

**County of San Diego, Health and Human Services Agency (HHSA)
CalWORKs Program Guide**

	Number	Page
Welfare-To-Work 24-Month Time Clock	10-003.A	1 of 6

Revision Date:
08/01/2019

Background:

Effective 1/1/2013 the State of California established the Welfare-To-Work 24-Month Time Clock (WTW 24-MTC), a cumulative 24-month period during which all adults required to participate in Employment Services (ES) may choose to be assigned to barrier removal activities, training, education and/or employment leading to self-sufficiency based on their circumstances, career goals and remaining time on cash aid.

Purpose:

This section has been revised to include current WTW 24-MTC policies under one CalWORKs Program Guide (CPG) section.

Policy:

The WTW 24-MTC is independent of and does not add time to the participant's CalWORKs 48-month Time on Aid (TOA). If a TOA extender is approved, the participant will be entitled to any remaining WTW 24-MTC months. Participants who transfer to a different Assistance Unit (AU) in the same or in another county are not entitled to a new WTW 24-MTC period. WTW 24-MTC extension(s) may be approved to complete an activity or education program. During the WTW 24-MTC period, participants are not required to meet CalWORKs Federal Standards. Once the WTW 24-MTC is exhausted, participants are required to meet CalWORKs federal standards to retain their cash aid eligibility.

Individuals Not Subject to the WTW 24-MTC

- Individuals required to participate in, or who are exempt from Cal-Learn
- Aided 19-year old parents with no high school diploma/GED who are not Cal-Learn eligible
- Teens 16-17 years old who are required to participate in ES due to truancy or not meeting post-secondary education exemption criteria after graduating from high school.

WTW 24-MTC Begin Date

For newly referred mandatory participants or individuals referred to ES after a break in aid of more than 30 days, the WTW 24-MTC will start the first day of the month following the date they sign a new WTW plan. For participants with a break in aid of less than 30 days the WTW 24-MTC will start again the first day of the month following the date cash aid resumed, unless they meet a circumstance that may un-tick a month or they sign a new plan. For participants scheduled to meet CalWORKs federal standards, months will start counting towards their WTW 24-MTC the first day of the month following the date the ECM notifies them via the WTW 38 'Welfare-To-Work 24-Month Time Clock Notice' that they are no longer meeting CalWORKs federal standards without good cause.

Comprehensive Discussion

During Assessment the Employment Case Manager (ECM) is required to complete a Comprehensive Discussion with the participants regarding WTW 24-MTC hourly participation requirements, education and training opportunities, work-related activities leading to self-sufficiency and benefits of adding core activities to their plan to meet CalWORKs federal standards and preserve WTW months for future use. Documentation of the Comprehensive Discussion outcome in case comments will validate the participant's WTW 24-MTC start date.

**County of San Diego, Health and Human Services Agency (HHSA)
CalWORKs Program Guide**

Welfare-To-Work 24-Month Time Clock	Number	Page
	10-003.A	2 of 6

ECM will take into consideration employment and education history, skills, career goals, barriers and remaining CalWORKs months to assign the most appropriate ES activities. ECM will encourage participants to pursue their educational/training goals and acquire the necessary skills to obtain and retain employment leading to self-sufficiency while maximizing their WTW 24-MTC.

The following is an example of the best use of the WTW 24-MTC for education-focused participants:

CalWORKs Year	WTW Plan Developed to...
1st	Meet CalWORKs federal standards by utilizing the federal 12-month vocational education core option (Vocational Training)
2 nd and 3rd	Meet CalWORKs minimum standards by solely doing educational activities (e.g. <i>Community college/university courses or certificate program</i>)
4th	<ul style="list-style-type: none"> • Meet CalWORKs minimum standards with educational activities during the approved WTW 24-MTC extension; or • Meet CalWORKs federal standards to retain CW eligibility by adding a core activity (e.g. Work Study, Employment) to education

WTW 24-MTC Stoppers

Once the WTW 24-MTC has started, a WTW month will not tick when the participant is:

- Exempt
- Granted a Domestic Violence waiver
- Excused from ES participation (even when volunteering to participate) while the other parent is in compliance and meeting the 2-parent participation requirements with own hours
- Assigned to Initial Engagement Activities
- Developing a WTW plan (in Orientation/Appraisal, Assessment, Reassessment)
- Granted Good Cause for at least 50 percent of the total required monthly participation hours
- Assigned to additional Job Search for at least 50 percent of the total required monthly participation hours after exhausting all allowable weeks of Job Search Core (WTW 24-MTC may stop up to two months in a 12-month period)
- Meeting CalWORKs federal standards with scheduled/actual hours or with combined hours (2-Parent AU) as result of activities assigned in WTW plan (WTW2) or Compliance Plan (WTW32)
- Not receiving cash aid due to sanction or any other reason
- Granted Good Cause while participating in the Family Stabilization (FS) program. WTW 24-MTC may not tick up to six months for FS participants whose emergency or other destabilizing circumstances are limiting full participation.

