STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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CDSS
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GOVERNOR

November 14, 2014

REASON FOR THIS TRANSMITTAL

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

ALL COUNTY LETTER NO. 14-80

TO: ALL COUNTY WELFARE DIRECTORS
ALL CALWORKS PROGRAM SPECIALISTS
ALL COUNTY WELFARE-TO-WORK COORDINATORS
ALL CONSORTIUM PROJECT MANAGERS
ALL REFUGEE PROGRAM COORDINATORS
ALL CHILD CARE COORDINATORS
ALL TRIBAL TANF ADMINISTRATORS

SUBJECT: CHANGES TO CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) HOURLY WORK PARTICIPATION REQUIREMENT DETERMINATIONS

REFERENCE: SENATE BILL (SB) 855 (CHAPTER 29, STATUTES OF 2014) SECTION 68; SB 1041 (CHAPTER 47, STATUTES OF 2012) SECTIONS 16 & 17; WELFARE AND INSTITUTIONS CODE (WIC) SECTIONS 11322.8 & 11322.85; ALL COUNTY LETTERS (ACLs) 13-59, 14-16, and 14-27.

The purpose of this ACL is to inform County Welfare Departments (CWDs) of a change to how the CalWORKs Welfare-to-Work (WTW) program hourly participation requirements are determined, pursuant to SB 855, which was enacted by the Legislature, and signed by the Governor on June 20, 2014. Effective July 1, 2014, CalWORKs hourly participation requirements are determined by an average per week during the month, rather than by a weekly minimum.

Hourly Participation Requirements:

To meet CalWORKs minimum requirements and use the WTW 24-Month Time Clock, adults in single-parent Assistance Units (AUs) were required to participate in work activities for a minimum of 20 or 30 hours each week, depending on the age(s) of the child(ren). Adults in two-parent AUs, where neither adult is disabled, were required to participate for a minimum of 35 hours each week.

Hourly participation requirements under CalWORKs federal standards were also based on a weekly minimum. To meet CalWORKs federal standards and have months not count on the WTW 24-Month Time Clock, adults had to meet the CalWORKs minimum weekly requirements described above, as well as a minimum core requirement of 20 hours each week for single-parent AUs and 30 hours each week for two-parent AUs, where neither adult is disabled.

Prior Law:

Prior to July 1, 2014, CalWORKs hourly participation requirements associated with the WTW 24-Month Time Clock and CalWORKs federal standards were based on a weekly minimum standard, as described in the third and fifth set of SB 1041 Questions and Answers released in ACLs 13-59 and 14-16, respectively.

SB 855 Hourly Participation Requirements:

SB 855 amended WIC Section 11322.8 pertaining to how the required numbers of hours per week an adult recipient must participate in work activities are determined. Effective July 1, 2014, CalWORKs hourly participation requirements are determined by an average per week during the month, rather than by a weekly minimum. See Table 1 on page five for the CalWORKs hourly participation requirements based on the different family types.

Unless exempt from participation, all recipients, including those enrolled in a Self-Initiated Program (SIP), are subject to the change in determination of the hourly participation requirements. As a reminder, WTW plans may be written for more hours than is required, but the client cannot be sanctioned if they fail to complete the additional hours.

Averaging Methodology for CalWORKs Minimum Requirements

The methodology used to calculate the average number of hours per week in the month depends on whether the client is scheduled to meet the CalWORKs minimum requirements under the WTW 24-Month Time Clock or if the client is scheduled to meet CalWORKs federal standards. When a client is scheduled to meet the CalWORKs minimum requirements under the WTW 24-Month Time Clock, the methodology to calculate the weekly average is to add up the total number of participation hours in all CalWORKs activities for the month and divide it by 4.33 and then round it to the nearest whole number.

Example #1: Judy is a single mom with a child under six. Judy's WTW plan includes ten hours per week of mental health services, at two hours per day from Monday through Friday. Judy is also attending General Education Development (GED) classes on Monday, Wednesday, and Friday for two hours a day and a total of six hours of unsupervised homework for a total of 12 hours a week. On July 10, Judy turned in her participation verification for the month of June.

To determine if Judy is meeting the CalWORKs minimum requirement, the average weekly hours would be calculated as follows:

Judy's Schedule for June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	*Weekly Total*
1	2 6	3 2	4 6	5 2	6 6	7	*22*
8	9 6	10 2	11 6	12 2	13 6	14	*22*
15	16 6	17 2	18 6	19 2	20 6	21	*22*
22	23 6	24 2	25 6	26 2	27 6	28	*22*
29	30 6						*6*
Monthly Total							***94***

Mental health services hours	=	42
GED/ homework hours	=	52
Sum of all hours	=	94
Average weekly hours	=	94 / 4.33 = 22

Judy's hourly participation requirement is an average of 20 hours per week. Based on the calculation above, she participated an average of 22 hours per week. As a result, Judy has met the CalWORKs minimum requirement.

