



CDSS

WILL LIGHTBOURNE  
DIRECTOR

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

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.  
GOVERNOR

February 27 , 2013

ALL COUNTY LETTER NO. 13-12

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) PROGRAM: NEW CalWORKs WELFARE-TO-  
WORK (WTW) 24-MONTH TIME CLOCK INFORMING NOTICE  
(CW 2208)

REFERENCE: Senate Bill (SB) 1041 (Chapter 47, Statutes of 2012)  
Welfare and Institutions Code (WIC) Section 11322.85  
All County Letter (ACL) 12-67

The purpose of this ACL is to transmit the attached CW 2208 informing notice. County Welfare Departments (CWDs) must use the CW 2208 to provide recipients information regarding the number of months remaining on his or her WTW 24-Month Time Clock. The CW 2208 was developed as the result of changes to the CalWORKs program promulgated in SB 1041, effective January 1, 2013. The California Department of Social Services (CDSS) has developed this informing notice in consultation with a full stakeholder workgroup that includes representatives from the County Welfare Directors' Association (CWDA), welfare rights organizations, legislative staff, CWDs and community colleges.

**Background**

SB 1041 enacted several changes to the CalWORKs program. One change included the creation of the WTW 24-Month Time Clock. The WTW 24-Month Time Clock applies to all clients required to participate in WTW activities as described in ACL 12-67. The WTW 24-Month Time Clock allows CalWORKs clients the ability to participate in any of the CalWORKs WTW activities they need, consistent with their assessment, to attain self-sufficiency. Effective January 1, 2013, the previous requirement that

REASON FOR THIS TRANSMITTAL

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

participants meet WTW core hourly requirements is eliminated during the period when a participant's WTW 24-month Time Clock is ticking. In addition, the weekly hours of participation have been aligned with federal hourly requirements as follows: 30 hours per week for single parents with no child under six years old, 20 hours for single parents with a child under six, and 35 hours for two-parent families.

Separate ACLs, listed below, have been, or will be issued to implement the other program changes that have been enacted through SB 1041:

- CalWORKs and CalFresh: Implementation of the Annual Reporting/Child Only (AR/CO) System (ACL 12-49).
- Welfare-to-Work 24-Month Time Clock Informing Notice Language for Clients (ACL 12-53), (ERRATA 12-53E).
- End of the Fiscal Year 2011-12 Cal-Learn Suspension (ACL 12-60).
- CalWORKs Program: New CalWORKs Welfare-To-Work (WTW) 24-Month Time Clock (ACL 12-67).
- Alignment of CalWORKs Hourly Work Participation Requirements to Federal Temporary Assistance for Needy Families (TANF) Requirements (ACL 12-69).
- Extension of Short Term Changes and the New Young Child Exemption Assembly Bill (AB) X4 4, Statutes of 2009 (ACL 12-72).
- Reengagement of CalWORKs Short-Term Exempt Individuals in Welfare-to-Work Activities (ACL 13-01).
- Expiration of the CalWORKs 48-Month Time Limit Exemption for Lack of Supportive Services (ACL 13-02).

## **WTW 24-Month Time Clock Noticing Requirements**

### Retroactive Noticing Instructions

CWDs must use this newly released CW 2208 to notify clients of the months remaining on their WTW 24-Month Time Clock. As a result of the delay of the CW 2208's release, CWDs may have initiated their own method of providing a required written notice to clients regarding individualized time remaining on the Welfare-to-Work 24-Month Time Clock after January 1, 2013. As long as the CWD's written notification to the client provided all of the required elements identified in this ACL, and the client's name was included on the written notice, CDSS will consider the client to have been properly noticed. For example, if the CWD used the General Informing Notice that was released via ACL 12-53E and included the client's name and number of remaining months (on his/her 24-month clock), the CWD will not need to provide the client with the CW 2208.

All CWDs who have not notified clients regarding their months remaining on their WTW 24-Month Time Clock must now provide the CW 2208 to all clients with whom the CWD conducted an annual redetermination between January 1, 2013 and the release of this ACL, as well as all applicants who applied on or after January 1, 2013.

CWDs are encouraged to keep a copy of the completed document in the client's case files, whether via electronic means or hard copy, as verification that they have met the noticing requirements specified in this ACL.

#### Substantive Requirements of "Your WTW 24-Month Time Clock" Informing Notice

As stated earlier in this letter, SB 1041 requires CWDs to provide a written notice to applicants and recipients informing them of their remaining time on aid, as well as to notify them of other important information. WIC Section 11322.85 requires that the informing notice have five components. Inclusion of these components is intended to help clients understand how the WTW 24-Month Time Clock may affect them. The components required in the notice are as follows:

1. The number of remaining months the client has on his or her WTW 24-Month Time Clock.
2. The work requirements after his or her WTW 24-Month Time Clock has been exceeded and what action the CWD will take if the client fails to meet those work requirements.
3. How a client may dispute the number of months counted toward the WTW 24-Month Time Clock.
4. Information stating the client's opportunity to modify his or her WTW plan to meet the work requirements once 24 months have been exceeded on the new WTW 24-Month Time Clock.
5. The opportunity for clients to receive an exemption to, or extension of, the new WTW 24-Month Time Clock.

#### Timing Requirements of the "Your WTW 24-Month Time Clock" Informing Notice and future WTW 24-Month Time Clock Notices of Action (NOAs)

"Your WTW 24-Month Time Clock" informing notice (CW 2208) must be provided to clients at specific intervals:

- When they apply for cash aid, and
- During the annual redetermination.

