



Madera County
Department of Social Services

Welfare-to-Work Services
Welfare-to-Work (WTW) 03
WTW 24 Month Time Clock

Date: October 24, 2017

References: SB-1041

ALL COUNTY INFORMATION NOTICES (ACINs): [47-15](#)

ALL COUNTY LETTERS (ACLs): [12-53](#), [12-53E](#), [12-69](#), [13-12](#), [13-15](#), [13-37](#),
[13-59](#), [13-68](#), [14-09](#), [14-16](#), [14-48](#), [14-65](#), [15-01](#), [15-03](#), [15-09](#), [15-21](#), [15-62](#)

ELIGIBILITY AND ASSISTANCE STANDARDS MANUAL (EAS): [Chap §42-708](#), [Chap§42-709](#)

Forms:

[CW 2186A](#) CalWORKs Exemption Request

[CW 2208](#) Your WTW 24-Month Time Clock

[MAD 331-333](#) WTW Referral

[NA 840](#) Sanction of Mandatory Participant

[NA 840A](#) Determination of Good Cause/No Good Cause

[NA 845](#) Sanction and Removal of the Other Parent's Needs

[WTW 4](#) Notice to Other Parent

[WTW 27](#) Request for Good Cause Determination

[WTW 29](#) Plan to Meet WTW Rules and Get My Cash Aid Back

[WTW 38](#) WTW 24-Month Time Clock Notice

[WTW 43](#) Notice of your WTW 24-Month Time Clock Ending Soon

[WTW 44](#) WTW 24-Month Time Clock Extension Request

[WTW 45](#) WTW 24-Month Time Clock Extension Determination

[WTW 46](#) End of WTW 24-Month Time Clock Review Appointment Letter

Attachments:

Attachment 1 [WTW PARTICIPATION REQUIREMENTS](#)

Attachment 2 [W T W D E F I N I T I O N S](#)

Attachment 3 [AU POST WTW 24](#)

Background

Effective January 1, 2013 Senate Bill (SB) 1041 was established to Eliminate the CalWORKs Welfare-to-Work (WTW) core/non-core activity requirements to increase flexibility in WTW activities, allow opportunities for barrier removal services, and established a WTW 24-Month Time Clock (WTW 24 MTC).

Policy

Madera County Department of Social Services staff shall monitor and

Review each participant's WTW 24-MTC in an effort to allow flexibility in determining WTW activities and barrier removal services consistent with participant's skills and desires, as determined in part by assessment scores.

**Time Limit
Requirements**

All participants who are required to participate in the WTW program are subject to the 24-MTC. (See Attachment 1 [WTW PARTICIPATION REQUIREMENTS](#)). This includes drug felons effective April 1, 2015.

Months that count toward the 24-MTC are cumulative and not always consecutive during a participant's 48 month time clock. The 24-MTC does not affect a participant's 48 Month CW Time Limit; each clock ticks independently. The participant must meet CalWORKs federal standards once the WTW 24-MTC has been exceeded in order to not be removed from aid.

Each parent in a two-parent household will have an individual WTW 24-MTC.

The number of hours individuals are required to participate in WTW activities has been aligned with federal hourly participation requirements as follows:

- 20 hours per week for single parents with a child under six years old.
- 30 hours per week for single parents without a child under six years old.
- 35 hours per week for two-parent families and both parents may contribute toward the weekly 35 hour requirement.

**Individuals Not
Subject to the WTW
24-MTC**

Aided adults that are not subject to the WTW 24-MTC include:

- Non Cal-Learn 19-year old custodial parents who have not obtained a high school diploma or GED.
- Non Minor Dependents of the court.
- A 16 or 17-year old non-parenting teen is not subject to the WTW 24 MTC, regardless of school attendance.

Unaided adults who are ineligible for the WTW program are not subject to the WTW 24-MTC, which includes adults who have:

- Exceeded the 48 Month CW Time Limit.
- Fleeing felons.
- Ineligible non-citizens.

- Non-needy caretaker relatives.
- Supplemental Security Income (SSI) recipients.

