

15-000 I. APPLICATION OF CAL-LEARN BONUSES AND SANCTIONS

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Cal-Learn Bonus

Staff is responsible to complete the following actions at the time a Cal-Learn (CL) bonus is approved or denied for a teen parent:

Responsible Staff	Action
Cal-Learn Liaison	<ul style="list-style-type: none"> • Provide the CL Compliance Tracking Tool (27-360) to the case manager indicating the approval or denial of the bonus; • Prepare the monthly batch of bonus payment requests for approved bonuses
Case Manager	<ul style="list-style-type: none"> • Receive and file the 27-360 or any other documentation returned by the Cal-Learn Liaison; • Complete a narrative in Case Comments whether the request was approved or denied; and • Follow up within 1 working day if further action is requested by the Cal-Learn Liaison.

Cal-Learn Sanction

Staff is responsible to complete the following actions at the time a Cal-Learn sanction is approved or denied for a teen parent:

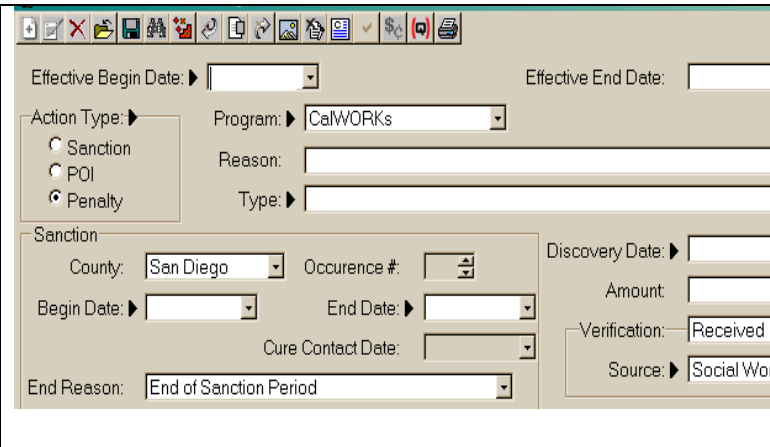
Responsible Staff	Action
Cal-Learn Case Manager (CLCM)	<ol style="list-style-type: none"> 1. File all documents returned by the Cal-Learn Liaison in the teen's file; and 2. Note in the case whether the request was approved or denied; 3. Follow CLPG Section 15-000 F. Cal-Learn Case Management Services to reengage teen parent in

	education activity and/or assist the teen in reaching his/her educational goals.
Cal-Learn Liaison	<p>Approved Sanction</p> <ol style="list-style-type: none"> 1. Issue CL Compliance Tracking Tool (27-360) to the HSS with the required sanction entries needed in CalWIN to apply the teen parent's Cal-Learn Financial Penalty; 2. Return the following to the CLCM: <ul style="list-style-type: none"> o 27-360; o Supporting documentation submitted with the 27-360; 3. Maintain a copy of the 27-360 with progress reports or report card. <p>Denied Sanction</p> <p>Return the following to the CLCM:</p> <ul style="list-style-type: none"> • 27-360; • Supporting documentation submitted with the 27-360; • Denial reason documented on the 27-360
Human Services Specialist (HSS)	<ol style="list-style-type: none"> 1. Process the sanction within 2 working days upon receipt of the 27-360 2. Follow the instructions outlined on the 27-360 3. Send a timely Notice of Action (NOA) to the CalWORKs payee prior to the imposing the sanction; 4. Add a record on the Display Sanction Summary window in CalWIN with the Cal Learn penalty information indicated on the 27-360; 5. Apply the Cal-Learn sanction for two consecutive months. <p>Note: All Cal-Learn sanctions are valid and the sanction period is to follow the teen, even if the teen is no longer participating in Cal-Learn. A sanction for a teen parent who is no longer active in the Cal-Learn Program shall follow the teen parent and be applied to the AU in which the teen parent is a member at the time the sanction is applied.</p>

CalWIN Entries for Cal-Learn Sanctions

The CL Compliance Tracking Tool (27-360) issued to the HSS lists actions that need to be completed in CalWIN in order to apply the Cal-Learn sanction. The HSS is responsible for the accurate and timely entries in CalWIN. Entries include:

Required Entries	Collect Sanction POI/Penalty Detail Window
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<ol style="list-style-type: none"> 1. Effective Begin Date 2. Program 3. Action Type 4. Type 5. Discovery Date 6. Begin Date 7. End Date 8. Reason 9. Verification 10. Source 11. Amount 	
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Additional HSS Actions

Additional actions are required by the HSS during the following circumstances:

Circumstance	Action
Change in AU	<p>All Cal-Learn sanctions are required to follow the teen parent and are required to be applied to the Assistance Unit (AU) in which the teen parent is a member at the time the sanction is applied.</p> <p><u>Example:</u> A Cal-Learn teen is discontinued from her mother's case on June 30, 2012 and established her own case effective July 1, 2012. On July 10, 2012 the HSS is notified that a Cal-Learn sanction is required. Although the sanction is based on actions during the period in which the teen was active on her mother's case, the sanction shall be imposed on the teen's newly established case.</p>
Sanction Request for a Former Cal-Learn Teen	<p>If the HSS receives a sanction request for an individual who is no longer active in the Cal-Learn Program, the sanction request is valid and must be imposed.</p> <p><u>Example:</u> A Cal-Learn teen reached the maximum age limit, was discontinued from Cal-Learn and registered to the WTW. The HSS is notified that a Cal-Learn sanction is required. Although the sanction is based on actions during the period in which the teen was active in Cal-Learn, the sanction is to be imposed and served as a WTW client</p>
Sanction Request on a Closed Case	<p>A sanction request shall be filed in a closed CalWORKs case file and imposed if the case re-activates, allowing for timely notification. If a teen has already been notified that he/she will be sanctioned, and the case closes when the sanction should have been applied, the sanction shall resume immediately if the case re-opens.</p> <p><u>Example:</u> A teen's CalWORKs case is discontinued on October 30,</p>

	<p>2012. The HSS receives the CL Compliance Tracking Tool (27-360) from the Cal-Learn Liaison on October 15, 2012 requesting a sanction for the report card period ending September 2012. The teen was evaluated for a time when her case was active, so the sanction must be applied once her case re-activates. The case re-activates on December 1, 2012 the two-month sanction period should begin as soon as the teen can be notified in a timely manner if no notification had previously been issued.</p>
<p>Treatment of Bonuses and Sanctions In Other Programs</p>	<p>The HSS shall <u>not</u> include a Cal-Learn bonus or sanction in the calculation of an overpayment adjustment, a homeless assistance payment, or a reduced income supplement.</p>