

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



June 27, 1989

ALL-COUNTY LETTER NO. 89-58

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY GAIN COORDINATORS

SUBJECT: THE GREATER AVENUES FOR INDEPENDENCE (GAIN) PROGRAM--
REVISIONS TO FORMS AND NOTICES DUE TO IMPLEMENTATION OF
THE JOB OPPORTUNITIES AND BASIC SKILLS (JOBS) TRAINING
PROGRAM (FAMILY SUPPORT ACT OF 1988--PUBLIC LAW 100-485)

As you know, we intend to implement JOBS in California effective July 1, 1989 based upon the Family Support Act (FSA) of 1988. The purpose of this letter is to describe changes to forms and notices that are critical to the implementation of JOBS and to transmit copies of new/revised forms, activity agreements, notices, etc., to County Welfare Departments (CWDs).

The use of these forms is intended to be on an interim basis until California conforms to the final Federal regulations (probably in early 1990). We welcome CWD review of and input to these forms in the months to follow. Following are descriptions of the new/revised forms, etc., that must be used as of July 1. There will be no requirement to substitute "old" forms, contracts, etc., that have been provided to participants prior to July 1, 1989, but the new/revised forms must be used after that time.

PLEASE NOTE: As mentioned at the JOBS training session on June 15, the use of money management was at issue. As we went to print, we learned that the Department's Federal waiver request for the use of money management was being denied by the Office of Family Assistance. One of the forms (GAIN 24--Registration) attached to the draft ACL distributed at the training has since been revised as a result of the change in money management. Please do not use that version of the GAIN 24. The correct version is attached to this letter.

There are two additional forms attached to this ACL (not described below) which have also been revised to delete references to money management (GAIN 22 -- "Appointment Letter" and GAIN 36 -- "Appointment Notice, Participation Problem"). Further, the two Notices of Action pertaining to money management which were included in the draft ACL have been eliminated. As other forms in need of revision are identified, they will be issued as soon as possible.

GAIN GUIDEBOOK -- Significant revisions were required to reflect provisions of the FSA. A draft copy of the guidebook is attached to this letter, and each County will be sent an initial supply of the new guidebook. The new guidebook is to be distributed to each GAIN registrant in the usual manner after July 1. The former version must not be used after this time.

Attached to this ACL is a correction notice to participants and reproducible copies of pages 4, 10 and 11 of the GAIN Guidebook which have been revised subsequent to the printing of the Guidebook to reflect changes made to the deferral categories and to delete references to money management. Counties must provide participants with the correction notice and revised pages with the GAIN Guidebook.

GAIN 2 through 9 (GAIN CONTRACT ACTIVITY AGREEMENTS) -- The GAIN 2 - 9 Contract Activity Agreements have been revised to reflect the new net loss of income (NLI) formula and to add the NLI provision to all the post-assessment activity agreements. The GAIN 2(a) has been developed for use in cases with a 16, 17, 18 or 19 year-old parent who lacks a high school diploma.

GAIN 24 (REGISTRATION) -- This form has been revised to reflect the changes in exemptions and the consequences for volunteers who do not cooperate.

GAIN 26 (APPRAISAL FORM) -- This form has been revised to capture target group and regulatory JOBS information, and to correct existing deficiencies. Please do not use the GAIN 26 distributed at the training with the draft ACL. Please use the version attached to this final ACL. These changes will require a corresponding revision to the GAIN 31, which is in process. (NOTE: Tier I Counties should not change to the new GAIN 26 form until they receive the revised form from MDRC, expected by mid-July.)

GAIN SUPPLEMENT B FORM (PREP WORKSHEET) -- This form is an attachment to the Preemployment Preparation (PREP) activity agreement used for calculating PREP work hours, which has been revised. The FSA requires a new formula for the first nine months of PREP and a slightly different formula for the tenth and following months.

For the first nine months of PREP, the number of hours per month is to be computed based on the AFDC grant less child support paid to the CWD on behalf of the participant, divided by the average hourly wage as determined annually by EDD (currently \$5.66).

For the tenth and following months of the PREP assignment, the number of hours per month is computed based on the AFDC grant less child support paid to the CWD on behalf of the participant, divided by the higher of: 1) the average hourly wage as determined by EDD or, 2) the rate of pay for individuals in the same occupation at the same site.

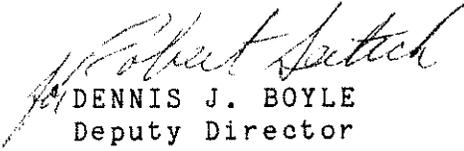
NOTICES OF ACTION -- Several NOAs have been revised/developed to incorporate JOBS/GAIN language:

- M42-786A and A1 -- These NOAs inform the recipient that his/her AFDC case will be discontinued due to the fact that his/her only eligible child, who is a mandatory participant, has not cooperated with GAIN requirements.
- M42-786D and D1 -- These NOAs reflect the change in treatment of U-parents who are sanctioned. Previously, the entire family was discontinued from aid when the U-parent did not comply with work program requirements. Under JOBS, only the U-parent and the second parent, if not in GAIN, are deleted from the Assistance Unit (AU) when this occurs.
- M42-786E and E1 -- These NOAs inform the mandatory FG participant that he/she will be deleted from the AU due to noncooperation with GAIN requirements.
- M42-720.6 -- This NOA informs a registrant that he/she will not be served in GAIN due to statutory reductions and lists the priority categories of exclusion.

TRANSLATIONS -- Spanish translations of the forms will follow very shortly. Reproducible copies of the forms in the other standard languages will be done and issued in the usual manner. The translations for the NOAs will be provided after the NOAs are finalized and issued, in the usual manner.

IMPLEMENTATION -- Reproducible copies of the GAIN forms are attached for local reproduction because they will not be available from the DSS warehouse. The NOAs are attached in draft form. The message language on these NOAs may be used until the standardized, State-approved NOAs are finalized and transmitted to you. If CWDs will have problems reproducing the forms locally, please contact us immediately. The forms can be printed and stocked in the warehouse; however, the forms would not be available for approximately two months.

If you have any questions regarding this letter, forms or notices, please contact your County GAIN and Employment Services Operations Bureau Analyst at (916) 324-6962 or ATSS 454-6962.


DENNIS J. BOYLE
Deputy Director

Attachments (to County GAIN Coordinators only)

cc: CWDA