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11-01-02 (R 4/04)
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CalWORKs Services to Family Reunification Parents

Approved: ***Signature On File***

POLICY

This policy is to inform staff of the changes required by the passage of Assembly Bill 429. This bill provides for the continuation of CalWORKs/Cal-Learn services including mental health, substance abuse treatment, transportation or any other services, under specific circumstances, when a child has been removed from the home and is receiving out-of-home care. Additionally, parents with a child in out-of-home care who are exempt from Welfare-To-Work (WTW) participation requirements may elect to volunteer to participate in WTW activities, which support the reunification plan. These families will be known as CalWORKs Family Reunification (FR) families, parents and cases.

OVERVIEW OF SERVICE REQUEST

In order to provide CalWORKs services to FR parents, the Children and Family Services (CFS) social worker must first determine if CalWORKs services are necessary to support the Family Reunification plan, which has been developed **and ordered by the court**. If CalWORKs services are necessary:

• The CFS social worker will contact the CalWORKs worker (via phone contact or email) to request CalWORKs services
• The CFS social worker will determine based on the FR plan which services are needed to help the family with the court ordered FR plan and make it possible for the child(ren) to return to a safe home
• CalWORKs reunification parents must complete an eligibility redetermination at six-month intervals that coincide with the court review dates
• Once CalWORKs services are being provided to FR parents, the CFS social worker will notify the CalWORKs WTW worker of each court and status review date
• The status reviews are referred to by CFS as: SMR (six-month status review), TMR (twelve-month status review) and the EMR (eighteen-month status review)

FAMILY REUNIFICATION VS. MUTUAL CLIENT

When CalWORKs eligibility continues for the remaining family members after a child (ren) has been removed from the home, the case is considered a Mutual Client case, not a Family Reunification case. The following chart describes situations that could result in a CalWORKs FR case and which situations will result in a Mutual Client case.

CalWORKs Family Reunification vs. Mutual Client	
All children are removed from the home and placed in out-of-home care.	Some children removed from the home, but eligibility for CalWORKs cash grant continues for the remaining family members.
Some children are removed from the home, but CalWORKs case becomes ineligible due to excess income that resulted from the AU reduction.	Follow procedure 403. CalWORKs/Children's and Family Services Collaboration –Mutual Clients

CALWORKS ELIGIBILITY	Children removed from home would not be considered temporarily absent and therefore Family Reunification families are not eligible to receive CalWORKs benefits or cash-based Medi-Cal. **Note:** If other children remain in the home and the case remains financially eligible, the parent(s) continue to receive a CalWORKs grant and services and be subject to all CalWORKs eligibility and WTW requirements. This is not considered a CalWORKs FR case.	New 1/04
FOOD STAMP ELIGIBILITY	Food stamp households who lose eligibility to their CalWORKs cash grant due to removal by CFS of some or all the children from the home are eligible to Transitional Food Stamp (TFS) benefits for five months. The size of a TFS household is based on the FSHH size that existed in the final month of CalWORKs grant eligibility. For CalWORKs FR cases, the TFS household will therefore include the child(ren) that was removed from the home. At the conclusion of the TFS period, CalWORKs FR cases may reapply for Non-Assistance Food Stamps. Normal NAFS eligibility provisions concerning household size, ABAWDs, and income/resource limits would apply.	New 1/04

CALWORKS SERVICES	In order for a client to receive CalWORKs services to support the FR plan, the parent(s) must meet **all** of the following conditions, provided they are otherwise eligible: • The child(ren) have been removed from the parent(s) and placed in out-of-home care. For these cases, out-of-home care is defined as a temporary care situation and one that requires a court ordered family reunification plan. • The AU was receiving CalWORKs when the child was removed. • The CFS Social Worker has determined that CalWORKs services are necessary for family reunification. • The CFS Social Worker must request CalWORKs Family Reunification Services via email or phone call. **Note: Parents who have timed-out from the CalWORKs 60-month clock are not eligible for these services.**
CALWORKS SERVICES TIME FRAME	CalWORKs FR services may be provided for up to 180 days from the date the child(ren) were removed from the CalWORKs assistance unit (AU). Additionally, these services may be extended for good cause, which includes the Court extending the amount of time a family may need to complete the court ordered family reunification plan.

