



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

June 17, 2013

ALL COUNTY LETTER NO. 13-49

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

SUBJECT: QUESTIONS AND ANSWERS REGARDING THE RESTORATION OF
THE CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS (CaWORKs) CAL-LEARN PROGRAM

REFERENCES: ALL COUNTY LETTER (ACL) 12-60, SENATE BILL (SB) 1041
(CHAPTER 47, STATUTES OF 2012), SB 72 (CHAPTER 8, STATUTES
OF 2011)

The purpose of this letter is to provide answers to questions received by the California Department of Social Services (CDSS) Employment Bureau from counties regarding the restoration of the Cal-Learn program.

If you have any program policy questions regarding the information in this letter, please contact your CDSS Employment Bureau county consultant at (916) 654-2137.

Sincerely,

Original Document Signed By:

Todd R. Bland
Deputy Director
Welfare to Work Division

Attachment

REASON FOR THIS TRANSMITTAL

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

QUESTIONS AND ANSWERS REGARDING THE CAL-LEARN PROGRAM

Question 1: ACL 12-60 states that counties must fully restore their Cal-Learn programs by April 1, 2013. What does “fully restore” mean?

CDSS Response: To “fully restore” a county Cal-Learn program means to have all case management resources available to new Cal-Learn teens, and that all teens previously served under Welfare-to-Work (WTW) have been scheduled to attend orientation appointments, or a determination has been made that a new Cal-Learn plan is not needed for that teen, as described in ACL 12-60.

Question 2: If a county does not contract with the Adolescent Family Life Program (AFLP) for Cal-Learn case management, what standards must be met?

CDSS Response: Case management for the Cal-Learn program must meet the standards set by AFLP. The listed standards include clarification for Cal-Learn case managers where appropriate, and are located at (<http://www.cdph.ca.gov/programs/aflp/Pages/default.aspx>).

The standards include:

- Systems of Care
- Program Administration and Management
- Network Coordination
- Outreach and Case Finding
- Intake
- Initial Client Assessment
- Individual Service Plan
- Case Management
- Monitoring and Evaluation (both client level and systems of care)

Many local AFLP agencies also provide Cal-Learn case management services in order to create a seamless system of care to the highest risk eligible teens in the area. If counties are unable to contract with AFLP for case management, CDSS encourages counties to coordinate with local AFLP providers. This coordination is essential to ensure a smooth transition for any teen moving between programs and to avoid duplication of services between agencies. To avoid duplication of services, participation in AFLP and Cal-Learn at the same time is not allowed. Providers must coordinate services to maximize available resources. A directory of local AFLP providers can be found at: <http://www.cdph.ca.gov/programs/aflp/Pages/AFLPCoordinatorDirectory.aspx>.

Counties with exceptional examples of coordination with local AFLP providers are encouraged to submit best practices to the CalWORKs Best Practices website, located at <http://www.cdss.ca.gov/calworks/PG1933.htm>.

QUESTIONS AND ANSWERS REGARDING THE CAL-LEARN PROGRAM

Question 3: What is the maximum allowable caseload for Cal-Learn case managers when not contracting with AFLP?

CDSS Response: Manual of Policies and Procedures (MPP) Section 42-766.133 states that Cal-Learn case management, when not contracted with AFLP, shall follow the AFLP case management standards. The current standards require assignment of a case manager whose total monthly caseload does not exceed 50 teens. This includes all teens on the caseload throughout the month consisting of open, closed, and new clients, and clients in other programs.

Question 4: Can Cal-Learn teens qualify for an exemption from participation due to having a child in the home between zero and 23 months of age?

CDSS Response: No. Cal-Learn teens are excluded from all WTW participation and thus not eligible for WTW exemptions. Cal-Learn exemptions are described in MPP Section 42-763.2.

Question 5: Are counties required to submit a new Cal-Learn plan following the restoration of the Cal-Learn program if the county Cal-Learn program has not changed?

CDSS Response: No. Counties are only required to submit amendments when there are substantive changes to the county Cal-Learn plans. If the county restoration of Cal-Learn occurred without substantive changes to the plan as it stood prior to the suspension, no amendments are required. If a new plan is required, or if counties are unsure if one is required, please contact the Employment and Eligibility Branch at (916) 657-2128 for submission instructions.

An example of when a Cal-Learn plan amendment might be necessary is when a county does not contract with an AFLP provider following the restoration of Cal-Learn, if the county had previously contracted with AFLP for case management services. As stated in MPP Section 42-766.133(b), a Cal-Learn plan must include justification for not contracting with AFLP for case management.

Question 6: In a two-parent household where one parent is in Cal-Learn, what is the participation requirement of the WTW parent?

CDSS Response: As a two-parent assistance unit (AU), the parents are required to complete 35 hours a week. The Cal-Learn parent receives an exclusion from CalWORKs participation and cannot be required to participate in any CalWORKs activities. However, hours spent in Cal-Learn activities may be counted when totaling

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the AU's hours of participation. The Cal-Learn parent's participation towards the AU's 35-hour requirement would be counted as the actual hours participating, if available. The other parent must meet any remaining required hours of participation, and is subject to all CalWORKs and WTW requirements.

Question 7: Can a Cal-Learn teen receive both the \$100 satisfactory progress bonus and the \$500 graduation bonus if he or she graduates after a report card is turned in?

CDSS Response: No. As stated in MPP Section 42-766.631(b), a \$100 bonus shall not be issued in the same report card period when a teen receives a \$500 graduation bonus. If the teen would qualify for both bonuses in the same period, he or she would only receive the \$500 graduation bonus.