Work Participation Hours and Activities

Policy: 202

Approved: Signature on File

Date: 6/02 (R12/13)

PURPOSE

This policy outlines work participation hours and activities an individual must engage in to meet CalWORKs (WTW 24-Month Time Clock activities), and federal requirements.

Initial Services Workers (ISW) and county or contracted Case Managers (CM) are responsible for engaging CalWORKs WTW participants in allowable activities, verifying that the individual is meeting required weekly hours of participation, and recording work participation hours in CalWIN.

INFORMING REQUIREMENTS

When an individual applies for aid, or when a recipient's eligibility is re-determined, the ISW/CM will provide and review with the participant a copy of form F063-41-216 Important Information About Your Welfare-to-Work Activities which describes federal core and non-core activities.

DETERMINING ACTIVITIES AND PARTICIPATION HOURS

Determination of appropriate WTW activities will be based on assessment results and mutual agreement between the ISW/CM and the participant. Refer to Policy 210 Assessment for information about clients who are not required to attend an assessment.

When working with WTW participants, the ISW/CM should reinforce the concept of self-sufficiency, and enroll each individual in WTW activities appropriate to meeting his/her participation goals. Supportive service needs should be evaluated, addressed, and continuously monitored to ensure the individual's successful participation in his/her assigned activity. Appropriate and timely referrals to Behavioral Health and Domestic Abuse programs must be processed. When these types of service needs are identified, the ISW/CM must work with the service provider and participant to establish mutually agreed-upon WTW activities and participation hours that will count toward the mandated weekly requirement.

ISWs and CMs have many choices when helping participants determine appropriate WTW activities. Hours of participation in the WTW 24-Month Time Clock Activities or Federal Activities are documented on the WTW2, Welfare-to-Work Plan Activity Assignment.

Refer to Policy 211 - Welfare-to-Work Plan for additional information.

HOURLY PARTICIPATION REQUIREMENTS

Mandatory CalWORKs/WTW participants are required to participate in approved WTW activities.

Effective January 1, 2013, CalWORKs hourly participation requirements were aligned with federal hourly participation requirements as follows:

- 20 hours per week for single parents with a child under six years old,
- 30 hours per week for single parents without a child under six years old,
 35 hours per week for two-parent families. Both parents in a two-parent
- family may contribute toward the weekly 35-hours requirement. Note: if an exempt parent's exemption is based on a disability, the mandatory parent would be required to participate for the applicable number of single-parent hours (20 or 30) based on the age of the children.

For additional information about federal participation requirements and WTW 24-Month Time Clock refer to Policies Policy 203 Work Participation – Federal Review Process and Policy 207 WTW 24-Month Time Clock

GOOD CAUSE/ HOLIDAYS

Good cause for not participating in WTW activities can be granted when appropriate and on a case-by-case basis.

Unless participants have good cause, they must participate during scheduled activity breaks lasting more than one week, according to the terms of their WTW plan.

Good cause is allowed for school appointments, medical appointments for a parent or a child, caseworker appointments, breakdown in transportation and/or child care arrangements and other similar situations.

Documentation of the reason the absence was granted as good cause and verification of all good cause absences must be maintained in the case file. In addition to good cause, scheduled hours in **unpaid** activities can be counted as actual hours, even if the individual did not participate on the following state holidays:

- 1. New Year's Day
- 2. Martin Luther King Jr. Day
- 3. President's Day (Washington's Birthday)
- 4. Memorial Day
- 5. Independence Day
- 6. Labor Day
- 7. Veteran's Day
- 8. Thanksgiving Day
- 9. Day after Thanksgiving Day
- 10. Christmas Day

In order to count the good cause absence/holidays as actual hours of participation, the individual must have been scheduled to participate in a countable **unpaid** work activity for the period of the absence that is reported as participation.

Holiday hours in **paid** activities will be allowed only if participant is paid for these hours.

REGISTERED DOMESTIC PARTNER (RDPS) AND SAME-SEX SPOUSES OR STEP-PARENTS If the RDP/same-sex spouse has not adopted the child(ren) or is not the natural parent of the child(ren),he/she is treated as a step-parent. The family would be considered a single-parent Assistance Unit (AU) with a participation requirement of 20 hours per week if there is a child under six years old or 30 hours per week if there is not a child under six years old.

- If the step-parent is aided, either parent can complete the hours but the hours cannot be shared,
- If the step-parent is unaided, the aided parent must complete all of the required hours.

If neither adult is disabled, and if the RDP/same-sex spouse has adopted the child(ren), the family is considered a two-parent AU with a weekly participation requirement of 35 hours per week. These hours can be shared.

SPOUSE MEETING PARTICIPATION REQUIREMENTS

In a two-parent AU, participants are required to meet 35 hours of participation, averaged weekly, in allowable WTW activities. If one parent is meeting required participation hours, the second parent is excused from WTW participation based on his/her spouse meeting participation. The second parent's excused status must be tracked in CalWIN as "Spouse Meeting Participation" (SMP).

Note: In CalWIN the second parent's Registration Status is "Exempt" (Refer to CalWIN Resource Guide "Welfare-to-Work Exempt/Non-Exempt Status") The second parent may volunteer to participate in WTW at any time.