Months that do not count toward the WTW 24-MTC

Months prior to January 1, 2013 will not count toward the WTW 24-MTC. After January 1, 2013, any month in which the individual meets one of the following conditions does not count toward the WTW 24 MTC:

- WTW exempt and exempt volunteers.
- Allowed good cause for not participating in WTW for at least 50 percent of his/her hourly work requirement.
- WTW sanctioned.
- Participating in Orientation, Appraisal, Assessment (upfront activities) or in the development of a WTW plan.
- Participating in job search and job readiness when any of the following conditions are met:
 - Participating in activities, including job search and job readiness that meet CalWORKs federal standards.
 - Participating in job search as part of the development of his/her WTW plan.
 - Participating in a WTW plan where job search is at least 50 percent of the participant's hours in the month. This is allowed for two (2) months in a twelve (12) month period and the participant must first exhaust his/her federally countable job search allowance.
- The participant is meeting CalWORKs federal standards.
- In a two-parent household, if one parent is participating and meeting the CalWORKs federal standards, both parents will receive this 24-MTC exemption.
- When a participant is no longer meeting these standards, the ETW would begin counting months towards the clock prospectively in the following month.
- The participant was in the reengagement process.
- Eligible to Cal-Learn.
- Granted a Domestic Abuse Waiver to the WTW 24-MTC.
- Excused parent (such as a fleeing felon, ineligible non-citizen, on SSI, convicted of an IPV or child support sanction) in a two-parent family, regardless if that parent chooses to volunteer.

CalWORKs Federal Standards

Any month in which a participant is meeting CalWORKs federal standards does not count toward the WTW 24-MTC. In order to be considered meeting CalWORKs federal standards the participant must meet the following criteria:

- The participant’s activity meets one of the activities listed below: (definitions of these activities are listed in Attachment 2 [WTW DEFINITIONS](#)).
 - Unsubsidized employment.
 - Subsidized public and private sector employment.
 - Work experience.
 - On-the-job training.
 - Job search and job readiness.
 - Community service.
 - Vocational education.
 - Job skills training directly related to employment.
 - Education directly related to employment.
 - Satisfactory school attendance.
 - Providing child care services to an individual who is participating in community services.
- The participant has not exceeded the time limits for vocational education (lifetime limit of 12 months) and job search/job readiness (4-6 weeks in the preceding 12 month period), which can be counted toward meeting the federal WPR.
- The participant is meeting the CalWORKs federal core and non-core activity requirements. (See Attachment 1 [WTW PARTICIPATION REQUIREMENTS](#)).
- The number of hours the participant is scheduled to participate in each week meets the minimum average weekly number of core/non-core hours in an activity or activities that meet CalWORKs federal standards.
 - The ETW shall calculate the total average number of weekly participation hours in federal activities by dividing the total number of core and non-core hours in the month by 4.33.
- ETW shall use scheduled hours for purposes of determining if a participant is meeting the CalWORKs federal standards.
- Deemed hours can be used to determine if meeting the CalWORKs federal standards:
 - Single teen head of households, married teens, 19-years old or younger who maintain satisfactory attendance at secondary school or equivalent, or participate in education directly related to employment for an average of at least 20 hours, are considered meeting CalWORKs standards.
 - Participating in community service at full Fair Labor Standards Act (FSLA) hours are deemed to be meeting the CalWORKs federal standards.

Initiating the WTW 24-MTC

The ETW shall develop a post assessment WTW plan to initiate the 24-MTC.

- The ETW must have and document a comprehensive discussion with the participant during the Online CalWORKs Appraisal Tool (OCAT). This discussion must include at minimum:
 - The participation flexibility.
 - The number of hours required.
 - The criteria for a WTW exemption.
 - The conditions that allow a month to not count toward the WTW24-MTC.
 - The post WTW 24-MTC participation requirements.
- Once the WTW plan is developed and the comprehensive discussion has occurred, the WTW 24-MTC will begin the first of the following month.
- Participants with a break in aid longer than 30 days, upon returning to CW shall have a new WTW plan developed.
 - The WTW 24-MTC will begin the first of the month following the month in which the new WTW plan was developed
- Participants with a break in aid of less than 30 days, who had a WTW plan developed, shall continue in their plan if it is still appropriate.
 - The WTW 24-MTC will begin or resume the first of the month following the date the participant’s aid resumed.

**Time limit
Informing**

Participants must receive the [CW 2208](#) “Your WTW 24-Month Time Clock Informing Notice” at the following times:

- At CW application
- At CW redetermination

ETWs shall review WTW cases in the month prior to the annual redetermination month to ensure that the WTW 24-MTC is correct.