RESPONSIBILITES

CFS SENIOR SOCIAL WORKER	• Notifies the identified CalWORKs worker via telephone or email to advise of the: 1. Date of the child (ren) removal from the home 2. Next court date • Obtains the name of the WTW Social Worker, if any, assigned to the case • Determines if provision of CalWORKs services to the parent is appropriate or necessary to support the Family Reunification plan • Discusses possible continuation of CalWORKs services with parent and obtains consent to refer for CalWORKs WTW services • Informs the WTW Social Worker, via telephone or email, that continued Family Reunification (FR) services are requested and the date of the next court hearing • Follows up by sending a copy of the Referral for Children and Family Services Contractors (F063-25-238) to the WTW Social worker to indicate what specific services are needed • 1) • Discusses case with specialized WTW FR Social Worker, once assigned, to obtain information that may have an influence on the CFS FR plan • Informs the identified WTW FR Social Worker of the results of the court hearing, the date of the SMR, TMR or EMR and whether the child (ren) are returned to the home or not • Provides WTW FR Social Worker with a copy of the FR case plan • Notifies the WTW FR Social Worker of any court ordered changes such as: services are no longer to be provided or that child (ren) have returned to the home

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CALWORKS EES/ET	• Provides name of WTW Social Worker to CFS worker if one is assigned • Notifies the WTW Social Worker that the children have been removed from the home and provides the name of the CFS worker • Transfers case to specialized DASU/FR EES once the request for services has been made by CFS • Notifies ACTT worker that the child(ren) have been removed from the home so that child care payments can be discontinued • Advises parent that he/she may volunteer for CalWORKs FR services, if parent is exempt from WTW and if parent volunteers: 1. Enters appropriate PEC code according to table (Attachment 2) 2. Enters appropriate VSD code 3. Notifies CFS worker that parent has volunteered 4. Transfers case to DASU EES 5. Notifies CFS worker regarding assignment of specialized WTW FR Social Worker	
CALWORKS WTW SOCIAL WORKER/CM	• Notifies ACTT worker that the child(ren) has been removed from the home so that child care payments can be discontinued • Transfers case to specialized DASU unit or worker	
AID TYPES	The Family Reunification aid types and definitions are as follows: • **4P-0 CalWORKs Family Reunification – All Other Families**: Provides for continuance of CalWORKs services (no cash aid) to all families except two-parent families when the only eligible child or all eligible children has/have been removed from the home and is receiving out-of-home care, and the county has determined that provision of CalWORKs services is necessary for family reunification. Use the 50 FBU, PC code 1 and PEC code R with this aid type. • **4R-0 CalWORKs Family Reunification – Two Parent Families**: Provides for continuance of CalWORKs services (no cash aid) to two-parent families when the only eligible child or all eligible children has/have been removed from the home and is receiving out-of home care, and the county has determined that provision of CalWORKs services is necessary for family reunification. Use the 50 FBU, PC code 3 and PEC code 7 with this aid type. See Attachment 3, CalWORKs Services - Family Reunification/CDS instructions. **NOTE:** Non-citizens are to be reported as either 4P or 4R; whichever is applicable. **Example.** • Cases with aid type 30 are to be transferred to aid type 4P (CalWORKs – FR – All Families) during the FR period. • Cases with aid type 3E (All Other Families-Mixed AU) should also be transferred to aid code 4P during that period.	New 1/04
CALWORKS DASU/FR EES	• Change the aid type and the FBU as appropriate • Enters PEC code according to table • Enters appropriate VSD code • Completes the 6 month redetermination, which is coordinated with the Six Month Status Review (SMR) of the FR plan **Note:** The 6 month redetermination will need to be completed at the Six Month Status Review (SMR), Twelve Month Status review (TMR) and Eighteen Month Status Review (EMR) dates. If the Status reviews go beyond the 6 months, change the 6 month Redetermination to coincide with the new status review dates	New 1/04
WTW DASU/FR SOCIAL WORKER	• Notifies CFS Social Worker of new worker status • Requests copy of CFS FR case plan • Makes referrals for appropriate "CFR" activities 1. If the referral is for Behavioral Health Services, CFS should be indicated as the need for the referral in the section entitled "reason for referral" 2. The referral should be sent through the SMART system 3. A copy of the CFS referral form should be faxed to the appropriate BHS regional Coordinator • Schedules on TRAK screen the appropriate GIS components CFR, MHS, SAS etc. • Makes referrals for requested supportive services • Monitors participation in requested CalWORKs services • Sends progress report to CFS Social Worker • Notifies CalWORKs DASU/FR EES of the dates of the SMR, TMR and EMR status reviews • Requests sanctioned WTW case from suspense/closed files if applicable	

