

**County of San Diego, Health and Human Services Agency (HHSa)  
Policy and Procedures Guide**

**Application of Cal-Learn Sanctions for Quality and Eligibility Support Department  
(QESD) staff Policy and Procedures**

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**Issue Date:**

10/17/2017

**Purpose:**

The purpose of this document is to establish the policy and procedures for applying Cal-Learn sanctions.

**Background:**

Participation in the Cal-Learn program is mandatory for all CalWORKs pregnant or parenting teens under 19 years old that have not completed high school or the equivalent. The Cal-Learn Case Manager (CLCM) determines school progress for the purpose of recommending a bonus or a sanction. All Cal-Learn sanction review requests were processed by one QESD unit. Moving forward the work will be assigned equally to all staff.

**Policy:**

QESD Human Services Specialists (HSSs) will review Cal-Learn sanction requests received from the CLCMs. Requests must be completed within 2 business days of receipt. The sanction request must be confirmed to meet the regulations outlined in CalWORKs Program Guide (CPG) 15-000.F.

**Procedures:**

The Cal-Learn sanction review requests are referred to QESD by the CLCM using the CL Compliance Tracking Tool (27-360). Staff must process the requests received as outlined in the CPG 15-000.I, Processing Guide 15-000.F.2 and How To 1108.

After completion of the Cal-Learn sanction review, QESD will provide the determination outcome via the 27-360.

**References:**

CPG 15-000

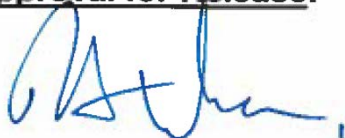
Processing Guide 15-000.F.2

How To 1108

**Sunset Date:**

This policy will be reviewed for continuance by 10/31/2020

**Approval for Release:**



11-2-17

Rick Wanne, Director  
Eligibility Operations