

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



April 5, 1995

ALL COUNTY LETTER NO. 95-15

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

TO: ALL COUNTY WELFARE DIRECTORS
ALL GAIN COORDINATORS

SUBJECT: INTRODUCTION OF THE CAL-LEARN PROGRAM TEEN PARENT
MONTHLY STATUS REPORT (FORM STAT 45 (4/95))

Enclosed is a camera ready copy of the statistical report form, "Cal-Learn Program Teen Parent Monthly Status Report," State Form STAT 45 (4/95) and its associated instructions. It was developed in cooperation with state and county representatives to meet the immediate data needs for monitoring the Cal-Learn Program. State staff are researching alternative means of collecting the data which may alleviate county workload associated with completing a monthly report. Currently, as you may be aware, some Cal-Learn case management data is being collected via the California Department of Health Services' LODESTAR system. In the interim, however, all counties are required to complete the enclosed form for each month of program operation beginning April 1995. Counties which implemented their program prior to the release of this form shall, if feasible, provide retrospective monthly reports for each month their program has been in operation.

Training on the new form is planned and counties will be notified once the schedule is confirmed. In addition, since this is a temporary form, the Department will not keep a supply in our warehouse. Counties are advised to retain a clean copy of the enclosed form for future reporting needs.

Please note that Cal-Learn participants, who would otherwise have been considered mandatory GAIN/JOBS participants, must be included in the GAIN surveys (GAIN 61, FSA 103, and AFDC-U). Do not report Cal-Learn participants on the GAIN 25.

If there are any questions regarding the enclosed form, its instructions, or if you should need a replacement form, please contact Linda Pasley in the Information Services Bureau at either CALNET 453-3850 or (916) 653-3850.

Sincerely,

JARVIO A. GREVIOUS
Deputy Director
Administration Division

Enclosures
c: CWDA

Send this copy to:

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
 Information Services Bureau
 744 P Street, M.S. 12-81
 Sacramento, CA 95814

**CAL-LEARN PROGRAM TEEN PARENT
 MONTHLY STATUS REPORT**

STATE USE ONLY	COUNTY
FOR MONTH ENDING (MONTH, DAY, YEAR)	

PART A. TEEN PARENT STATUS

1. Number of teen parents whose Cal-Learn status was brought forward from last month (Item 6 last month).....	1
2. Number of teen parents assigned a Cal-Learn status this month.....	2
3. Total number of teen parents with Cal-Learn status this month (Sum of Items 1 and 2).....	3
4. Number of teen parents who became exempt this month	4
5. Number of teen parents who were discontinued this month (Equals Item 9 below).....	5
6. Teen parents status carried forward to next month (Item 3 minus Item 4 minus Item 5).....	6

PART B. REASONS FOR EXEMPTION

7. Total number of teen parents who hold an exemption this month (Sum of 7a. through 7e. below).....	7
a. Illness, injury or incapacitated.....	8
b. Expelled.....	9
c. Supportive services unavailable (3 months or more).....	10
d. Funding related problem (child care/transportation).....	11
e. AFDC-FC.....	12

PART C. REASONS FOR DEFERRAL

8. Total number of teen parents in deferral status this month (Sum of 8a. through 8d. below).....	13
a. Supportive services temporarily unavailable.....	14
b. Case management services unavailable.....	15
c. Special needs.....	16
d. Postpartum recovery.....	17

PART D. TEEN PARENTS DISCONTINUED/REASON DISCONTINUED

9. Total number of teen parents who were discontinued this month (Sum of 9a. through 9f. below).....	18
a. Earned High School (HS) diploma or equivalent.....	19
b. No longer pregnant or custodial parent.....	20
c. Attained age 19.....	21
d. County transfer.....	22
e. No longer receiving AFDC	23
f. Erroneously referred to Cal-Learn.....	24

PART E. TEEN PARENTS WHO EARNED A BONUS OR RECEIVED A SANCTION

10. Total number of teen parents who were issued a bonus payment this month (Sum of 10a. and 10b. below).....	25
a. Number of teen parents issued \$100 bonus this month because report card showed satisfactory progress.....	26
b. Number of teen parents issued \$500 bonus this month because they earned HS diploma or equivalent.....	27
11. Total number of teen parents sanctioned this month (Sum of 11a. through 11c. below).....	28
a. Number of teen parents sanctioned this month because report card showed less than adequate progress.....	29
b. Number of teen parents sanctioned this month because report card was not submitted.....	30
c. Number of teen parents sanctioned this month for submitting a late report card w/o good cause.....	31
12. Total dollar value of sanctions collected this month.....	32 \$

