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
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:

[Signature]
8-31-21

Rick Wanne, Director
Self-Sufficiency Services