ☐ State Actual Hours Of Attendance Verified *(List months)*: Case Notes:	ACTIVITIES: ☐ Federal ☐ State Actual Hours Of Attendance Verified *(List months)*: Case Notes:	ACTIVITIES: ☐ Federal ☐ State Actual Hours Of Attendance Verified *(List months)*: Case Notes:

SB 1041 FIELD MONITORING VISITS

Case Summary Matrix

	CASEFILE REVIEW #1	CASEFILE REVIEW #2	CASEFILE REVIEW #3	CASEFILE REVIEW #4	CASEFILE REVIEW #5
WHEN WAS CW 2208 ISSUED? *[OR EQUIVALENT]*	DATE: Alternative Form Used? ☐ Yes ☐ No	DATE: Alternative Form Used? ☐ Yes ☐ No	DATE: Alternative Form Used? ☐ Yes ☐ No	DATE: Alternative Form Used? ☐ Yes ☐ No	DATE: Alternative Form Used? ☐ Yes ☐ No
WTW 24-MONTH TIME CLOCK INFORMATION:	START DATE: Number of Months Counted Thus Far: Have Months been calculated correctly?	START DATE: Number of Months Counted Thus Far: Have Months been calculated correctly?	START DATE: Number of Months Counted Thus Far: Have Months been calculated correctly?	START DATE: Number of Months Counted Thus Far: Have Months been calculated correctly?	START DATE: Number of Months Counted Thus Far: Have Months been calculated correctly?
SUPPORTIVE SERVICES:	Date Provided: Notes: (i.e. are services listed in plan, were they paid in advance, etc.)	Date Provided: Notes: (i.e. are services listed in plan, were they paid in advance, etc.)	Date Provided: Notes: (i.e. are services listed in plan, were they paid in advance, etc.)	Date Provided: Notes: (i.e. are services listed in plan, were they paid in advance, etc.)	Date Provided: Notes: (i.e. are services listed in plan, were they paid in advance, etc.)
RRR MONTH:					
CASE COMMENTS:					

ATTACHMENT FIVE

California Department of Social Services (CDSS)
Senate Bill (SB) 1041 Field Monitoring Visit Information Request

County:

County Contact:

Date of Field Monitoring Visit:

CDSS Employment Bureau Consultant:

Email Address/Phone Number of Consultant:

Please provide the following documents to your CDSS consultant at least three weeks prior to your county's scheduled Field Monitoring Visit:

- Copies of all instructional announcements provided by the county to county staff relevant to SB 1041 implementation.
- Copies of informing notices and flyers provided to clients relevant to SB 1041 implementation.
- Copies of SB 1041 related training materials (formal and informal) including but not limited to a list of training strategies, materials available on-line, and materials distributed during staff meetings.
- A copy of your county's Reengagement Sequencing Plan (if it has yet to be submitted to CDSS) and any other related written strategies in regards to reengagement which your county has developed.
- Any other SB 1041 information your county would like to share with CDSS.

Data/Statistics:

1. How many clients who had more than 24 months left on their CalWORKs 48-month time limit as of January 1, 2013, have had their comprehensive discussion?
2. How many clients who had less than or equal to 24 months left on their CalWORKs 48-month time limit as of January 1, 2013, have had their comprehensive discussion?
3. How many sanctions were cured as a result of SB 1041?
4. How many former short-term young child exempt clients (Assembly Bill [AB] X4 4) have been reengaged?
5. How many WTW plans have changed as a result of SB 1041 implementation?
6. How many clients have used the new once in a lifetime young child exemption?
7. What other statistics is your county keeping related to SB 1041 implementation?