PART F. TEEN PARENTS ISSUED PAYMENT FOR TRANSPORTATION/ANCILLARY EXPENSES

13. Total number of teen parents issued payment for transportation expenses this month.....	33
14. Total number of teen parents issued payment for ancillary expenses this month.....	34

REPORT PREPARED BY	TELEPHONE NUMBER ()	DATE
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**CAL-LEARN PROGRAM TEEN PARENT
MONTHLY STATUS REPORT
(FORM STAT 45 (4/95))**

CONTENT

This monthly report is designed to capture data on Cal-Learn teen parents. Child care data for these individuals is not included on this report since it is gathered on the "Title IV-A Child Care Monthly Statistical Report," State Form ACF 115.

PURPOSE

Data collected through this report will be used by the California Department of Social Services (CDSS) staff and other interested parties to monitor the Cal-Learn Program.

DISTRIBUTION

Data from this report will be compiled into summaries and distributed to departmental managers and other interested agencies and individuals.

DUE DATE

Reports are to be received by the Information Services Bureau on or before the 20th calendar day of the month following the report month. Send report to:

California Department of Social Services
Information Services Bureau
744 P Street, Mail Station 12-81
Sacramento, CA 95814

When data for the entire report is unavailable, submit a report containing all available data and a revised report when all data is available. If your initial report is incomplete, include a footnote on your report which indicates when the CDSS can expect to receive a complete revised report. Also, all submitted reports must include the signature of the person who completed the report, his/her telephone number, and date the report was completed.

DEFINITIONS

The following definitions are to be used when completing the STAT 45 (4/95). Whenever possible, regulatory cites from the Manual of Policy and Procedures (MPP) have been provided so that if additional information regarding the definition is needed, it can be referenced.

AFDC - Aid to Families with Dependent Children Program. AFDC-FC recipients are excluded from the Cal-Learn Program.

Adequate progress (MPP 42-762.3a(1)) - Means making a "D" (1.0) grade point average on a report card.

Ancillary expenses (MPP 42-762.3a(2)) - Expenses that are a direct result of a teen parent attending an educational program. This includes, but is not limited to, school books, GED testing costs, laboratory fees, etc.

Bonus (MPP 42-762.3b(1)) - A payment of money that is made as part of the Assistance Unit's (AU) cash aid for teen parents making satisfactory progress in the education program they are attending or for completing the education program they were attending. Payments are:

- \$100 (MPP 42-762.22 & MPP 42-766.631) for satisfactory progress, or
- \$500 (MPP 42-762.23 & MPP 42-766.81) for completing the education program. Completing an education program includes passing the GED examination, attaining a California High School (HS) proficiency certificate, earning a HS diploma or its equivalent.

Note: A teen parent cannot receive a \$100 and \$500 bonus during the same report card period. (MPP 42-769.124(a))

Cal-Learn Case - For statistical reporting purposes, a Cal-Learn case is considered a case when the Cal-Learn Registration/Program Information Notice (CL 1) is sent.

Cal-Learn Case Management Services (MPP 42-766) - Cal-Learn case management services described in regulations.

Deferred (MPP 42-762.3d(1)) - Means a teen parent is not required to participate in the Cal-Learn Program because he/she meets any of the deferrals listed in regulations (MPP 42-763.3). A deferred teen parent receives Cal-Learn case management services, if available, but is not subject to sanctions, eligible for bonus, or supportive services.

Deferrals (MPP 42-763.3) - Deferrals shall be granted by the county welfare department (CWD) if the teen parent:

- Needs supportive services under Section 42-765 which are temporarily not available.
- Cannot be provided case management services.
- Has a special need that substantially deprives the teen parent's ability to meet program requirements or be successful in earning a HS diploma or its equivalent, and the special need cannot be addressed.
- Has been prescribed a period of time for postpartum recovery after the birth of a child by a physician.