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CAL LEARN SOCIAL WORKER	• Requests copy of CFS FR case plan • Makes referral to appropriate "CFR" activities • Monitors participation in requested Cal-Learn services • Sends progress report to CFS Social Worker
ACTT WORKER	• Discontinues child care payments for children no longer in the home • Processes requests for supportive services • Continues to request appropriate verifications for payment of supportive services
SANCTIONED CASES	Individuals under a child support or WTW sanction may receive CalWORKs services for purposes of family reunification and may participate immediately, regardless of any time remaining in the sanction period. Participation in FR services counts toward any remaining WTW sanction period.
QUARTERLY REPORTING	Different rules apply according to the program. New 4/04 CalWORKs Family Reunification parents will no longer be required to submit a QR 7 for CalWORKs because cash benefits will not be issued. Transitional Food Stamp (TFS) households have no reporting responsibility
MEDI-CAL	• removed from the home would not be considered temporarily absent and therefore Family Reunification families are not eligible to receive cash-based Medi-Cal. New 1/04 The CalWORKs cases are discontinued using negative action code 047, which will generate the Edwards process. This means the client will remain a 38 category on MEDS until evaluated for regular Medi-Cal by TMC unit.
SIX-MONTH ELIGIBILITY REDETERMINATION	An eligibility redetermination, per EAS Section 40-181.2, should be completed in coordination with the court review dates - the SMR, TMR and EMR hearings. If the court review intervals are extended beyond the six months or are less then six-month intervals, the eligibility determination should be changed to coincide with the court dates.
ELIGIBILITY REDETERMINATION CALCULATION	The following calculation shall be used to determine income eligibility, in the context of no cash aid payment, at the six-month redetermination: New 4/04 • Determine the averaged monthly amount of income to be used in the grant determination for the upcoming quarter. • Determine the Assistance Unit's (AU)'s Net Nonexempt Income (NNI) after applying all appropriate disregards. • Compare the NNI to the Maximum Aid Payment (MAP) for a family size that includes the otherwise eligible parent(s), any remaining children, if applicable, and each child who has been placed in out-of-home care and considered temporary absent. • If the NNI does not exceed the MAP, the AU would remain eligible for CalWORKs services but not a cash grant. **Example:** Recipient (and two children placed in out-of-home care) works full time earning $775 per month. There is no need to average since the income is received monthly and is expected to remain the same throughout the QR payment quarter. No other income was reported. $775 Averaged Monthly Earned Income -225 **Income Disregard** $550 Earned Income -275 **50% Earned Income Disregard** $275 Total Net Nonexempt Income (NNI) $645 Nonexempt MAP for 3 $275 NNI Compare the MAP for 3 of $645 to NNI of $275. Since the NNI does not exceed the MAP, the AU remains eligible for CalWORKs services but not a cash grant.
ELIGIBILITY DETERMINATION AFTER FR PERIOD	Once the children are returned to the home, an eligibility redetermination will be required in order to issue cash benefits on the CalWORKs case. The assigned DASU/FR EES will be responsible for completing the eligibility redetermination. The beginning date for re-issuance of cash benefits is the day the child(ren) are returned to the home and all other eligibility requirements are met.
CALWORKS 18-24 MONTH TIME LIMIT	The 18-24 month time clock **will** tick for CalWORKs Family Reunification parents who are receiving CalWORKs Family Reunification supportive services, **only** if they have been to Assessment and have signed a WTW plan. Parents can continue to receive FR services once the 18-24 month time period has expired as long as the CalWORKs 60-month time clock has not expired.

