



CALWORKS REQUIREMENTS AND SERVICES

THE GOAL OF WELFARE-TO-WORK IS TO ASSIST YOU IN REACHING YOUR PERSONAL AND PROFESSIONAL GOALS.

Time Limits

We want to help you achieve your goals timely because your cash aid is temporary. You have a lifetime limit of:

- 60 months of federal cash assistance - Temporary Assistance for Needy Families (TANF)
- 60 months of state cash assistance - California Work Opportunity and Responsibility to Kids (CalWORKs)

What months count?

- Months in which you got aid from another State count toward your California state time limits.
- Months in which you get aid in California and don't have to take part in the Welfare-to-Work program don't always count toward CalWORKs time limits. We call this being exempt.

Once you reach the 60-month limit, you can no longer get cash aid for yourself in California, although your children may still be aided.

Welfare to Work Required Hours of Participation

One Parent Families with a child under 6 years old: If you are not exempt or a volunteer, you must take part in an assigned activity(s) for at least 20 hours per week.

One Parent Families with NO children under 6 years old: If you are not exempt or a volunteer, you must take part in an assigned activity(s) for at least 30 hours a week.

Two Parent Families: If you are not exempt or a volunteer, you must take part in an assigned activity(s) for a combined total of at least 35 hours a week.

Activity Options

List of Potential Welfare to Work Activities:

- **PAID WORK AND WORK EXPERIENCE**
- **TRAINING**
- ***Self-Employment**
- **COUNSELING SERVICES**
- **UNPAID WORK EXPERIENCE**
- **PARENTING SERVICES**
- **EDUCATION**
- **OTHER**

*** If you are self-employed, you have the option to choose a standard 40% deduction or actual expense deduction from your gross income. Hours of participation are calculated by dividing your net income (income after deductions) by Federal minimum wage. You can only change the deduction option at your annual redetermination (RRR) or every 6 months.**

Supportive Services

WTW Supportive Services can help you with things you might need to take or keep a job. We can help you set up and pay for these supportive services. If you need supportive services, please talk to your case manager.

Supportive Services may include:

Childcare: You may receive childcare for children aged 12 (depending on funding) or younger. You may also get help with paying for childcare for 2 years after you go off aid to support your employment.

Transportation: You may get help with travel costs to and from your WTW activity and childcare. Travel cost help might be bus passes or mileage reimbursement.

Work or Training Related Costs: We can help pay for books, tools, special clothing and other work-related costs, if needed, as part of your WTW plan.

Personal Counseling: Mental Health, Substance Abuse, and Domestic Abuse services are available.

Parent Support: We can give you referrals to other agencies for help with parenting problems or support.

Exemptions

You (or an adult member of your household) may be exempt from doing activities if:

- You are under 16 years or over 60 years old
- You are under 18 years old and going to grade school, high school, or vocational school full time
- You are or have been a victim of Domestic Abuse
- Your doctor says you are disabled and can't work
- You are a relative taking care of a child who is a dependent or ward of the court or is at risk of going into Foster Care
- You are taking care of an ill or disabled person in your household
- You are pregnant
- You are the parent taking care of a child 6 months or younger
- You are the parent or relative taking care of a child younger than 24 months. This exemption can only be used one time and for one parent at a time.

If you think you, or an adult member of your household, are exempt for any of these reasons, you must complete a CW 2186-A Exemption Request form that your case manager will give to you to request an exemption. We will let you know within 15 days if your request is approved or denied.

If you are exempt but would still like to take part in WTW activities, you can volunteer. Volunteers have the same opportunities and services as mandatory participants without the hourly requirement.

Family Stabilization Services (FSS)

If the adult in your household cannot participate in Welfare-to-Work right away due to a crisis or situation, your family may be eligible for Family Stabilization Services (FSS). FSS provides intensive case management and services that may be in addition to those provided by the WTW program for those participants experiencing a crisis that includes but is not limited to:

- Homelessness or risk of homelessness
- Untreated or undertreated Mental Health Needs
- Untreated or undertreated Substance Abuse Needs
- Lack of Safety due to Domestic Abuse
- Child Concerns/Parenting Support Needs

If you think you might need some time and assistance to work on these issues before participating in WTW, please talk to your case manager.

Cal-Learn

Cal-Learn participants are subject to Cal-Learn Program requirements instead of Welfare-to-Work.

You are considered a Cal-Learn participant if:

- You are under the age of 19, AND
- Have not obtained a high school diploma or equivalent, AND
- You reside with your children in the same Assistance Unit, OR
- You are pregnant and the pregnancy is verified

Domestic Abuse

If you disclose current or past domestic abuse, we can offer:

- Referrals for counseling and supportive services
- Waive eligibility and WTW program requirements based on good cause criteria

Our ES IV's are designated Domestic Abuse Specialist and are available to provide resources and assist you with any needs for your immediate safety.

If you request an exemption from WTW requirements based on domestic abuse, you need to complete a CW 2198 Domestic Abuse Waiver Request. Your case manager will complete a CW 2199 approving or denying your request. In addition, you will receive a CW 206 DV Informing Notice at your first and annual meetings.

Financial Sanctions

Participation in WTW is mandatory for all non-exempt CalWORKs participants. If the WTW requirements are not met, your cash aid may be reduced. This is called a financial sanction.

Acknowledgement

I, _____ hereby state that I have reviewed the information on this form with a county representative and that I fully understand the CalWORKs Requirements and Services.

Participant's Name

Participant's Signature

Date

COUNTY USE SECTION

I have provided and explained this form to the applicant in person.

Case Number: _____

Case Manager's Name

Case Manager's Signature

Date