Discontinued - A discontinuance is reported when a teen parent :

- Earns a HS diploma or equivalent. For purposes of this program, a HS equivalency shall include but not be limited to a GED, or the California HS certificate of proficiency; or
- Is no longer a custodial parent or the pregnancy no longer exists, or
- Attains age 19, or
- Moves to another county, or

- Leaves the AFDC Program, or
- Is discovered to have been erroneously referred to Cal-Learn.

Exempt (MPP 42-762.3e(1)) - Means an individual who is not required to participate in the Cal-Learn Program because he/she meets any of the exemptions listed in regulations (MPP 42-763.2). An exempt individual receives no Cal-Learn case management services and is not subject to sanctions or eligible for bonuses.

Exemptions (MPP 42-763.2) - Exemptions shall be granted by the CWD if an individual:

- Has a serious illness, injury or incapacity that prevents the teen parent from meeting the Cal-Learn Program requirements or enrolling in school and attending full-time under Section 42-763.71 for a period of more than three months.
- Is expelled from school and enrollment in any alternative school cannot be arranged.
- Needs Cal-Learn Program paid child care and/or transportation in order to meet Cal-Learn Program requirements, and the service is not available for a period of three or more months.
- Cannot receive payment for child care or transportation expenses due to lack of program funding.
- Is eligible for AFDC- FC and payment is being made on behalf of the individual.

Sanction (MPP 42-762.3s(1)) - Means the reduction in the cash aid payment for the AU based on Cal-Learn sanction criteria. Sanctions occur when without good cause:

- A teen parent fails to demonstrate adequate progress (MPP 42-766.633), or
- A teen parent's report card is not submitted as required (MPP 42-766.643), or
- A teen parent's report card is submitted late (MPP 42-766.642).

Satisfactory progress (MPP 42-762.3s(2)) - Means making at least a "C" (2.0) grade point average on a report card.

Teen Parent (MPP 42-762.3t(1)) - Means an individual participating in the Cal-Learn Program. To be a participant, an individual must:

- Be an AFDC recipient under the age of 19, and
- Not have obtained a high school diploma or its equivalent, and
- Reside with his/her child in the same AU, or
- Be pregnant, and
- Have been notified of the Cal-Learn Program under Section 42-764.1, and
- Not be exempt from participation.

Teen parent status (also referred to as Cal-Learn status) - Nonexempt or deferred from the Cal-Learn Program. Teen parents cannot be reported as both nonexempt and deferred during the month.

Transportation expenses (MPP 42-750.4) - Reasonable transportation costs associated with getting to or coming from a Cal-Learn assignment. This includes transportation costs that arise when the individual drops off and picks up his/her own child.

GENERAL INSTRUCTIONS

Before completing this report, please read all definitions and instructions.

Provide information for all areas on this report. Enter a "0" in all those items where no activity took place during the month. Enter NA (not "0") where data is currently unavailable and include a footnote on the report which explains why the data is unavailable and when the data will be submitted. Enter NAP (not applicable) on areas of the report that do not apply to the county. Do not leave any report item blank.

PART A - TEEN PARENT STATUS

Part A summarizes data on the number of teen parents who hold either a nonexempt or deferred status during the month. Teen parents may not be reported as both nonexempt and deferred during the month.

1. **Number of teen parents whose Cal-Learn status was brought forward from last month** - Entry will equal Item 6 of the previous month's report.
2. **Number of teen parents assigned a Cal-Learn status this month** - Enter the number of teen parents who were assigned either a nonexempt status (i.e., individuals that the CWD has determined are required to participate including intercounty transfers) or a deferred status this month. A teen parent may be reported as nonexempt or deferred for the month but cannot be reported as both nonexempt and deferred for the month.
3. **Total number of teen parents with Cal-Learn status this month** - Enter the sum of Item 1 and Item 2.
4. **Number of teen parents who became exempt this month** - Enter the number of teen parents reported in Item 3 who lose either their nonexempt or deferred status and become exempt from the Cal-Learn program this month. This line item is an unduplicated count. If a county grants a teen parent an exemption for more than one reason, the county is to report only one exemption count in this line item.
5. **Number of teen parents who were discontinued this month** - Enter the number of teen parents reported in Item 3 who lose either their nonexempt, deferred or exempt status this month because they are discontinued from the Cal-Learn Program this month. This line item is an unduplicated count. If a county discontinues a teen parent from the Cal-Learn Program for more than one reason, the county is to report only one discontinuance in this line item.
6. **Status carried forward to next month** - Enter the number of teen parents who carry their status to the next month. Entry will equal Item 3 minus Item 4 minus Item 5.