Noncompliance During the WTW 24-MTC

If the Noncompliance process is initiated, months will begin or continue counting toward the participant's WTW 24-MTC the first day of the following month unless CalWORKs federal standards are met or the financial sanction is imposed. Months in which CalWORKs federal standards are met through a Compliance Plan (WTW32) will not count toward the participant's WTW 24-MTC. Individuals in a Sanction Curing Plan (WTW 29) are still sanctioned until a cure is successfully completed, thus no WTW months are counted towards their WTW 24-MTC. WTW months will then be ticking or not ticking based on their new WTW plan (WTW2) signed after cash aid is restored and applicable WTW 24-MTC stoppers.

**County of San Diego, Health and Human Services Agency (HHSA)
CalWORKs Program Guide**

Welfare-To-Work 24-Month Time Clock	Number	Page
	10-003.A	3 of 6

Participation Requirements to Meet CalWORKs Federal or Minimum Standards

Family Type	Family Composition	Participation Level	CalWORKs Minimum Standards	CalWORKs Federal Standards
One parent, Children' deprivation is other parent's absence or death	<ul style="list-style-type: none"> Only one parent in the Assistance Unit (AU) No other parent in the household (HH) 	1-Parent	Single parent with a child under six	
			20 hours, no core hours required	20 hours, all in core activities
	HH includes AU and: <ul style="list-style-type: none"> Non-aided unmarried parent of common children; or non-aided stepparent/ domestic partner 	1-Parent	Single parent with NO child under six	
			30 hours, no core hours required	30 hours, of which 20 in core activities*
Pregnant Woman Only*	No other child in the HH/AU	1-Parent	20 hours, no core hours required	30 hours, of which 20 in core activities*
Two parents Children' deprivation is parents' unemployment	<ul style="list-style-type: none"> Both parents are <u>not</u> exempt; or One parent is exempt for <u>other reason than disability, or timed-out, sanctioned/removed from cash aid</u> 	2-Parent	35 hours, no core hours required	35 hours, of which 30 in core activities
Two parents <ul style="list-style-type: none"> Children's deprivation is parent's disability One parent is ineligible 	One parent is: <ul style="list-style-type: none"> Exempt due to disability Cal-Learn participant CW ineligible: SSI recipient, fleeing felon, probation/parole violator, undocumented 	1-Parent	See Single Parent Family Type	30 hours, of which 20 in core activities*
Optional Adult <ul style="list-style-type: none"> Stepparent Same sex spouse Domestic partner 	<ul style="list-style-type: none"> Is <u>not</u> the natural or adopted parent of aided children Chooses to be aided 	1-Parent	See Single Parent Family Type	30 hours, of which 20 in core activities*
AU with more than two parents	<ul style="list-style-type: none"> Three or more aided natural/adoptive parents; or Optional adult + natural/adoptive parents 	2-Parent	35 hours, no core hours required	35 hours, of which 30 in core activities

* Per federal work requirements, the 'average 20 weekly hours' applies only to single parents with a child under six living in the home. Therefore, for the purpose of meeting CalWORKs federal standards, a pregnant woman with no other children in the AU is considered a single parent with child under six only after the child is born.

**County of San Diego, Health and Human Services Agency (HHSA)
CalWORKs Program Guide**

Welfare-To-Work 24-Month Time Clock	Number	Page
	10-003.A	4 of 6

WTW 24-MTC and Two-Parent AUs

Non-exempt adults in the AU have their own WTW 24-MTC with an independent status:

Parent #1 is....	Parent #2 is...	WTW 24-MTC Status
Meeting CalWORKs minimum standards with combined hours		Ticking for both parents
Meeting CalWORKs federal standards with combined hours		Not ticking for both parents
Meeting CalWORKs minimum standards	CalWORKs timed-out or sanctioned <i>Note: Parent #2's verified hours may be used <u>only</u> to determine if parent #1 is meeting CalWORKs federal standards</i>	<ul style="list-style-type: none"> • Ticking for parent #1 • Not ticking for parent #2
Meeting CalWORKs federal standards		Not ticking for both parents
Meeting CalWORKs minimum standards	Aided and non-exempt step-parent, combining hours with parent #1	Ticking for both parents
Meeting CalWORKs federal standards		Not ticking for both parents
Meeting CalWORKs minimum standards	Excused or exempt, may volunteer <i>Note: Parent #2's verified hours may be used <u>only</u> to determine if parent #1 is meeting CalWORKs federal standards</i>	<ul style="list-style-type: none"> • Ticking for parent #1 • Not ticking for parent #2
Meeting CalWORKs federal standards		Not ticking for both parents
More than two parents in the AU, meeting CalWORKs minimum standards with parent #1 and parent #2's combined hours (additional aided adult is excused from ES participation)		<ul style="list-style-type: none"> • Ticking for both parents • Not ticking for the excused adult
More than two parents in the AU, meeting CalWORKs federal standards with parent #1 and parent #2's combined hours (additional aided adult is excused from ES participation)		Not ticking for all aided parents/adults

WTW 24-MTC Extensions

Participants with remaining time on their CalWORKs 48-month time limit may request an extension of their WTW 24-MTC. Extension may be approved for up to six months and reevaluated at least every six months. The WTW 24-MTC extension determination and notification process must be completed prior to the end of the 24th WTW month. If an extension request is denied, the participant will be subject to Post WTW 24-MTC participation requirements for the remaining CalWORKs months. On a case-by-case basis, ECM will approve WTW 24-MTC extension after evaluating documentation provided by the participant supporting that:

- Is likely to obtain employment within six months
- Has encountered distinctive labor market barriers that are temporarily preventing employment
- Is making satisfactory progress in assigned treatment or educational program (including adult basic education, vocational education, self-initiated program, high school program or its equivalent) that has a known graduation, transfer, or completion date that would increase the participant's chances to become employed
- Needs an additional period of time to complete an activity specified in the WTW plan due to diagnosed learning disability or other incapacity and the additional time would increase the participant's chances of becoming employed
- Has submitted an application to receive Supplemental Security Income (SSI) benefits and a hearing date has been established

**County of San Diego, Health and Human Services Agency (HHSA)
CalWORKs Program Guide**

	Number	Page
Welfare-To-Work 24-Month Time Clock	10-003.A	5 of 6

- Has obtained high school diploma or its equivalent while participating in WTW activities and additional time is needed to complete an educational or training program.

If the WTW 24-MTC expires only for one parent in a two-parent AU, this parent may receive an extension for the duration of the other parent's WTW 24-MTC, as long as both parents are combining hours to meet participation requirements.

Post Welfare-To-Work 24-Month Clock Participation Requirements

ES participants who do not qualify for an extension of their WTW 24-MTC will be required to meet CalWORKs federal standards to continue receiving cash aid and supportive services. Non-exempt adults in a two-parent family may reach the end of their WTW 24-month limit at the same time or at different times. For this reason, there may be several scenarios and participation options:

- A. Parent #1 and parent #2 have exhausted the WTW 24-MTC. Both parents will be required to meet the two-parent families CalWORKs federal standards, either by combining participation hours or by one parent meeting all requirements alone
- B. WTW 24-MTC ended for parent #1; however, parent #2 still has WTW months left.
Options:
1. Parent #1 meets CalWORKs federal standards alone, thus parent #2 is excused (parent #2's WTW 24-MTC does not tick)
 2. Both parents combine participation hours to meet CalWORKs federal standards (parent #2's WTW 24-MTC does not tick)
 3. Parent #2 meets only CalWORKs minimum standards: parent #1 is excused from participation until the WTW 24-MTC ends for parent #2 (WTW months ticking)
 4. Parent #1 and parent #2 combine hours to meet only CalWORKs minimum standards: parent #1 receives a WTW 24-MTC extension until the WTW 24-MTC ends for parent #2 (WTW months ticking)
- C. WTW 24-MTC ended for parent #1, parent #2 is exempt (not disabled):
1. Parent #1 is required to meet CalWORKs federal standards
 2. Exempt parent #2 may participate voluntarily (hours may be combined only to meet CalWORKs federal standards)