Participants must receive the [WTW 43](#) “Notice of your WTW 24-Month Time Clock Ending Soon” at least once between month 18 and month 21 and must also receive the following:

- [CW 2186A](#) “CalWORKs Exemption Request”
- [WTW 44](#) “WTW 24 Month Time Clock Extension Request”.

When participants fail to meet the CalWORKs federal standards at any time during the 24-MTC period, the ETW must send the [WTW 38](#) “WTW 24 Month Time Clock” notice within thirty (30) days of the determination of non-compliance. The WTW 24-MTC will begin to tick on the first of the month following the discovery.

A [NA 1276](#) “End of WTW 24 Month Time Clock Notice of Action” must be sent to the participant prior to the end of the 24th month notifying him/her that the WTW 24-MTC has been exhausted and that the family’s grant will be reduced if the family is not meeting CW federal standards.

- C-IV will batch send this notice of action to all participants in his/her 24th month of the 24-MTC.
- The ETW shall verify that this notice was sent in batch.

24-MTC
Time limit
Extensions

ETWs shall grant an extension to a participant who presents evidence that he/she meets any of the criteria, unless the ETW determines that evidence presented does not support the existence of the specified circumstance.

A participant may qualify for an extension by meeting any of the following criteria:

- Participant is likely to obtain employment within six (6) months and may apply for an extension when the following situation(s) occur:
 - Participant is waiting for a license or certificate to be approved and issued.
 - Participant’s employer requires a period of time as a volunteer prior to employment.
 - Participant is waiting for a background check to be completed on an offered job.
 - Participant must complete an English as a Second Language or a language class as part of the hiring process.
 - Participant has a job offer at the completion of training/schooling.
 - Participant has been offered a job through an employer that has not yet opened for business.
- Participant has encountered unique labor market barriers and needs additional time to obtain employment and may include:
 - A temporary disability.
 - An employer closes business and that job is not available through another employer in the vicinity.
 - A local natural disaster such as drought, freeze or earthquake.
- Participant has achieved satisfactory progress in an educational program, including adult basic education, vocational education, or a self-initiated program that has a known graduation or completion date that would increase the likelihood of his/her employment.

- Participant is in a treatment program with a known completion date that would meaningfully increase the likelihood of employment
- Participant needs an additional period of time a WTW activity due to a diagnosed learning or other disability.
- Participant has submitted an application to receive SSI disability and a hearing date has been established.
- Participant is a member of a two-parent assistance unit where the other parent has yet to exhaust his/her WTW 24-MTC on the condition that both parent’s combined participation will meet CW minimum standards.
 - This extension is limited to the duration of the second parent’s WTW 24-MTC.

An extension shall be granted for an initial period of up to six months and shall be evaluated by the ETW at least once every six months.

- A C-IV task shall be set at month 5 to review for a continued extension.
- A new [WTW 45](#) “WTW 24-Month Time Clock Extension Determination” is sent to approve or deny an extension.
- A [WTW 44](#) “WTW 24-Month Time Clock Extension Request Form” along with a [WTW 43](#) and [CW 2186A](#) must be sent together to offer an extender.

If an extension is approved for longer than the initial six (6) months, the ETW shall document in C-IV Journal the reason for another extension and any supporting documentation that was collected to approve a longer extension.

The ETW shall make a determination if the participant qualifies for an extension and send the [WTW 45](#) “WTW 24-Month Time Clock Extension Determination” form to the participant that includes an explanation of the extension determination.

Remove From Aid Process

- After exhausting the 24-month time limit, aided adults are required to meet CalWORKs federal standards in order to continue to receive cash aid.
- When one parent in a two-parent household has exhausted the WTW 24-MTC, the parent that reached the time limit must modify his/her participation to meet the CalWORKs federal standards to avoid being removed from aid, unless the other parent changes his/her participation. (See Attachment 3 [AU POST WTW 24](#)).

- If the family does not meet CalWORKs federal standards, the other parent or both parents combined would be required to participate a total of 35 hours per week in CW activities.
- When both parents in a two-parent household have exhausted the 24-MTC, the parents must meet the CalWORKs federal standards for two-parent families or be removed from aid.
- The ETW will schedule a WTW 24-MTC eligibility review appointment with the participant in month 22 of the WTW 24-MTC.
- C-IV will automatically send the [WTW 46](#) “End of the WTW 24-Month Time Clock Review Appointment Letter” when an appointment is scheduled in C-IV.
- The ETW will send the [WTW 46](#) manually along with the [WTW 44](#) “WTW 24-Month Time Clock Extension Request” if the appointment was not previously scheduled in C-IV.

