Cal-Learn/WTW Roles Number: 260

Date: August 2010 Approved: Signature on file

(R5/12/14)

PURPOSE

The purpose of the Cal-Learn Program is to reduce the chances of long-term welfare dependency by serving pregnant and custodial/parenting teen parents under the age of 19 who have not obtained a high school diploma or equivalent and are receiving CalWORKs (CW).

This policy will focus on the Welfare-To-Work (WTW) role in Cal-Learn, CalWORKs Policy 100-C7 will cover Cal-Learn eligibility, including the Cal-Learn participant's bonuses and/or possible sanctions and addressing transitioning out of Cal-Learn.

RESPONSIBILITIES In Orange County, the Cal-Learn program has two groups working together to successfully administer the Cal-Learn program. Social Services Agency (SSA) and the Health Care Agency (HCA), work closely together. A key in this partnership is consistent communication between all staff involved.

CalWORKs/Welfare-To-Work:

CW/WTW Program staff will provide program oversight and policy development and will assist SSA Contract staff in the development and administration of the Memorandum of Understanding (MOU) between SSA and HCA.

CW Regional staff will determine eligibility to Cal-Learn, refer cases to a Cal-Learn Case Manager (CM), and administer the Cal-Learn CW case. The Cal-Learn CM will submit Adolescent Family Life Program (AFLP) referrals to HCA within 5 working days of completing the Cal-Learn Orientation or sending the CL 2 Cal-Learn Program Requirements to the teen. The Cal-Learn CM will administer the Cal-Learn Education activity and the AFLP CM will provide intensive case management services in accordance with AFLP standards. The CW Intake/Continuing Worker, Cal-Learn CM, and AFLP CM will be in close communication with each other.

Health Care Agency:

HCA is responsible for providing the Adolescent Family Life Program (AFLP) intensive case management for the Orange County Cal-Learn participants. The HCA CM providing the AFLP intensive case management is responsible for following AFLP intensive case management standards and keeping the CalWORKs Specialized Cal-Learn Continuing worker and the Cal-Learn CM updated.

TIME LIMITS

Cal-Learn participants are exempt from the CalWORKs 48-month time limit and the WTW 24-Month Time Clock. Any month of participation in Cal-Learn does not count toward the CalWORKs 48-month limit or the WTW 24-Month Time Clock. The CalWORKs 48-month time limit will begin at the time the Cal-Learn participant transitions out of Cal-Learn and becomes a mandatory WTW participant. When the participant signs a WTW Plan (WTW 2), the WTW 24-Month Time Clock will start the first of the following month.

Refer to CalWORKs Policy 100-E3 Time on Aid and CalWORKs Policy

SUPPORTIVE SERVICES

The approval and issuance of supportive services shall be limited to child care, transportation, and ancillary services teen parents need to attend their school programs regularly.

207 WTW 24-Month Time Clock for more information.

ADOLESCENT FAMILY LIFE PROGRAM (AFLP)

The AFLP CM will provide intensive case management services in accordance with Adolescent Family Life Program (AFLP) standards for each Cal-Learn participant. The intensive case management services shall include the following:

- Linking each parent to needed health and social services available in the teen parent's community, including, but not limited to those designed to:
- Reduce the incidence of maternal and child morbidity and mortality, including the incidence of low birth weight infants;
 - Enhance the teen's parenting skills;
- Facilitate an effective ongoing relationship between the teen parent, the non-custodial parent and the child where it is in the best interest of the child and the teen parent; and
- Assess the suitability of the teen parent's living situation including, but not limited to, the physical and emotional health and safety of the teen parent and child.
- Providing teen parent-centered, culturally appropriate and goal oriented services.
- Involving the teen parent and the teen parent's family, significant others, and support persons as equal partners with the Case Manager to identify needs and defining ways to meet those needs.
- Communicating with the assigned Specialized Cal-Learn Continuing worker and/or Cal-Learn Case Manager with changes about the Cal-Learn participant, as needed.
- Acting as a counselor, colleague, and role model so that each teen parent has someone to trust and turn to for advice, guidance, and ideas.

COMMUNICATION

It is essential that all partners (SSA and HCA) in the Cal-Learn Program work together and communicate as needed.