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CALWORKS 60 MONTH TIME LIMIT	Parents who have timed out from the 60-month clock are not eligible to CalWORKs FR services. The 60-month time clock **will not** tick for CalWORKs Family Reunification parents who are receiving CalWORKs Family Reunification services **and** supportive services.
TANF 60 MONTH TIME LIMIT	Supportive services that are provided by TANF funds to an **unemployed** parent are considered "assistance" and **count** towards the federal TANF 60-month time clock, as long as services are being provided. Supportive services that are provided to an **employed** parent are not considered "assistance" and **do not count** towards the federal TANF 60-month time clock. A service/payment, such as rent subsidy, that is intended to meet recurrent and ongoing needs and provides for needs that extend for more than four months, is considered "assistance", whether or not the parent is employed. Therefore, any month in which that type of service/payment is provided **would count** toward the federal TANF 60-month time clock. A Service/payment which provides for the need for a period that is four months or less, is not considered "assistance" and **would not count** toward the federal TANF 60-month time clock. See Attachment 2 to determine the appropriate PEC codes to use.
CASE CONVERSION	Once the CalWORKs benefits has been terminated and the CFS Social Worker has notified the CW EES/ET that Family Reunification has been ordered and services are being requested, the CW EES/ET and CW Social Worker will transfer their CalWORKs/WTW case to the CW DASU/FR unit or DASU/FR worker (in districts where there is no specific unit). The receiving DASU/FR EES will convert the case using the appropriate aid type/FBU/PC and PEC codes. See Attachment 3, CalWORKs Services - Family Reunification/CDS instructions.
SMART	The CW DASU/FR Social Workers will make the entries listed below in the SMART system as appropriate. Other partners such, as ACTT, BHS, and DASU will make entries on the SMART system as appropriate and needed.

NOTEBOOK	ACTION
Household	1. Update the Services Team Tab to include yourself and the specialized CW DASU/FR EES 2. In the Profile Tab, select CFS mutual client or FR case 3. Narrate as appropriate and necessary
Services Management	1. In the Need Tab, select CFS mutual client or CFS FR case 2. In the Action Plan Tab, input date of FR services 3. Complete necessary referrals in the Referral Tab

ELIGIBILITY FOR OTHER PROGRAMS OR SERVICES	Family Reunification parents may also be eligible for other programs or services such as General Relief, Food Stamps or Medi-Cal Services. The county should review eligibility for these Programs on a case-by-case basis.
REFERENCES	ACL 02-36 CalWORKs Family Reunification Services EAS Section 40-181.2 Redetermination of Eligibility EAS section 82-812.5 Temporary Absence Children and Family Services Policy M –0103 ACL 03-18; ACL 03-52
ATTACHMENTS	Attachment 1- Referral for Children and Family Services Contractors (FO63-25-238) Attachment 2 - PEC Codes and Time Limits Attachment 3 - CalWORKs Services - Family Reunification/CDS instructions. Attachment 4 CalWORKs Services to Family Reunification Parents Activities and Outcomes Tracking in SMART