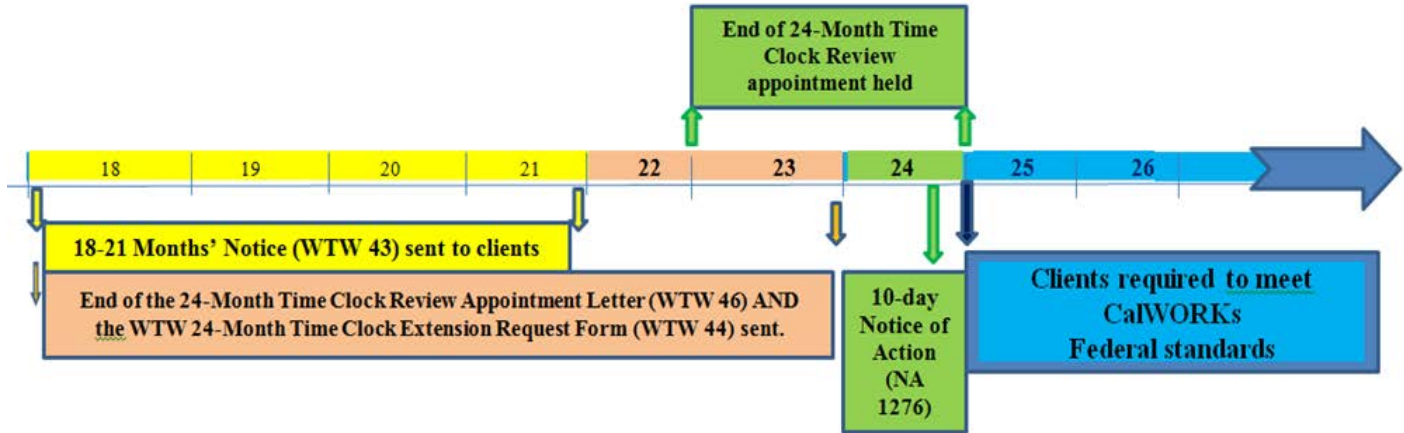
WTW 24-MTC Notification Requirements

- WTW CW2208 'My WTW 24-Month Time Clock' to be issued at initial CalWORKs application, annual redetermination and any time a correction to the WTW 24-MTC status is made
- WTW 38 'WTW Time Clock Notice' to notify participants that WTW months will start counting toward their WTW 24-MTC the first day of the month following the date the ECM determines that they are no longer meeting scheduled CalWORKs federal standards without good cause and issues the WTW 38 notice
- WTW 43 'Notice of Your WTW 24-Month Time Clock Ending Soon' to be sent to participants between their 18th and 21rd WTW month
- WTW 46 'WTW 24-Month Time Clock Review Appointment Letter' and the WTW 44 'WTW 24-Month Time Clock Extension Request' Form to be sent to participants between their 18th and 23rd WTW month (no later than the last day of their 23rd WTW month)
- NA 1276 'End of WTW 24-Month Time Clock Notice' to be sent to participants no later than ten days prior to the expiration of their WTW 24-Month Time Clock.

**County of San Diego, Health and Human Services Agency (HHSA)
CalWORKs Program Guide**

	Number	Page
Welfare-To-Work 24-Month Time Clock	10-003.A	6 of 6

End of the WTW 24-Month Time Clock Timeline Progression and Notification Chart:



Good Cause will apply if the ECM does not schedule the “End of WTW 24-Month Time Clock Review” appointment before the participant’s WTW 24-MTC is exhausted. In this case, the participant will be required to continue meeting WTW participation requirements and will be receiving supportive services in accordance with the existing WTW plan until the End of WTW 24-Month Time Clock Review and transition to CalWORKs federal standards are completed.

Post WTW 24-MTC Noncompliance and Removal from Cash Aid

Participants who fail without good cause to meet CalWORKs Federal Standards will be removed from the AU; however, the other eligible members of the AU will continue to receive CalWORKs. Removal from cash aid is effective immediately after the 20-Day Cause Determination period if there is no good cause and noncompliance is not resolved. The participant can request to cure the removal from cash aid at any time and will be added back to the AU after successfully completing a curing plan.

References:

- Eligibility and Assistance Standards (EAS) Manual, Section 42-708
- All County Letters (ACLs) 12-67, 13-12, 13-15, 13-37, 13-59, 13-68, 14-09, 14-16, 14-65, 14-80, 15-01, 15-03, 15-21, 15-38, 15-99, 16-21, 17-78, 18-41, 18-84, 19-48

Sunset Date:

This policy will be reviewed for continuance on or by 08/31/2022

Approval for Release:

Rick Wanne, 8-26-09
 Rick Wanne, Director
 Eligibility Operations