CAL-LEARN CM

Case management services shall be provided to each teen parent in the Cal-Learn Program by Cal-Learn CM staff. Case management services shall provide assistance to teen parents to:

- \bullet Obtain the educational services necessary to earn a high school diploma or its equivalent.
- Ensure that the teen parent understands the program requirements and consequences of not making adequate or satisfactory progress.
- Identify the need for and method of providing supportive services.
- Develop a case plan to assist the teen parent to graduate from high school or its equivalent.
- Evaluate for program exemption, deferral, good cause, bonus, and sanctions.

PARTICIPATION REQUIREMENTS

Cal-Learn teen parents shall:

- Enroll and attend full-time (as defined by the school) in a school program that shall lead to a high school diploma or its equivalent. **Note:** School enrollment is considered continuous during summer, track, and other official school breaks.
- For the purposes of the Cal-Learn Program, high school equivalency programs shall include, but not be limited to, preparation classes for the GED examination and the California high school certificate of proficiency examination.
- Teen parents who are enrolled in a program that has no "full-time" definition shall participate in a minimum of 10 hours of school activity per week during each week that participation is required.
- When a teen parent is enrolled in a school program that cannot provide a minimum of 10 hours per week of school activity, the teen parent or senior parent shall provide written verification from the school in which the teen parent is enrolled confirming this limitation.
- Vocational training programs, which are not part of a high school or its equivalent curriculum, shall not meet the Cal-Learn participation requirements.
- Participate in the Cal-Learn Program until the end of the month in which the teen parent turns age 19 or 20 if the teen is a 19-year old volunteer (refer to the 19-year old volunteer section) or until either a high school diploma or its equivalent is earned, whichever comes first.
- Assist in the development of the case plan including a report card submittal schedule as part of the case plan.
- Submit report cards to the CM within 10 working days from the date the report card is issued.

CAL-LEARN PROGRAM INFORMATION AND ORIENTATION

When the CM receives a case for a pregnant or custodial/parenting teen required to participate in the Cal-Learn Program, a Cal-Learn Registration Program Information Orientation Appointment form (CL 1), shall be sent within five (5) working days of receipt of an assigned Cal-Learn case by the CM to both the individual and the head of the AU with an appointment date for the Cal-Learn eligible individual to attend orientation.

The notice shall include:

- An appointment date and time scheduling the Cal-Learn teen for the Orientation;
- The name and phone number of the CM assigned to the case;
- A general description of the Cal-Learn Program;
- A description of the supportive services and case management services provided to teen parents;
- A statement that the notice is not notification of program requirements and that the Cal-Learn Program requirements shall be provided during the Orientation appointment.

ORIENTATION

During the face-to-face Orientation appointment, the CM shall review the following requirements:

- Cal-Learn Program participation requirements;
- Exemption and deferral criteria;

Note: Cal-Learn Program exemption or deferral does not provide an exemption from attending school under the California Education Code.

- Bonuses and sanctions, consequences of failing to make adequate progress;
- Granting good cause for failing to demonstrate adequate progress; and
- The consequences of a break-in-aid.

CAL-LEARN PROGRAM REQUIREMENTS

The Cal-Learn Program Requirements form (CL 2) shall be sent to the AU no later than 30-days after the teen parent attends Orientation.

Note: If the teen attends Orientation, the CL 2 can be given to the teen at that time.

When a teen parent fails to attend the scheduled Orientation, the CL 2 shall be sent to the teen parent and the head of the AU and the CL 3/CL 4 - Cal-Learn Notice of Participation Problem no later than 5 working days after the scheduled/missed Orientation.

Teen parents who do not attend Orientation, or otherwise do not cooperate, will continue to receive their CalWORKs grants for which they are eligible. These teen parents will be subject to sanctions if they do not submit their report cards.

CL 1 AND CL 2 PROCESS

Refer to attachment CL 1 And CL 2 Process

CASE PLAN CAL-LEARN PLAN FOR EDUCATION

At the face-to-face Orientation, the CM will provide the teen with the Cal-Learn Plan for Education F063-41-98.