Averaging Methodology for CalWORKs Federal Standards

When the client is scheduled to meet CalWORKs federal standards, the methodology used to calculate the average number of hours per week in the month will be the same calculations of average hours currently used for federal data reporting. The methodology is to add the total number of participation hours in each activity for the month and divide each sum by 4.33 and then round the quotient to the nearest whole number. Then add the total average number of hours for each activity in the month to determine the total average of core and overall hours per week in the month. The total average hours of participation in CalWORKs activities must meet the minimum average core and overall hourly requirements in order to meet CalWORKs federal standards.

Example #2: Lucy is a single parent with two children, ages eight and 11. Lucy participates in unsubsidized employment (UE) as a restaurant server and has an alternating work schedule. She is scheduled to work 30 hours on the first and third week of the month and 10 hours on the second and last week of the month.

In addition, Lucy is trying to improve her writing and reading skills by attending 10 hours a week of adult basic education (ABE), at two hours a day from Monday through Friday. On July 10th, Lucy turned in her participation verification for the month of June. To determine if Lucy is meeting CalWORKs federal standards for the month of June, the average weekly hours would be calculated as follows:

Lucy's Schedule for June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	*Weekly Total*
1 5 UE	2 5 UE 2 ABE	3 5 UE 2 ABE	4 5 UE 2 ABE	5 2 ABE	6 5 UE 2 ABE	7 5 UE	*30 UE* *10 ABE*
8	9 2 ABE	10 2 ABE	11 2 ABE	12 2 ABE	13 5 UE 2 ABE	14 5 UE	*10 UE* *10 ABE*
15 5 UE	16 5 UE 2 ABE	17 5 UE 2 ABE	18 5 UE 2 ABE	19 2 ABE	20 5 UE 2 ABE	21 5 UE	*30 UE* *10 ABE*
22	23 2 ABE	24 2 ABE	25 2 ABE	26 2 ABE	27 5 UE 2 ABE	28 5 UE	*10 UE* *10 ABE*
29 5 UE	30 5 UE 2 ABE						*10 UE* *2 ABE*
Monthly Total							***90 UE*** ***42 ABE***

UE hours (core)	(90 / 4.33) = 21
ABE hours (non-core)	(42 / 4.33) = 10
Sum of average weekly hours	= 31

Lucy's hourly requirement is a total average of 30 hours per week of which 20 must be in core activities for a plan to meet CalWORKs federal standards. Based on the calculation above, Lucy participated a total average of 31 hours per week of which an average of 21 hours are in a core activity.

Table 1 is a summary of the new hourly participation requirements based on the AU and household composition.

Table 1: SB 855 Hourly Work Requirements

Average Number of Hours Required Per Week During The Month (Federal and State)			
Family Type	CalWORKs Minimum Requirements	CalWORKs Federal Standards	
	Total Average Hours (No Core Required)	Total Average Hours	Total Average Core Hours
Single-parent AU with child under six (no other parent/stepparent in the home)	20	20	20
Single-parent AU with child under six (other parent/stepparent in the home[1])	20	30	20
Single-parent AU with no child under six	30	30	20
Two-parent AU, one disabled parent with child under six	20	30	20
Two-parent AU, one disabled parent with no child under six	30	30	20
Two-parent AU, neither parent disabled[2]	35	35	30

[1]These households may include aided or unaided stepparents or ineligible second parents, such as undocumented non-citizens or recipients of Supplemental Security Income (SSI).

[2]These hourly requirements apply to two-parent AUs where one parent is sanctioned or has reached the 48-month time limit for CalWORKs assistance.

Also, attached is the revised CalWORKs Hourly Requirements Flow Chart which reflects the changes resulting from the implementation of SB 855. A correction to the flow chart is included to reference ACL 14-16, Attachment A, question #3 regarding stepparents. If you have questions or need additional information regarding this ACL, contact your CalWORKs Employment Bureau county consultant at (916) 654-2137.