Appointment discussion items:

- A review of the participant’s WTW 24-MTC for accuracy. This will require the participant and the ETW to assess any months that should be restored or “un-ticked” on the clock, as well as assess the participant’s expected participation to determine when his/her WTW 24-MTC will be exhausted.
- A discussion of criteria and the determination of whether the participant qualifies for an exemption or extension.
- Informing the participant about any changes needed in his/her WTW plan to align with CalWORKs federal standards and when the changes would take effect. The signed WTW 2 will serve as written notice of any changes and may be effective when the client exhausts his/her WTW 24-MTC.
- Any changes needed for this review is not considered developing a WTW plan for the purpose of stopping the WTW 24-MTC.

Actions to be taken:

- Document in the C-IV Journal all information provided and actions taken.
- Participants who have exhausted his/her WTW 24-MTC and any extensions, and who are not meeting CalWORKs federal standards, must have his/her needs removed from the family grant. This is referred to as the “Remove from Aid” process.
 - The removal from aid process is identical to the sanction process, however cannot be called a “sanction”.

In order to remove the participant from aid, the ETW shall:

- Send a [NA 840](#) “Sanction of Mandatory Participant” or a [NA 845](#) “Sanction and Removal of the Other Parent’s Needs” providing 20 days from the issuance of the NOA to allow the participant to discuss the participation problem in month 24 of the participant’s 24 MTC.
- Send a [WTW 27](#) “Request for Good Cause Determination”.
- The [WTW 44](#) “WTW 24 Month Time Clock Extension Request” must be sent with the [NA 840](#) and with the [NA845](#).
- The [WTW 4](#) “Notice to Other Parent” must be sent at the same time as the [NA 840](#) when the case is a two-parent household
- Complete a good cause determination if the participant requests good cause in writing or verbally. Determination must be provided to the participant on the [NA 840A](#) “Determination of Good Cause/No Good Cause”.
- Complete a [WTW 32](#) “WTW Compliance Plan” with the participant, if he/she agrees to comply during the compliance appointment
- Send the [NA 817](#) “Sanction or Removal of Participant from Aid” after failed compliance of the [NA 816](#) “Sanction or Removal of Other Parent from Aid” if the participant fails to complete the compliance plan.
 - [WTW 31](#) “Request to Meet WTW Rules and Get My Cash Aid Back” form must be attached to the NA 817/NA816.
- Document all actions taken and timeframes in the C-IV Journal.
- Inform the Eligibility Worker that aid must be stopped for the participant and provide the date the action should be taken with a [MAD 331-333](#).

In order to have aid restored, the current sanction curing process shall be used:

- The [WTW 29](#) “Plan to Meet WTW Rules and Get My Cash Aid Back” must include a plan that meets CalWORKs federal standards.
- Signing the [WTW 29](#) to have aid restored will allow the participant access to supportive services while he/she participates in accordance with the plan.

24-MTC Review

The ETW shall review the accuracy of the WTW 24-MTC at the following times:

- In the month prior to the month of annual renewal
- Prior to sending the [WTW 43](#) “Notice of Your WTW 24-Month Time Clock Ending Soon”.
- Prior to sending the [WTW 46](#) “End of WTW 24 Month Time Clock Review” appointment letter.

- Prior to transferring the case to another county.
- Prior to transferring the case to another ETW.
- When closing a WTW case due to CW discontinuance.

Complete a C-IV journal entry that the review has been completed and include:

- Any C-IV updates made.
- The total number of months utilized on the 24 MTC.

**C-IV
Entries**

- The ETW shall manually review and update any 24-MTC exemption or exception in order to stop the WTW 24-MTC. This is done on the “Cash Aid Time Limit Detail” page.
- Until C-IV has automated the 24-MTC process, the exemptions and exceptions must be updated each month in order for a month not to count.
- The ETW shall pull the “Time Limit Report” from “Reports/Case Activity” in C-IV at the beginning of each month to identify the cases that require ETW action.