- The teen is expected to have her/his education provider complete the form and send it to the CM no later than the end of the 90-day participation period.
- If the Cal-Learn Plan for Education form is not obtained during the 90-day participation period, the CM should contact the school to obtain a completed Cal-Learn Plan for Education form.
- The Cal-Learn Plan for Education (F063-41-98) is to include the following:
 - A description of the teen parent's school program
 - A schedule of Report Card issuance dates

The CM shall develop a case plan. The case plan shall include, but not be limited to, the following:

- Planned intervals of contacts and visits between the CM and the teen parent, and the head of the AU, as appropriate.
- At a minimum, the intervals shall include monthly contacts and face-to-face case plan reviews should occur approximately every six months with the teen parent.
- Note: The CL CM shall document the monthly contact on the Cal-Learn Case Manager Monthly Contact Checklist F063-41-331. If there is an unsuccessful monthly contact, the Cal-Learn Case Manager Monthly Contact Checklist is to be completed after the third unsuccessful contact. Each unsuccessful contact must be documented in CalWIN Case Comments.
- Cal-Learn Notice of Report Card Submittal Schedule (CL 8).
- Teen parents in school programs that routinely issue 4 or fewer report cards in a 12-month period shall be required to submit the number of report cards issued.
- When a teen parent fails to participate in the development of the case plan, the CM shall establish a Report Card Submittal Schedule (CL 8) containing no more than four dates within the 12-month period based on the report card issuance schedule of the high school program in the teen's high school district.
- The date for submission of report cards shall be 10 working days from the date the report card is issued by the school.

90-DAY PARTICIPATION PERIOD

The 90-day participation period begins the first day of the month after one of the following conditions is met:

- The date the teen parent attended Orientation.
- The date the teen parent and head of the AU were sent program notification (CL 2).

A teen must complete the 90-day participation period before being eligible for a bonus or subject to a sanction.

CM responsibilities during the initial 90-day participation period:

- Work with the teen to complete the Orientation.
- Develop the educational plan, and establish the report card schedule (CL 8).
- Obtain a completed Cal-Learn Plan for Education F063-41-98 from the teen.
- If a Cal-Learn Plan for Education is received after the CM has issued the CL 8, the CL 8 may need to be revised based on the report card schedule listed on the Cal-Learn Plan for Education.
- If the CM is unable to contact the teen during the 90-day period, the CM shall verify contact information with the Continuing worker and/or AFLP worker. The CM can also request that the Continuing worker schedule a joint appointment with the CM, the senior parent, and teen.
- All communication must be entered in CalWIN Case Comments by CM.

REPORT CARD SUBMITTAL

Refer to attachment Report Card Schedule Process

DETERMINATION OF SCHOOL PROGRESS

Refer to attachment Report Card Evaluation Process

19-YEAR OLD VOLUNTEERS

Refer to attachment 19-Year Old Volunteers

WORK PARTICIPATION REQUIREMENT

Cal-Learn participants who are married 18-year old parents, 18-year old heads of household, and 19-year old parents without a high school diploma or GED and who are attending secondary school or its equivalent full-time, are included in the work participation calculation. Refer to Policy 203 - Work Participation - Federal Review Process for the section on Cal-Learn.

- In order to count as hours of participation, these individuals must make satisfactory progress.
- The county must monitor satisfactory progress monthly, and maintain documentation in the case file.
- If there is reason to believe the teen is not attending school or making satisfactory progress, the CM can require that verification be provided more often as necessary.
- Actual participation hours must be reported by the 10th day of the month.

Note: Under 18 years old or unmarried 18-year old parents who are not heads of household are excluded from the work participation calculation because they are considered to be children.

MONTHLY ATTENDANCE & PROGRESS REPORT

Cal-Learn Monthly Attendance & Progress Report F063-41-300 is required or an acceptable form of documentation of monthly attendance and progress. It is the Cal-Learn participant's responsibility to submit the report monthly and timely to the CM. The school counselor or school administrative office can assist in the completion of the monthly attendance form, but they are not held responsible for delays or failure to report by the participant.

- The Cal-Learn Attendance/Progress Report form will be provided to the Cal-Learn participant by the CM in a method that is most convenient either in person, mail, or fax.
- Completed reports are due by the 10th calendar day of each month to the CM. If the student is attending study labs, the school must provide an attendance sheet or other verification each month to document those hours.