PART B - REASONS FOR EXEMPTION

Part B is designed to capture ongoing unduplicated data on the reason an individual is granted an exemption from the Cal-Learn Program. If the individual is granted an exemption for more than one reason, report only one reason. Counties may use their discretion when determining which reason to report. Also, since ongoing exemption counts are needed to complete this part, counties must keep a month-to-month cumulative count of all exempt individuals (i.e., exempt individuals reported in one month who continue to hold their exemption the following month would be reported in that month as well.)

An individual may be granted an exemption prior to attending orientation or at orientation. The point where exemptions are determined is dependent on how a county has organized its program. Regardless of when the exemption is determined, counties must report all individuals who are exempt from the Cal-Learn Program.

Note: Since Part B captures data on all exempt teen parents and Item 4 provides counts on exemptions granted this month, Item 4 will be contained in Item 7.

7. **Total number of teen parents who are exempt this month** - Enter the total number of teen parents who have been determined exempt from the Cal-Learn Program. Since Item 4 represents only new exemptions, and Item 7 represents both new and continuing exemptions, Item 4 can never be greater than Item 7. Also, this entry will equal the sum of Items 7a through 7e.
 - a. **Illness, injury, or incapacitated** - Enter the number of teen parents who are exempt from Cal-Learn because of verifiable illness, injury or an incapacity.
 - b. **Expelled** - Enter the number of teen parents who are exempt from Cal-Learn because they are expelled from school and enrollment in any alternative school cannot be arranged.
 - c. **Supportive services unavailable** - Enter the number of teen parents who are exempt from Cal-Learn because they need Cal-Learn paid child care and/or transportation in order to meet program requirements but the service is unavailable for three or more months.
 - d. **Funding related problems (child care/transportation)** - Enter the number of teen parents who are exempt from Cal-Learn because they cannot receive payment for child care or transportation expenses due to lack of program funding.
 - e. **AFDC-FC** - Enter the number of teen parents who are exempt from Cal-Learn because they are eligible for AFDC-FC and payment is being made on behalf of the individual.

PART C - REASON FOR DEFERRAL

Part C is designed to capture ongoing unduplicated data on the reason a teen parent is granted a deferral from Cal-Learn. For reporting purposes, if a teen parent is granted a deferral for more than one reason, report only one reason for granting the deferral. Counties may use their discretion in choosing which deferral to report.

Like Item 7, this part captures ongoing/cumulative deferral counts (i.e., deferred individuals reported in one month who continue to hold their deferral the following month would be reported in that month as well.)

8. **Total number of teen parents in deferral status this month** - Enter the total number of teen parents who are currently deferred from the Cal-Learn Program. Since Item 3 is the sum of teen parents who are either nonexempt or deferred, and this item represents only deferred teen parents, this item can never be greater than Item 3.
 - a. **Supportive services temporarily unavailable** - Enter the number of teen parents who are in deferral status because the supportive services under MPP 42-750 are temporarily unavailable.
 - b. **Case management services unavailable** - Enter the number of teen parents who are in deferral status because they cannot be provided case management services.
 - c. **Special needs** - Enter the total number of teen parents who are in deferral status because they have a special need which cannot be addressed, and this need substantially deprives the teen parent's ability to meet program requirements or be successful in earning a HS diploma or its equivalent.
 - d. **Postpartum recovery** - Enter the total number of teen parents who are in deferral status because they have been prescribed a period of time for postpartum recovery after the birth of a child by a physician.

PART D - TEEN PARENTS DISCONTINUED/REASON DISCONTINUED

Part D is designed to capture unduplicated data on the reason either a nonexempt, deferred or exempt teen parent is discontinued from Cal-Learn. For reporting purposes, if a teen parent leaves the program for more than one reason, report only one reason. Counties may use their discretion in choosing which one of the reasons they will report.

Note Part D is intended to record the reason why teen parents reported in Item 5 were discontinued from Cal-Learn. Therefore, Item 9 will equal Item 5.