WTW 24-MONTH TIME CLOCK ACTIVITIES:

During the WTW 24-Month Time Clock period, participants may engage in activities, consistent with their Assessment, without core/non-core requirements.

CalWORKs activities during the WTW 24-Month Time Clock period include, but may not be limited to:

- Unsubsidized Employment
- Self-Employment
- Subsidized Employment (Public and/or Private)
- Work Study
- Work Experience
- Community Services
- Vocational Education
- On-the-Job-Training (OJT)
- Job Search/Job Readiness Assistance
- Mental Health Services
- Substance Abuse Services
- Domestic Abuse Services
- Job Skill Training Directly Related to Employment
- Education Directly Related to Employment
- \bullet Satisfactory Progress in a Secondary School or in a Course Leading to a GED
- Adult Basic Education
- Participation Required by School to Ensure Child's Attendance
- Other Activities Necessary to Assist in Obtaining Employment

Refer to Policy 207 WTW 24-Month Time Clock for additional information.

CHILD CARE AS EMPLOYMENT

Child Care as employment is work that is compensated by the employer at least at the state minimum wage.

The minimum wage requirement only applies to license-exempt individuals who provide care in their own homes, or in the home of the parent. Providing child care, in this case, is considered valid unsubsidized employment. There are no state statutes or regulations that prohibit providing child care by a recipient from being an allowable WTW activity when he/she is earning at least the state minimum wage.

If the participant does not earn at least the state minimum wage, the activity would not fit the definition of employment, and therefore, would not be an allowable WTW activity. WTW activities are intended to assist individuals in finding work that leads toward economic self-sufficiency. Providing child care in one's home is unlikely to provide the skills necessary to obtain self-sufficiency. If a participant wishes to work with children and his/her assessment determines that this is appropriate, he/she should participate in child development classes, gain work experience in a licensed child care facility, etc. as part of his/her WTW plan.

The state minimum wage is \$8.00 per hour effective 1/1/08.

CAL-LEARN

Pregnant or parenting teens under the age of 19, who are enrolled in the Cal-Learn program, are required to attend full-time school programs that will lead to a high school diploma or its equivalent. Refer to Policy 260 Cal-Learn/WTW Roles for additional information.

SELF-INITIATED PROGRAMS

Participants enrolled in Self-Initiated Programs (SIPs) are required to complete 20/30/35 hours per week in WTW activities. Refer to Policy 220 Self-Initiated Programs for additional information. During the evaluation process for SIP eligibility the ISW should track potential SIP participants as Pre-SIP, pending final activity approval by the CM.

TRACKING PARTICIPATION HOURS AND CASE DOCUMENTATION

Attendance and satisfactory progress in WTW activities must be verified monthly, by the tenth business day of the following month, or according to the requirements within each WTW activity. To ensure accurate documentation of WTW participation and full engagement of mandatory adults, timely and consistent communication between the OSW and CM is essential. Activity status, attendance, case updates and all client contacts must be recorded in CalWIN on a regular and/or monthly basis. Refer to CalWIN Resource Guide "Participation Tracking" for instructions on how to enter a WTW participant's hours of participation and track his/her progress in core and non-core activities.

The Employment Services Communication Document (F063-41-211) (Attachment 3) is used to capture new information or changes that occur during a WTW participant's employment or educational activity assignment.

- When the CM becomes aware of any changes in employment or education, a 41-211 must be completed and forwarded to the OSW. The OSW is responsible for entering the changes in the CalWIN Data Collection subsystem.
- When the OSW becomes aware of any changes in employment or education, a 41-211 must be completed and forwarded to the CM who will take appropriate action based on the new information. The OSW is responsible for entering the changes in the CalWIN Data Collection subsystem.
- \bullet Actions taken by the CM/OSW must also be narrated in CalWIN case comments.

REFERENCES

- ACL 09-05E Correction To All County Letter (ACL) 09-05 (California Work Opportunity and Responsibility To Kids (CalWORKs) Information Regarding California Registered Domestic Partners (RDPs) and Same-Sex Spouses)
- ACL 09-05 California Work Opportunity and Responsibility To Kids (CalWORKs) Information Regarding California Registered Domestic Partners (RDPs) and Same-Sex Spouses
- ACL 09-07 California's Temporary Assistance For Needy Families (TANF) Work Participation Plan (WVP) Effective October 1, 2008
- ACL 12-67 New WTW 24-Month Time Clock
- \bullet ACL 12-69 Alignment of CalWORKs Hourly Work Participation Requirements to TANF Requirements
- CalWIN Resource Guide "Welfare-to-Work Exempt/Non-Exempt Status"
- · CalWIN Resource Guide "Participation Tracking"
- Policy 211 Welfare-to-Work Plan
- Policy 220 Self-Initiated Programs
- Policy 260 Cal-Learn/WTW Roles
- Policy 203 Work Participation Federal Review Process
- Policy 207 WTW 24-Month Time Clock

ATTACHMENTS

Attachment 1 -- Employment Services Communication Document (F063-41-211)

Attachment 2 -- Important Information About Your Welfare-to-Work Activities(F063-41-216)