TEEN PARENT GRADUATES FROM HIGH SCHOOL

The CM shall receive documentation by the teen parent indicating graduation from high school or its equivalent.

- When graduation is verified with the school the CM shall initiate the \$500 bonus by completing the Cal-Learn/CalWORKs Communication Document F063-41-78 and sending to the CL Continuing worker for processing.
- The CM shall initiate the bonus as soon as administratively possible, but not more than five working days from the date the CM received the graduation documentation from the teen parent.
- The CM will issue NA 843, Cal-Learn Removal with 10-day notice indicating the reason for removal from the Cal-Learn Program is because the teen has successfully graduated from high school or its equivalent.
- The CM will notify the CL Continuing worker and AFLP worker. The CL Continuing worker will Register the participant in the WTW Program and complete a 41-70 to assign the WTW case per current business process.

Note: Prior to Registering the participant in the WTW Program, the CL Continuing worker will evaluate if the participant meets a WTW exemption. Refer to CalWORKs Policy 100-F1 WTW Exemptions.

BONUS AND SANCTION ISSUANCE

Approved bonus and sanction issuances will be set up by the CM and processed by the assigned Specialized Cal-Learn Continuing worker. Refer to CalWORKs Policy 100-C7 and the following CalWIN Resource Guides on how to set up and issue a Cal-Learn bonus or sanction in CalWIN:

- Cal-Learn Bonus Issuance Resource Guide
- Cal-Learn Penalties Resource Guide

EXEMPTION AND DEFERRAL DETERMINATION

Refer to attachment Exemption and Deferral Determination

BREAK IN PROGRAM PARTICIPATION

When a teen parent has a break-in-aid or is exempted from the Cal-Learn Program for 90-days or more or when a 19-year-old teen parent voluntarily discontinues from Cal-Learn, the CM shall issue NA 843, Cal-Learn Removal with 10-day notice indicating the appropriate reason for removal from the Cal-Learn program.

• If a teen parent previously discontinued from the Cal-Learn Program for any of the reasons mentioned above, returns to Cal-Learn, they shall be rescheduled for Orientation, provided with program requirements, and participate in the Cal-Learn Program for 90 calendar days before being eligible for bonuses or subject to sanctions.

Example:

Bill is discontinued from CW and the Cal-Learn Program effective February 28.

- He remains in school, and is reinstated in CW and the Cal-Learn Program effective June 2.
- His report card for the school term ending June 30 indicates satisfactory progress.
- Bill is not eligible for a bonus because his break-in-aid was for more than 90-days and he has not participated in the Cal-Learn Program for 90-days after his CW was reinstated.

When a break in participation of less than 90 days occurs during the 90-day participation period, the days of the break shall not be counted as part of the 90-day participation period. (90-day participation period will start; then stop; then start again)

• A break in participation shall be a break-in-aid or a Cal-Learn exemption.

Following a teen parent's exemption or break in participation of less than 90-days, the CM shall review and update the teen parent's Cal-Learn Plan For Education (F063-41-98) and Report Card Submittal Schedule (CL 8), as needed.

The CL 8 shall be sent to the teen parent and the head of the AU within 10 working days from the date the CM was informed by the CW Intake/Continuing worker that the teen parent's break in aid ends or the CM identifies that the exemption ended.

CONCLUSION OF CAL-LEARN PARTICIPATION

A teen parent shall not participate in the Cal-Learn Program after the end of the month in which the teen parent turns 19 years old or, if a voluntary participant, turns 20 years old.

- When the teen parent qualifies for a bonus or sanction before the end of the month in which the teen parent is no longer eligible to participate, and the action was not initiated before the end of that month, the CM shall initiate the bonus or sanction after the end of that month.
- The CM shall not initiate a bonus or sanction for a report card period that ends after the month the teen parent turns 19 years old or, if a voluntary participant, turns 20 years old.
- When a teen parent ends participation due to turning 19 years old or, if a voluntary participant, turns 20 years old, or when the teen parent earns a high school diploma or its equivalent, the CM shall notify the teen parent that the teen parent is no longer in the Cal-Learn Program by issuing NA 843, Cal-Learn Removal with 10-day notice. The CM shall notify the CL Continuing worker and AFLP worker. The CL Continuing worker will Register the participant in the WTW Program and complete a 41-70 to assign the WTW case per current business process.

