

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

**Cal-Learn Referral and Orientation**

**Number**

**15.000 C**

**Page**

**1 of 2**

**Revision Date:**

September 1, 2021

**Background:**

A Cal-Learn (CL) Program referral is initiated by Human Services Specialist (HSS) staff when a pregnant or parenting individual is required to participate in the CL Program. A CL orientation shall be scheduled and provided to the pregnant/parenting teen to provide written and oral descriptions of CL program requirements.

**Purpose:**

This section is being revised to update and reformat CalWORKs Program Guide (CPG) section 15-000.D and to move section 15-000.D to 15-000.C. With this revision, existing section 15-000.D will be obsolete. This revision also includes removal of County processes regarding CL eligibility and participation requirements from the CPG to a new Processing Guide to outline procedures.

**Policy:**

**Referral to the Cal-Learn Program**

HSS staff will refer all active (non-exempt) CalWORKs recipients who are pregnant and parenting teens under 19 years of age and without a high school diploma or its equivalent, to the CL program. Refer to guidance in Processing Guide 15-000.C.1 *Cal-Learn Referral Procedures*.

**Cal-Learn Orientation**

All non-exempt pregnant and parenting teens will be scheduled for a CL orientation within 5 workdays after the initial CL referral. During orientation, the following CL program requirements and elements will be explained:

**Cal-Learn Program Requirements:**

- Full-time enrollment and school attendance (as defined by the school/school program)
- Mandatory participation until either a high-school diploma or its equivalent is received or until the CL teen reaches the maximum age of 19 years old
- Submission of progress reports or report cards by the CL teen, within required timeframes
- Responsibility of the CL teen to report address changes, changes in supportive services needs or issues with meeting program requirements

**Cal-Learn Program Elements:**

- Provision of Case Management to assist with and monitor school progress of the CL teen
- Availability of necessary supportive services for childcare, transportation, diapers for age-eligible children and for educational or employment related expenses
- Development of an educational plan (Case Plan) with assistance from the CL teen, whenever possible, including the submission schedule for progress reports or the report card
- Exemption and deferral criteria, with an explanation that an approved exemption or deferral does not change school attendance requirements under California Department of Education Code Section 48200
- Explanation of bonuses, sanctions, and their consequences
- Explanation of initial 90-day participation period before a bonus can be issued or a sanction can be imposed
- Consequences of failing to demonstrate adequate progress and the right to show Good Cause

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

**Cal-Learn Referral and Orientation**

**Number**

**15.000 C**

**Page**

**2 of 2**

for failing to demonstrate adequate progress

- Criteria for voluntary CL participation when the teen turns 19 years of age
- Mandatory Employment Services participation requirements once the teen exits the CL Program
- Hearing (i.e., Appeal) rights of the CL teen

**Additional CL Orientation**

After the initial Orientation is completed, a new Orientation will only be required if there is a break in CalWORKs assistance (i.e., break in aid) of 90-days or longer.

**Procedure:**

CalWORKs Processing Guide 15-000.C.1 Cal-Learn Referral Procedures

CalWORKs Processing Guide 15-000. C.2 Cal-Learn Referral and Orientation Procedures

**References:**

MPP 42-764.1

MPP 42-764.2

**Sunset Date:**

This policy will be reviewed for continuance by August 31, 2024.

**Approval for Release:**



Rick Wanne, Director  
Self-Sufficiency Services