Sincerely,

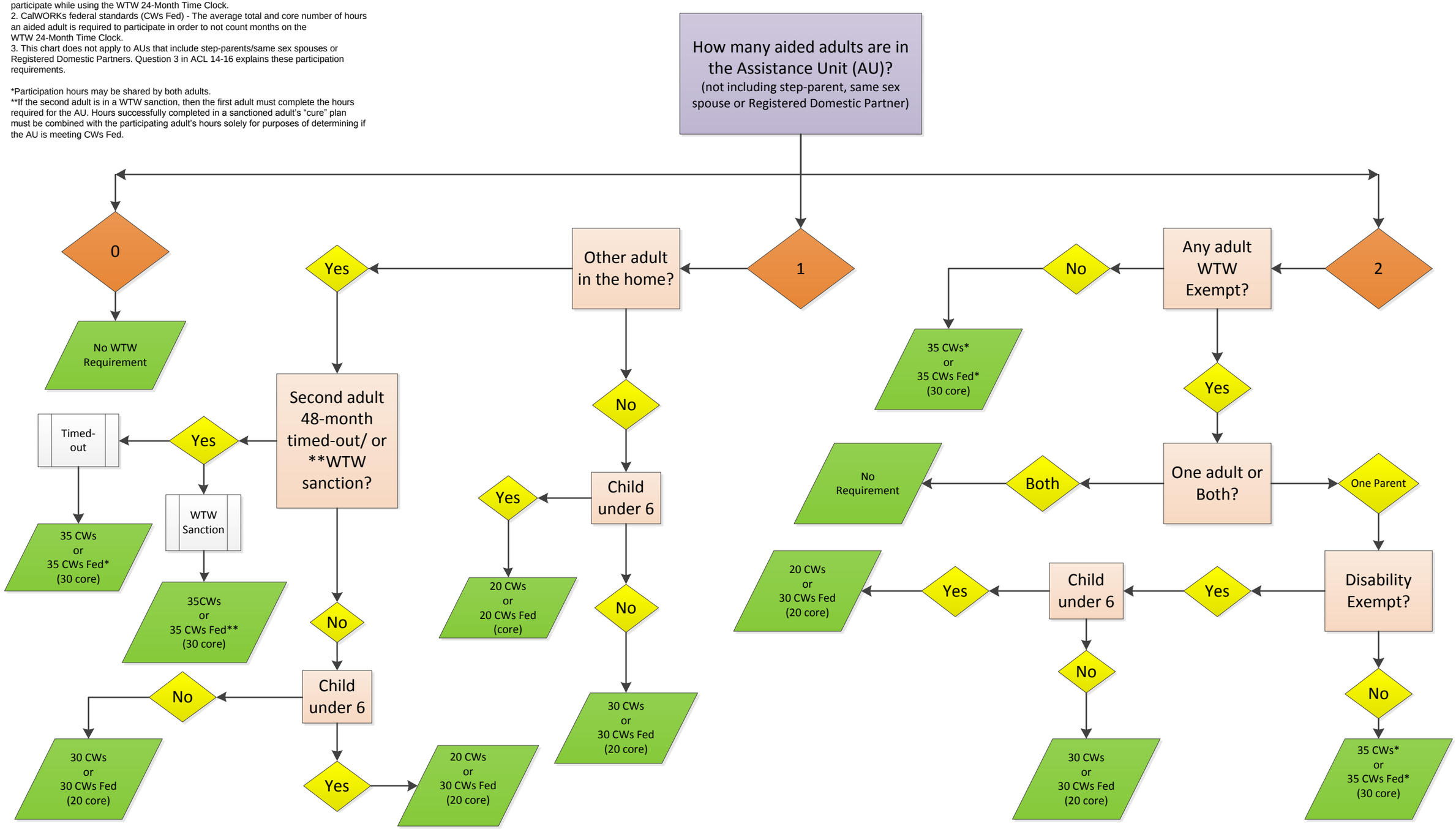
Original Document Signed By:

TODD R. BLAND
Deputy Director
Welfare to Work Division

Attachment

CalWORKs Hourly Work Participation Requirements Flow Chart

Attachment A

Note:
1. CalWORKs (CWs) - The average number of hours an aided adult is required to participate while using the WTW 24-Month Time Clock.
2. CalWORKs federal standards (CWs Fed) - The average total and core number of hours an aided adult is required to participate in order to not count months on the WTW 24-Month Time Clock.
3. This chart does not apply to AUs that include step-parents/same sex spouses or Registered Domestic Partners. Question 3 in ACL 14-16 explains these participation requirements.

*Participation hours may be shared by both adults.
**If the second adult is in a WTW sanction, then the first adult must complete the hours required for the AU. Hours successfully completed in a sanctioned adult's "cure" plan must be combined with the participating adult's hours solely for purposes of determining if the AU is meeting CWs Fed.