California Work Opportunity and Responsibility to Kids (CalWORKs) Welfare-To-Work (WTW) Participation Requirements

CalWORKs Hourly Participation Requirements

Family Type	During WTW 24-Month Time Clock	Outside WTW 24-Month Time Clock Aligned to federal ²	
		Hours Per Week	
	Hours Per Week (No Core Required)	Total	Core ³
Single-parent with child under six	20	20	20
Single-parent with no child under six	30	30	20
Two-parent ¹	35	35	30

CalWORKs Activities for 24-Month Time Clock	CalWORKs (Federal) Activities Outside 24-Month Time Clock
<i>No Core Activity Requirement³</i>	Core Activities
Unsubsidized employment	Unsubsidized employment <ul style="list-style-type: none"> • Self-employment
Subsidized private or public sector employment	Subsidized private or public sector employment <ul style="list-style-type: none"> • Grant-based OJT • Work study
Work experience	Work experience
Community service	Community service
Vocational education	Vocational education (12-month lifetime limit)
On-the-job training (OJT)	OJT
Grant-based OJT ⁴	Job search and job readiness ⁶ <ul style="list-style-type: none"> • Mental health services • Substance abuse services
Job search	Providing child care to a community service program participant
Job readiness	
Self-employment ⁴	
Supported work and transitional employment ⁴	
Work study ⁴	
Mental health, substance abuse, domestic violence services	Non-Core Activities
Job skills training directly related to employment	Job skills training directly related to employment
Education directly related to employment	Education directly related to employment (for individuals with no high school diploma or equivalent)
Satisfactory attendance in a secondary school or in a course leading to certificate of general equivalence (GED)	Satisfactory attendance in a secondary school or in a GED course
Adult basic education (reading, writing, arithmetic, high school proficiency or GED, and English-as-a-Second-Language)	
Participation required by school to ensure child's attendance	
Other activities necessary to assist in obtaining employment <ul style="list-style-type: none"> • Non-credited study time⁵ 	

Unless one parent is exempt because of a disability, in which case the remaining parent is required to participate 30 hours per week.

² Any month in which the adult meets federal participation requirements does not count toward the WTW 24-Month Time Clock. Adults who have received 24 countable months of CalWORKs WTW activities and have not reached the 48-month time limit for cash aid must meet state standards that mirror federal work participation requirements to remain on or restore aid.

³ There is no core hourly requirement during the WTW 24-Month Time Clock.

⁴ These activities are not identified in federal law, but are forms of subsidized or unsubsidized employment.

⁵ At county option, non-credited study time is a countable activity in conjunction with any approved education activity.

⁶ Job search and job readiness is federally countable for four consecutive and six total weeks in a 12-month period. This limitation can be extended to 12 weeks if California is determined to be a needy state in accordance with Temporary Assistance for Needy Families (TANF) regulations.

ATTACHMENT B – REFERENCED IN QUESTION #1
Welfare-To-Work Activities That Meet CalWORKs Federal Standards

Excerpted, in part, from California's Temporary Assistance for Needy Families (TANF) Work Verification Plan (WVP). California's WVP is found at <http://www.cdss.ca.gov/cdssweb/entres/pdf/VerificationPlanEffective2008.pdf>.

Unsubsidized Employment

“[U]nsubsidized employment is full- or part-time employment in the public or private sector that is not subsidized by TANF or any other public program. Unsubsidized employment includes self-employment as well as recipients whose employers claim a tax credit for hiring economically disadvantaged workers. Apprenticeship programs that allow participants to earn money while they practice the trade under the supervision of a journey person and attend classes are also considered unsubsidized employment. Only the hours that are paid by the employer are counted as unsubsidized employment. The determination of whether employment is subsidized, or not, depends on whether the employer, rather than the recipient, receives a subsidy.”

Hours of participation in various barrier removal activities, such as mental health, substance abuse, and/or rehabilitative services, can count under this activity if they are integrated parts of unsubsidized employment. In order to count, the individuals must be paid for all of the hours they participate in such activities that are counted as unsubsidized employment. If the individuals are not paid while participating in these activities, the participation will be reported as a blend of unsubsidized employment and another appropriate activity such as job search and job readiness assistance.

