

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

July 15, 1994

ALL-COUNTY LETTER NO. 94-61

TO: ALL COUNTY WELFARE DIRECTORS  
 ALL COUNTY GAIN COORDINATORS  
 ALL COUNTY FISCAL OFFICERS  
 ALL AFLP DIRECTORS

REASON FOR THIS TRANSMITTAL

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

SUBJECT: Cal-Learn Program

REFERENCE: All County Letter 94-16 and 94-40

The Budget Act of 1994 (Senate Bill 2120, Chapter 139, Statutes of 1994) allows the Cal-Learn appropriation for Fiscal Year (FY) 1994/95 to be used to reimburse costs associated with implementing the Cal-Learn Program, to the extent such costs are eligible for Federal Financial Participation. The California Department of Social Services (Department) is in the process of finalizing the procedures necessary for counties to claim such start-up costs. This allocation will be separate from the allocation given to counties for the case management and county administrative activities necessary to administer the Cal-Learn Program.

The Department is in the process of developing the Cal-Learn start-up allocation based on the Department's projected county Cal-Learn caseload. The statewide start-up allocation will be the equivalent of one-twelfth of the case management and administrative costs contained in the Cal-Learn budget for FY 1994/95. Counties would be able to claim activities eligible for this funding only when a county has an approved county plan. In order to have the state General Fund dollars matched with federal financial participation, counties must, at a minimum, have begun to implement the Cal-Learn Program by identifying eligible clients and scheduling program orientation. All counties will receive a Cal-Learn start-up allocation regardless of when the county implements Cal-Learn. (Note: All counties must implement Cal-Learn by April 1995).

This start-up allocation is designed to assist counties and agencies that are contracting for case management services in the early stages of implementing the Cal-Learn Program. It is expected to cover a significant amount of the activities associated with implementing Cal-Learn. As part of the local planning process necessary for Cal-Learn, the county and other agencies involved in the implementation of Cal-Learn should review the use of the start-up allocation and determine the most effective way it could be used. These funds are available to be used to cover start-up costs associated with both the case management component of Cal-Learn as well as costs attributed to county administration of Cal-Learn.

The Department is in the process of developing necessary claiming instructions to accompany the letter which will transmit county Cal-Learn start-up allocations. Counties will be able to claim such activities as training and staff development for both case managers and for eligibility workers, activities associated with the network coordination necessary to meet Adolescent Family Life Program (AFLP) Standards, data processing project development, and contracted services. The Department is also developing a process for advancing money to counties. Cal-Learn start-up activities claiming instructions will be effective beginning the September 1994 quarter.

This letter also transmits a side-by-side document specifying those activities considered Cal-Learn/AFLP case management activities and those considered county administrative activities. The enclosed document is an effort to clarify a number of questions regarding the definition of case management and county administration activities as they relate to the \$1,650 amount used in the budgeting process to allocate Cal-Learn dollars to counties. It is expected that when counties contract for Cal-Learn case management activities, the agency with which the county contracts will be reimbursed \$1,650 for twelve months of case management services per client.

In particular, there has been a variety of questions about the case manager's role in providing supportive services to a Cal-Learn teen. Specifically, the case manager is required to identify and verify a teen's need for child care, transportation, and ancillary services. This information is then transmitted to the county welfare department (CWD) that has the responsibility for calculating the payments and providing the checks for supportive services either to the teen or the provider. In addition, it is the case manager's responsibility to provide written confirmation of the case manager's determinations regarding the teen's need for supportive services and any other required activities (such as appointments with the case manager or the report card submittal schedule) necessary to accomplish Cal-Learn case management. The CWD will issue all Notices of Action regarding any change in the AFDC grant computation. These activities are in the fourth and sixth box on the enclosed side-by-side.

Should you have any questions regarding the Cal-Learn Program, please contact your Cal-Learn Program analyst at (916) 654-1424. Questions regarding the Adolescent Family Life Program may be directed to the California Department of Health Services, Maternal and Child Health Branch at (916) 657-1332.



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Enclosure

# CAL LEARN PROGRAM

<b>CASE MANAGEMENT ACTIVITIES</b> <b>\$1,650 PER PARTICIPANT PER YEAR</b>	<b>COUNTY ADMINISTRATIVE ACTIVITIES</b> <b>30 MINUTES PER CASE MONTH</b>
<ul style="list-style-type: none"> <li>• Community resource networking *</li> <li>• Assessment for placement in educational program and referral to needed social and health services *</li> <li>• Case plan/ISP development and review *</li> <li>• Referral followup and monitoring progress to determine effectiveness of service provision and case plan goals *</li> <li>• Counseling, guidance, and participant outreach *</li> <li>• Cal-Learn Program orientation</li> <li>• Outreach activities for Cal-Learn Program referral (including identifying and referring eligible clients)*</li> </ul>	<ul style="list-style-type: none"> <li>• Identification of teen parents and referral to Cal-Learn orientation</li> <li>• Notifying case managers of client AFDC discontinuance</li> </ul>
<ul style="list-style-type: none"> <li>• Exemption and deferral recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Act on recommendation and make final determinations for program exemptions and deferrals</li> </ul>
<ul style="list-style-type: none"> <li>• Report card submittal schedule development and monitoring</li> <li>• Review of report cards, determining progress, and recommending bonuses and sanctions</li> <li>• Reasonable effort requirements prior to sanction recommendation</li> </ul>	<ul style="list-style-type: none"> <li>• Final determinations for bonuses, sanctions, and sanction related good cause</li> <li>• Making grant determinations and processing bonuses and sanctions</li> </ul>
<ul style="list-style-type: none"> <li>• Identifying the need for and method of providing supportive services</li> <li>• Verifying the need for supportive services</li> <li>• Determine good cause after an overpayment has been identified through county attendance verification</li> </ul>	<ul style="list-style-type: none"> <li>• Supportive services administration (transportation, ancillary, child care) - attendance verification and payment calculations; calculating, processing and informing clients of overpayments; comparing child care fees to determine 75th percentile RMR and computing child care costs above the 75th percentile</li> </ul>
<ul style="list-style-type: none"> <li>• AFLP Lodestar management information system, including data collection, entry, and reporting *</li> </ul>	<ul style="list-style-type: none"> <li>• CDSS related data collection</li> </ul>
<ul style="list-style-type: none"> <li>• Providing written confirmation of needed supportive services and actions needed to accomplish case management activities (e.g. report card schedule, necessary meetings with the case manager)</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing and issuing NOAs and forms necessary to accomplish the county administrative activities</li> <li>• Preparing fair hearings</li> </ul>

\* According to the standards and scope of the AFLP Program