9. **Total number of teen parents who were discontinued this month** - Enter the total number of teen parents who were discontinued this month. Entry will equal the sum of 9a through 9f.
 - a. **Earned a High School (HS) diploma or equivalent** - Enter the number of teen parents who were discontinued because they earned a HS diploma or equivalent.
 - b. **No longer pregnant or custodial parent** - Enter the number of teen parents who were discontinued because they are no longer pregnant or no longer a custodial parent(s).
 - c. **Attained age 19** - Enter the number of teen parents who were discontinued because they attained age 19.

- d. **County transfer** - Enter the number of teen parents who were discontinued because they transferred to another county.
- e. **No longer receiving AFDC (off AFDC)** - Enter the number of teen parents who were discontinued because they no longer are receiving AFDC.
- f. **Erroneously referred to Cal-Learn** - Enter the number of teen parents who were discontinued because they were erroneously referred to Cal-Learn.

PART E - TEEN PARENTS WHO EARNED A BONUS OR RECEIVED A SANCTION

Part E is designed to capture unduplicated data on those teen parents reported in Item 3 who are issued a bonus or who are sanctioned because they did not meet Cal-Learn program requirements. Data reported in this part excludes teen parents who are deferred from Cal-Learn because they are not subject to sanction nor are they eligible for bonuses. Note that teen parents cannot be issued a \$500 graduation bonus and a \$100 bonus for satisfactory school progress for the same report card period (MPP 42-769.124(a)). Also, since a teen parent's sanction is spread over two months, report a person count only for the initial month of the sanction.

- 10. **Total number of teen parents who were issued a bonus payment this month** - Enter the total number of teen parents who were issued a bonus this month. This entry will equal the sum of Items 10a and 10b and will not be greater than the difference between Items 3 and 8.
 - a. **Number of teen parents issued a \$100 bonus this month because report card showed satisfactory progress** - Enter the number of teen parents who were issued a \$100 bonus this month because they showed satisfactory progress in the education program where they were enrolled.
 - b. **Number of teen parents issued a \$500 bonus this month because they earned a HS diploma or equivalent** - Enter the number of teen parents who were issued a \$500 bonus this month because they earned a HS diploma or equivalent.

- 11. **Total number of teen parents sanctioned this month** - Enter the total number of teen parents who were sanctioned this month because they did not meet Cal-Learn Program requirements. Report a person count only for the initial month of the sanction. The entry in this item will equal the sum of Items 11a, 11b and 11c.
 - a. **Number of teen parents who were sanctioned this month because report card showed less than adequate progress** - Enter the number of teen parents who were sanctioned (\$100) this month because they made less than adequate progress in the education program where they were enrolled. Report a person count only for the initial month of the sanction.
 - b. **Number of teen parents who were sanctioned this month because report card was not submitted** - Enter the number of teen parents who were sanctioned (\$100) this month because the teen parent did not submit a report card as required by Cal-Learn Program requirements. Report a person count only for the initial month of the sanction.

c. Number of teen parents who were sanctioned this month for submitting a late report card without good cause - Enter the number of teen parents who were sanctioned (\$50) because, without good cause, they submitted a report card (either with adequate or better progress or with good cause for less than adequate progress) outside the time frames required by the Cal-Learn Program. Report a person count only for the initial month of the sanction.

12. Total dollar value of sanctions collected this month - Enter the total dollar amount of the sanctions that were applied this month (round total to the nearest dollar). For example, in February an AU is eligible for a grant of \$35. The teen parent's apportioned sanction amount is \$50. Since the grant amount is less than the apportioned sanction amount, the grant will be zero. The sanction amount collected and reported on Line 12 would be \$35. Amounts are to be reported in the months that the grant was impacted.

PART F - TEEN PARENTS ISSUED PAYMENT FOR TRANSPORTATION AND/OR ANCILLARY EXPENSES

Part F is designed to capture unduplicated data on those teen parents (deferred teen parents are ineligible for services) who are issued payment for transportation and/or ancillary services this report month. Note, for reporting purposes, if a teen parent is issued multiple payments for the same type of service in the same month, count the teen parent only once in that month. For example, if a teen parent is issued two payments for transportation and one payment for ancillary services in the same month, he/she would be reported once in Item 13 and once in Item 14 for that month.

13. Total number of teen parents issued payment for transportation expenses this month - Enter the total number of teen parents who were issued payment for transportation expenses this month.

14. Total number of teen parents issued payment for ancillary expenses this month - Enter the total number of teen parents who were issued payment for ancillary expenses this month.