Subsidized private sector employment and subsidized public sector employment

“[S]ubsidized private sector employment and subsidized public sector employment means employment in the private and public sectors, respectively, for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a work-eligible individual. Subsidized work may include (1) work supplementation where TANF funds that would otherwise be paid as assistance are paid to the employer or to a third-party contractor, like a temporary staffing agency, which serves as the employer of record and is paid a fee to cover salary, expenses and success in placing employees; (2) supported work for individuals with disabilities in an integrated setting, (3) work study activities or (4) paid barrier removal and educational activities. Subsidized employment is distinguished from work experience in that the participant in subsidized employment is paid wages and receives the same benefits as an employee with no subsidy who performs similar work.

Hours of participation in various barrier removal activities, such as mental health, substance abuse, and/or rehabilitative services, can count under this activity if they are integrated parts of subsidized employment. In order to count, the individuals must be paid for all of the hours they participate in such activities that are counted as subsidized employment. If the individuals are not paid while participating in these activities, the

participation will be reported as a blend of subsidized employment and another appropriate activity such as job search and job readiness assistance.

Work experience

“[W]ork experience is a training activity performed in the public or private sector, as well as a nonprofit, community- or faith-based setting, that helps provide basic job skills, enhances existing job skills in a position related to the participant’s experience, or provides a needed community service that shall lead to unsubsidized employment. The recipient is receiving compensation in the form of the cash aid grant for time spent in the activity.

Core hours shall be limited as follows:

- When the assistance unit includes food stamp recipients, the individual shall participate for no more than the number of hours each month, determined collectively for the assistance unit, equal to the CalWORKs grant plus the food stamp allotment divided by the State or federal minimum wage, whichever is higher; or
- When the assistance unit does not include food stamp recipients, the individual shall participate for not more than the number of hours each month, determined collectively for the assistance unit, equal to the CalWORKs grant divided by the State or federal minimum wage, whichever is higher.”

Hours of participation in various barrier removal activities, such as mental health, substance abuse, and/or rehabilitative services, can count under this activity if they are integrated parts of work experience.

On-the-job training

“[O]n-the-job training is training in the public or private sector that is given to a paid employee while he or she is engaged in productive work. On-the-job training provides knowledge and skills that are essential to the full and adequate performance of the job. The employer is subsidized to offset training costs.

Supported work may be counted as on-the-job training if it includes significant training in the skills and knowledge essential to job performance. On-the-job training may also include orientation and classroom instruction required by the recipient’s employer and/or case manager. In some instances, training (e.g., tax preparation) or continuing education (e.g., nursing) is a necessary and regular element of employment. On-the-job training may include participation in these types of activities when the individual is reimbursed for the training costs. When the individual is not reimbursed for training costs, the participation counts as job skills training directly related to employment, education directly related to employment, vocational educational training, or job search and job readiness assistance, as appropriate.”

Job search and job readiness assistance

“[J]ob search is an activity in which the participant’s principal activity is to seek employment. Job search includes looking for suitable job openings, making contact with potential employers, applying for vacancies, and interviewing for jobs. Job readiness assistance is an activity that provides a recipient with training to learn basic job seeking and interviewing skills, to understand employer expectations, and to learn skills designed to enhance an individual’s capacity to move toward self-sufficiency. Job readiness assistance also comprises the following activities:

- a. Preparing an individual to obtain or retain employment, such as preparing a resume or job application, interviewing skills, instruction in work place expectations, and life skills training.
- b. Substance abuse treatment, mental health treatment, or rehabilitation activities. Treatment or rehabilitation services can include residential treatment, group or individual therapy, support group, or participation in Alcoholics Anonymous, and Narcotics Anonymous. [Note: Substance abuse treatment, mental health treatment and rehabilitation programs that include integrated hours of unsubsidized employment, subsidized employment, work experience, or another activity may count as another activity during the hours of the integrated component, as long as the component meets a common sense definition of that other activity.]
- c. On a case-by-case basis, domestic abuse services that address barriers to employment. Treatment and services for domestic abuse victims include the following activities when needed to seek or prepare for employment: individual counseling of the participant and children; group counseling; substance abuse services; medical and public health services; mental health services; independent living skills; financial planning and life skills training.

The criteria professionals use for assigning these services is that they must be necessary to prepare an individual to obtain or maintain employment or participate in welfare-to-work activities and must be verified and documented in the WTW plan and/or case file. If a portion of the treatment or rehabilitation activities meets a common-sense definition of another work activity, such as community service or work experience, then the hours associated with the “work” will count under that activity and the actual treatment hours will count in job search and job readiness assistance.

