

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

**CalWORKs School Attendance Penalties for Quality & Eligibility Support
Department (QESD) Staff Policy and Procedures**

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Revision Date:

09/16/2020

Background:

CalWORKs provisions require the application of penalties for teens who are not meeting the school attendance requirement. The penalty action is initiated by the Employment Case Manager (ECM).

Purpose:

The purpose of this document is to define the policy and procedures for imposing CalWORKs school attendance penalties for teens. This material is being revised for the sunset review date and to align with current processes.

Policy:

QESD Human Service Specialists (HSSs) will review CalWORKs school attendance penalty requests received from the ECMs. Requests to review penalties must be completed within 3 business days of receipt.

The HSSs must process penalty request by conducting a case review to determine that the teen is noncompliant, as outlined in CalWORKs Program Guide (CPG) 10-005.K and 42-100.D - H.

Procedures:

The penalty review requests are referred to QESD daily by the ECM using the 27-385 HHSA - School Attendance Penalty Tracking Tool. Staff is to process the requests received, as outlined in the Eligibility Operations (EO) Responsibility section of the CalWORKs Processing Guide 10-005.K.1.

After completion of the penalty review, QESD will provide the determination outcome via the 27-385 HHSA.

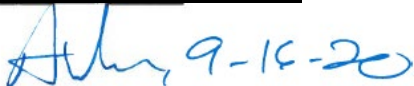
References:

CPG 10-005.K, 42-100.D – H; CalWORKs Processing Guide 10-005.K.1

Sunset Date:

This policy will be reviewed for continuance by 08/31/2023

Approval for Release:



Rick Wanne, Director
Eligibility Operations