Note: Prior to Registering the participant in the WTW Program, the CL Continuing worker will evaluate if the participant meets a WTW exemption. Refer to CalWORKs Policy 100-F1 WTW Exemptions.

TRANSITIONING OUT OF THE CAL-LEARN PROGRAM

When it is known to the CM that a teen parent is approaching the end of participation in the Cal-Learn Program (up to six months prior), the CM shall assist the teen parent in transitioning to participation in CalWORKs Welfare-To-Work activities when:

- The teen will be obtaining their High School diploma or equivalent or;
- The teen is approaching their 19th birthday and does not meet Volunteer criteria; or
- The teen is currently a volunteer and has elected to transfer to Welfare-To-Work

STATISTICS

The Cal-Learn Program Monthly Status Report STAT 45 (F063-41-324) shall be completed on a monthly basis by the CL CM. The STAT 45 Monthly Log will be utilized by the CL CM in order to manage their CL cases and provide accurate statistics. The Cal-Learn Program Monthly Status Report STAT 45 (F063-41-324) shall be completed on a monthly basis by the CL CM. The STAT45 Monthly Log will be utilized by the CL CM in order to manage their CL cases and provide accurate statistics. Entries made on the Cal-Learn Monthly log will automatically populate onto the STAT 45 Cal-Learn Program Monthly Status Report.

The Instructions for the monthly log can be accessed by clicking on the Instructions button at the top right hand corner of the STAT 45 Monthly Log (above the Comments column). The instructions can also be viewed by putting the cursor over the red triangle located at the top right side of the each column on the monthly log. When the cursor is put over the red triangle, the instructions for that column will appear.

The STAT 45 Monthly Log is due to FSS Program by the 10th calendar day of the month.

REFERENCES

- Welfare and Institutions Code 11331.5 and 11454 (c)
- EAS Manual 42-762
- ACIN I-33-99; ACIN I-10-02
- ACL 94-96; ACL 95-40; ACL 96-15; ACL 98-36; ACL 02-14, ACL 12-60
- CW Policy 100-C7 Cal-Learn Program
- CalWORKs Policy 100-E3 Time on Aid
- CalWORKs Policy 207 WTW 24-Month Time Clock
- Cal-Learn Bonus Issuance Resource Guide
- Cal-Learn Penalties Resource Guide
- Cal-Learn Summary of Activities Status Options for Monthly Updates
- Report Card Status and Income

ATTACHMENTS

- Report Card Schedule Process
- Report Card Evaluation Process
- Exemption and Deferral Determination
- CL1 And CL2 Process
- 19-Year Old Volunteers

CALWIN FORMS AND NOTICES

- CL 1 Cal-Learn Registration Program Information Orientation Appointment
- CL 2 Cal-Learn Program Requirements
- CL 3 Cal-Learn Notice of Participation Problem
- CL 4 Cal-Learn Notice to Parent/Legal Guardian of Cal-Learn Participant
- CL 8 Cal-Learn Notice of Report Card Submittal Schedule
- CL 9 Cal Learn Notice of No Good Cause Determination
- CL 10 Cal-Learn Notice of Deferral/Exemption
- CL 11 Cal-Learn Notice of Incomplete Grades
- NA 843 Cal Learn Removal
- NA 844 Cal-Learn No Sanction or Bonus
- Cal-Learn CalWIN Forms and NOAs List

CAL-LEARN FORMS AND TEMPLATES

- Cal-Learn Plan for Education F063-41-98
- Cal-Learn/CalWORKs Communication Document F063-41-78
- Cal-Learn Monthly Attendance & Progress Report F063-41-300
- Cal-Learn Prenatal Restrictions/Postpartum Recovery Verification F063-41-320
- Cal-Learn CM Monthly Contact Checklist F063-41-331
- Cal-Learn 19-Year Old Volunteer Screening and Agreement F063-41-250
- Summary of Cal-Learn Forms and NOAs
- Cal-Learn Program Monthly Status Report STAT 45 F063-41-324