- d. Drug testing for a specific job classification and taking tests to qualify for specialized certificates. These activities will be assigned to the extent they are determined necessary for the participant to obtain or prepare for employment or participate in other welfare-to work activities.
- e. Participation in orientation, appraisal, or assessment. Orientation is an introduction to the welfare-to-work program, including a general description of CalWORKs

activities, participation requirements, consequences for failing to meet requirements, available supportive services, and exemptions from participation. Appraisal is an evaluation of an individual's employment history and skills, necessary supportive services, and any other relevant information needed to assign an individual to welfare-to-work activities, as well as informing the individual of his or her rights and responsibilities as pertains to the program.

Assessment is a thorough individual review of the recipient's work history, employment skills, educational history, competency levels, need for supportive services, physical limitations or mental conditions, available resources, all in comparison to local labor market conditions, in order to complete a welfare-to-work plan.

- f. Time spent online in distance learning activities. Online tasks could include searching for job vacancies, submitting résumés and completing applications.

Hours spent in these activities will be verified and documented in the WTW plan. Job interviews may be obtained from participating in this activity. Reasonable transportation time between job interviews, but not to the first interview or from the last one of the day, will count toward job search and job readiness hours. A county may require additional verification of activities, which may include such documents as job contact logs that provide sufficient information to verify the job search activity, mileage logs, or other documentation included in the case file.”

Community service programs

“[C]ommunity service is training that is temporary and transitional, is performed in the public or private nonprofit sector, and provides basic job skills that may lead to employment while meeting a community need. Other activities may be included within the community service programs. In these situations, short-term training or equivalent activities will be included if they are of limited duration (usually no longer than six months) and are necessary for participation in the community service activity.”

Vocational educational training

“[V]ocational educational training is organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations. Vocational education must be provided by vocational-technical schools, postsecondary institutions or proprietary schools. Vocational educational training placements are documented on a list developed by each California county. The list, which is revised annually, includes programs that lead to jobs in the local labor market and is used by the county welfare department to approve vocational educational training and/or to assign activities as a result of assessment. For programs not on the county's list, the county welfare department determines if the program is directly related to job preparation.

In some instances, the vocational educational training will be completed as part of distance learning. Participation will count toward vocational educational training hours only when the time spent can be monitored by the service provider and reported to the county welfare department. Participation in vocational educational training beyond the 12-month limit may count as job skills training directly related to employment or education directly related to employment, whichever definition is applicable, only after the core hourly requirement has been met from participation in other core activities. Basic and remedial education and English as a Second Language will be counted as part of vocational educational training activity on a case-by-case basis when the participant's educational history and present educational competency level assessment shows a need for such activities to be included in the vocational education program for the participant to be successful.

Actual hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time will be counted. A statement from the educational program indicating the amount of homework required must be included in the case file. Total homework time counted for participation will not exceed the hours required or advised by the educational program.”

Job skills training directly related to employment

“[J]ob skills training directly related to employment is training or education for job skills required by an employer to provide an individual with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. The activity may include either customized or general training to prepare an individual for employment, including literacy and language instruction and other remedial education. Job skills training directly related to employment may include four-year bachelor degree programs at any State-certified college or university. Activities may include vocational educational training that has been extended beyond 12 months.

In some instances, the job skills training will be completed as part of distance learning. Participation will count toward job skills training directly related to employment only when the distance learning program otherwise meets the definition of job skills training directly related to employment and the time spent in the distance learning component can be monitored by the service provider and reported to the county welfare department and documented in the case file.

Actual hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time will be counted. A statement from the educational program indicating the amount of homework required must be included in the case file. Total homework time counted for participation will not exceed the hours required or advised by the educational program.”

Education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency

“[E]ducation directly related to employment is education related to a specific occupation, job, or job offer. The activity is primarily for adults and includes adult basic education and ESL and, where required as a prerequisite for employment, education leading to a General Educational Development (GED) credential or high school equivalency diploma. Activities may include vocational educational training that exceeds the 12-month limit.

In some instances, the education directly related to employment will be completed as part of distance learning. Participation will count toward education directly related to employment only when the distance learning program otherwise meets the definition of the activity and the time spent in distance learning can be monitored by the service provider and is reported to the county welfare department.

