Revision Date:
July 1, 2022

Background:
Per state regulations, Cal-Learn (CL) teen parents must receive intensive case management services in accordance with the California Department of Public Health's (CDPH) Adolescent Family Life Program (AFLP) Standards or other evidence-based case management standards approved by the California Department of Social Services (CDSS) as part of the CalWORKs Home Visiting Program (HVP) to help them earn a high school diploma or its equivalent.

Purpose:
The purpose of this revision is to incorporate guidance from All County Letter (ACL) 20-21, add clarifying language, update numbering, and for sunset review purposes.

Policy:
Cal-Learn Case Manager (CLCM) Responsibilities
CLCMs are required to:
- Provide referrals to services needed to assist the teen to continue in, or return to school
- Complete monthly contacts with the teen, collateral contacts, and/or service providers to assess the teen's progress toward Case Plan goals and make changes needed to improve the teen's program success
  - Issue monthly attendance forms to teens for completion by their school/school program to monitor attendance and student progress
- Act as an advocate, support system, and role model so that each teen has someone to trust and to turn to for advice, guidance, and ideas
- Ensure each teen understands CL Program requirements and consequences of not making Adequate or Satisfactory Progress
- Identify the need for and appropriate method of providing Supportive Services
- Develop Case Plans designed to assist the teen in graduating from high school or its equivalent
- Provide appropriate program Exemption, Deferral, Good Cause, and Bonus/Sanction recommendations
- Make reasonable efforts to reach teens not making Adequate Progress to identify barriers and assist the teen in obtaining barrier removal services
- Assist teens in transitioning to independent living or to the Employment Services (ES) Program

Case Plan
A Case Plan is developed for each teen, reviewed/updated at least monthly, and must include the following:
- Planned and completed contacts between the case manager, the teen, and the Head of the Assistance Unit (AU) (for Nested Teen cases). At minimum, contact will include a monthly contact with the teen and Head of AU and a quarterly meeting with the teen to review and update the Case Plan
• A description of the teen's school program. When the teen is not enrolled in and/or attending school, documentation of the date that case manager referred the teen for school enrollment/re-enrollment and the date that teen parent is expected to enroll/attend school
• The report card submittal schedule, listing no more than four calendar dates per 12-month period.
• A description of the Supportive Services that will be provided to the teen
• Documentation of referrals and/or services that will be provided to the teen

Report Card Submittal Schedule Notification
The teen and Head of the AU (for Nested Teen cases) will receive report card submittal schedules and will be notified if the report card submittal schedule changes for any reason.

The requirement to submit a report card will not begin until the teen has been required to participate in the CL Program for 90 calendar days. The 90-day period begins the first day of the month after the CL program requirements and report card submittal schedule are sent to the teen and Head of the AU (for Nested Teen cases).

Following a teen's deferral or break in participation of less than 90 days, the report card submittal schedule will be updated and sent to the teen and Head of AU (for Nested Teen cases) within 10 working days from the date the CLCM is informed by the County that the teen's break or deferral ended.

Reasonable Effort
When the teen fails to make Adequate Progress or submit the attendance forms/report card as required per the dates listed on the report card submittal schedule, reasonable efforts will be made to reach the teen to discuss progress. A 10-day Reasonable Effort (RE) Period will be allowed for the teen to show Good Cause (GC) for making less than Adequate Progress or for late submittal of attendance forms/report card. The 10-day RE Period begins on the day the report card is due.

If the teen does not submit the attendance forms/report card or show GC within the 10-day RE Period, a $100 Sanction will be initiated.

Report Cards Containing Incomplete Grades
When a teen submits a report card containing incomplete grades that could affect the determination of a Bonus or Sanction, the teen, and the Head of the AU (for Nested Teen cases) must be notified within 5 working days of this determination. Completed attendance forms for the reporting period may be submitted in lieu of the incomplete report card. A Bonus or Sanction will not be initiated until after attendance forms are received, or the timeframe established by the teen's school for completing grades, whichever occurs first. The attendance forms/report card will be treated as having been submitted as required.

Determination of School Progress
School progress will be determined for the purposes of a Bonus, Sanction, or Adequate Progress recommendation. Cumulative grade point averages will not be used. Only grades contained on the submitted attendance forms/report card for the reporting period will be used for grade point average determination, as follows:
• Satisfactory Progress means maintaining a grade point average of 2.0 or above on a scale where A equals 4.0 points and F equals 0 points
### Adequate Progress
- Adequate Progress means maintaining a grade point average of at least 1.0

### Unsatisfactory Progress
- Unsatisfactory Progress means maintaining a grade point average less than 1.0, or if the teen is not enrolled in school

### $100 Bonus for Timely Report Cards Reflecting Satisfactory Progress
When the teen submits the attendance forms/report card timely as required by the report card submittal schedule, a $100 Bonus will be initiated for the AU when the attendance forms/report card for the reporting period reflects Satisfactory Progress, except when the teen will receive a $500 Graduation Bonus for the same reporting period.

### No Grant Adjustment for Report Cards Reflecting Adequate Progress
No grant adjustment will be made for the AU when the attendance forms/report card for the reporting period reflects Adequate Progress. The teen and Head of AU must be notified that the attendance forms/report card reflects Adequate Progress and that no grant adjustment will be made.

### $100 Sanction for Report Cards Reflecting Unsatisfactory Progress
A $100 Sanction will be initiated for the AU when the attendance forms/report card for the reporting period reflects Unsatisfactory Progress, and no GC was determined.

### Conclusion of CL Participation
A Bonus or Sanction will be initiated if the teen qualifies for a Bonus or a Sanction before the end of the month that the teen turns 19 years old (20 years old if a voluntary participant). A Bonus or Sanction will NOT be initiated if the reporting period ends after the month the teen turns 19 years old (20 years if a voluntary participant).

### CL Teen Graduates from High School
To graduate from California public high schools, students must complete specified state and local graduation requirements. CL teens are required to submit documentation verifying graduation from high school or its equivalent. A $500 Graduation Bonus will be initiated within 5 working days once graduation is verified.

### Procedure:
CalWORKs Processing Guide 15-000.E1 and 15-000.E2

### References:
- ACL 20-21
- MPP 42-762, 42-762.26, 42-763.32, 42-763.6, 42-764.112, 42-766
- AFLP [http://www.cdphe.ca.gov/programs/AFLP/Pages/default.aspx](http://www.cdphe.ca.gov/programs/AFLP/Pages/default.aspx)
- CA Ed. Code Section 51225.3
- CalWORKs Processing Guide 15-000.E1
- CalWORKs Processing Guide 15-000.E2

### Sunset Date:
This policy will be reviewed for continuance on or by July 31, 2025.
Approval for Release:

Signature: 7-12-22

Rick Wanne, Director
Self-Sufficiency Services