The law states written notice of the individual's WTW 24-Month Time Clock must also be provided to recipients at least once after they have participated for a total of 18 months and prior to the end of the 21<sup>st</sup> month. The third notification will be provided to recipients via a new NOA, which will be released in a subsequent ACL, along with instructions for how and when to use the NOA. The NOA will include all of the elements specified in law, as well as NA Back 9 language that provides hearing rights and information.

This new NOA will also be issued when the WTW 24-Month Time Clock has been exhausted. This NOA will also state that the AU's grant will be reduced if that adult is not meeting the new standards that mirror the federal TANF participation requirements.

## **Welfare Data Tracking Implementation Project (WDTIP) Tracking Recipients Across California (TRAC) Impact**

Automation systems must be modified to notify CWDs when clients are scheduled to receive the CW 2208 informing notice and any WTW 24-Month Time Clock NOAs. Until consortia are able to automate the CW 2208, CWDs will have to implement this informing notice manually. Data tracking clients' months, both countable and exempt, for the new WTW 24-Month Time Clock will be stored by each CWD until its respective consortia is fully automated.

Once the consortia systems have been modified for these changes, CWDs will be required to submit WTW 24-Month Time Clock data to the TRAC application in order to track all countable and exempt months for the new WTW 24-Month Time Clock on a flow basis. The TRAC application will store all WTW 24-Month Clock data submitted by the three consortia systems in order to provide a comprehensive statewide view. The new WTW 24-Month Time Clock will display all cumulative months (both countable and exempt months) in the TRAC application. Please refer to ACL 12-67, page 10, for additional information regarding WDTIP TRAC changes needed to implement the new WTW 24-Month Time Clock.

### **CAMERA READY COPIES AND TRANSLATIONS**

For camera-ready copies of the CW 2208 in English, contact the Forms Management Unit at [fmudss@dss.ca.gov](mailto:fmudss@dss.ca.gov). If your office has internet access you may obtain these forms from the CDSS webpage at [http://www.dss.cahwnet.gov/cdssweb/FormsandPu\\_271.htm](http://www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm).

When all translations are completed per Manual of Policies and Procedures Section 21-115.2, including Spanish forms, they are posted on an on-going basis on the CDSS webpage. Copies of the translated forms can be obtained at [http://www.dss.cahwnet.gov/cdssweb/FormsandPu\\_274.htm](http://www.dss.cahwnet.gov/cdssweb/FormsandPu_274.htm).

For questions on translated materials, please contact Language Services at (916) 651-8876. Until translations are available, recipients who have elected to receive materials in languages other than English should be sent the English version of the form or notice along with the *GEN 1365-Notice of Language Services* and a local contact number.

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
- Child Care Programs (916) 657-2144
- Program Integrity (WDTIP) (916) 654-2125
- Refugee Programs (916) 654-4356

- CalFresh Policy Bureau

(916) 654-1896

Sincerely,

***Original Document Signed By:***

TODD R. BLAND  
Deputy Director  
Welfare to Work Division

Attachment

cc: CWDA  
California State Association of Counties

## YOUR WELFARE-TO-WORK (WTW) 24-MONTH TIME CLOCK

COUNTY	
CASE NAME	
CASE NO.	OTHER ID NO.
WORKER NAME	

Date: \_\_\_\_\_

### THIS FORM GIVES YOU INFORMATION ABOUT YOUR WTW 24-MONTH TIME CLOCK.

As of \_\_\_\_\_, you have \_\_\_\_\_ months left on your WTW 24-Month Time Clock. During your WTW 24-Month Time Clock, you may participate in many different activities in WTW to help you move toward self-sufficiency.

Months will not count when:

- you are in the process of developing a WTW plan.
- you are meeting the required number of participation hours in certain activities that meet federal work rules.
- you are in Cal-Learn.
- you are exempt from participating in WTW.
- the county finds that you have a good reason for not participating in WTW. This could include the county not having the supportive services you need to do your assignment.
- you have been sanctioned in WTW.
- You have been granted a domestic abuse waiver to the WTW 24-Month Time Clock.

After you have used all months of your WTW 24-Month Time Clock, the types of activities you must do in WTW will change. You will have fewer allowable activities, and you will need to meet core hourly requirements unless you qualify for an extension to the WTW 24-Month Time Clock. The core activities may include employment, work experience, and community service. Vocational education and training may also be allowed for up to one year as a core activity if you have not already used your 12-Month lifetime limit where vocational education can count as a core activity. The chart below shows you the difference in core activity requirements during and after the WTW 24-Month Time Clock.

Number of Adults in the Family (Assistance Unit)	Weekly Hours of Participation	Required # of Core Hours During 24-Month Clock	Required # of Core Hours After the 24-Month Clock
Single-adult with a child under 6 years old	20	0	20
Single-adult with no children under 6 years old	30	0	20
Two-parent families	35	0	30

If you do not meet these hours with an allowable core activity after using all of your WTW 24-Month Time Clock, you may be removed from the Assistance Unit and your cash aid may be lowered. In addition to this informing notice received at application and redetermination, the county will give you a Notice of Action (NOA) between your 18th and 21st months on the WTW 24-Month Time Clock and when you have used all 24 months of your WTW 24-Month Time Clock.

### CONTACT YOUR WORKER RIGHT AWAY IF YOU:

- want to change your WTW plan because of the participation requirements;
- think you should not have months counted toward the WTW 24-Month Time Clock;
- need more information about the WTW 24-Month Time Clock requirements or how to ask for an extension to your clock.

**CONTACT YOUR WORKER IF YOU THINK THIS NOTICE IS WRONG. YOU MAY ALSO ASK FOR A STATE HEARING. "YOUR HEARING RIGHTS" FORM ON THE BACK SIDE OF THIS PAGE TELLS YOU HOW TO ASK FOR A STATE HEARING.**