Actual hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time will be counted. A statement from the educational program indicating the amount of homework required must be included in the case file. Total homework time counted for participation will not exceed the hours required or advised by the educational program.”

Satisfactory school attendance at secondary school or in a course of study leading to a certificate of general equivalence in the case of a recipient who has not completed secondary school or received such a certificate

“[S]atisfactory school attendance is regular attendance, in accordance with the requirements of the secondary school or course of study, at a secondary school or in a course of study leading to a certificate of general equivalence, in the case of a work-eligible individual who has not completed secondary school or received such a certificate. Satisfactory school attendance is primarily an activity for minor parents and will only include other related educational activities, such as adult basic education or language instruction, when they are required for completion of a General Educational Development (GED) credential. Hours of participation attending high school in a vocational education track may be counted under this activity.

In addition, case management services are provided to minor parents in this activity. Case management involves directing and coordinating a recipient’s educational, health, and social services and may include ESL, career training, alternative school, tutoring, dropout prevention, and teen pregnancy or parenting programs. The case management programs are essential to this work category in that they address the special social service needs of minor parents. Meeting these specific needs helps this group of recipients attain GED credential or attend secondary school, which helps minor parents achieve self-sufficiency.

In some instances, participation will be completed as part of distance learning and will count toward satisfactory school attendance only when the distance learning program

otherwise meets the definition of the activity and the time spent can be monitored by the service provider and is reported to the county welfare department on a monthly basis. Actual hours spent in supervised homework time and up to one hour of unsupervised homework time for each hour of class time will be counted. A statement from the educational program indicating the amount of homework required must be included in the case file. Total homework time counted for participation will not exceed the hours required or advised by the educational program.”

Providing child care services to an individual who is participating in a community service program

“[P]roviding child care services is providing child care to enable another TANF recipient to participate in a community service program. The activity does not allow for one parent in a two-parent case to care for their own children in the home.”

ATTACHMENT A**Two-Parent AU Post WTW 24-Month Time Clock Participation Options
(For Both Parents to Remain on Aid)**

Participation Option		Clock Status
<i>One Adult (Parent 1) Exhausted the WTW 24-Month Time Clock (Assumes neither adult is exempt)</i>		
1)	➤ Parent 1 alone meets CalWORKs federal standards.	<ul style="list-style-type: none"> • Parent 2 remains excused, but may volunteer to participate.
2)	➤ Parents 1 and 2 combine hours to meet CalWORKs federal standards.	<ul style="list-style-type: none"> • Parent 2's WTW 24-Month Time Clock does not tick.
3)	➤ Parents 1 and 2 combine hours to meet CalWORKs minimum standards to use Parent 2's WTW 24-Month Time Clock. <ul style="list-style-type: none"> ▪ (Parent 1 receives extension) 	<ul style="list-style-type: none"> • Parent 1 receives an extension while Parent 2 has time remaining on the WTW 24-Month Time Clock. • Parent 2's WTW 24-Month Time Clock ticks.
4)	➤ Parent 2 alone meets CalWORKs minimum standards to use the WTW 24-Month Time Clock. <ul style="list-style-type: none"> ▪ (Parent 1 is excused from participation) 	<ul style="list-style-type: none"> • Parent 1 is excused from participation while Parent 2 alone meets requirements to use his or her WTW 24-Month Time Clock. • Parent 1 may volunteer to participate additional hours beyond the family's minimum hourly requirement. • Parent 2's WTW 24-Month Time Clock ticks.
5)	➤ Parent 2 alone meets CalWORKs federal standards.	<ul style="list-style-type: none"> • Parent 2's WTW 24-Month Time Clock does not tick. • Parent 1 is excused and may volunteer to participate additional hours beyond the family's minimum hourly requirement.
<i>Participation Options When Both Adults Exhaust the WTW 24-Month Time Clock (Assumes neither adult is exempt)</i>		
1)	<ul style="list-style-type: none"> • Parent 1 alone meets CalWORKs federal standards. 	
2)	<ul style="list-style-type: none"> • Parent 2 alone meets CalWORKs federal standards. 	
3)	<ul style="list-style-type: none"> • Parents 1 and 2 combine hours to meet CalWORKs federal standards. 	