

20. DFCS/DEBS Common Cases

Some parents receiving Voluntary Family Maintenance (VFM) or Voluntary Family Reunification (VFR), Informal Supervisor (IS), Court-ordered Family Maintenance (FM) or Family Reunification (FR) services may be eligible to receive CalWORKs Employment Services (CWES) to support activities in their child welfare plan. The Department of Employment and Benefits Services (DEBS) in partnership with the Department of Family & Children's Services (DFCS) collaborate to coordinate the child welfare services case plan with the CWES plan for "common cases," i.e., families served by both DEBS and DFCS staff. This requires coordination and cooperation among staff from Benefits, CalWORKs Employment Services (CWES) and DFCS to increase the clients' chances for success. This responsibility is assigned to one of the Partnership Employment Counselors (EC), the DFCS-CalWORKs Liaison who are co-located at DFCS, and the DFCS Social Workers.

20.1 The Partnership

Parents who receive voluntary or court-ordered family maintenance or family reunification services may be eligible to receive CWES supportive services to support family maintenance or family reunification activities. The CWES Employment Counselor (EC) and the DFCS Social Worker form a partnership to collaborate and coordinate the child welfare services case plan with the CWES plan for common cases. We refer to this collaboration as the Partnership and the EC co-located at DFCS as the Partnership EC.

20.1.1 Confidentiality

In accordance with Welfare and Institutions Code (W&I) Section 10850 all client data, correspondence, soft or hard copies of documents, records files, communications is confidential and must be treated with utmost consideration in viewing and disposing of such documents.

Client information necessary to determine or re-assess eligibility in public social service programs may be shared between departments within the Social Services Agency. Client information includes any client data, correspondence, communications, documents and case file records in any form required to determine eligibility. Each department shall treat the client information shared as confidential.



Example:

Client's child was removed from the client's home. The Partnership EC, DFCS CalWORKs Liaison, or DFCS social worker may inform the DEBS EW of this fact and disclose only the client information necessary to determine or re-assess eligibility for public social service programs.

**Reminder:**

Access and disclosure of client information not necessary to determine eligibility for public social services programs is prohibited unless otherwise permitted by law.

[Refer to Common Place H/B chapter 40 “[Confidentiality](#),” page 40-1 for more information]

20.2 Common Case Criteria

Generally, a Common Case is defined as a case for a family served by both DFCS and CWES that meet the following criteria:

- The family is receiving voluntary or court-ordered family maintenance or family reunification services;
- The family has a CalWORKs case open;
- Is currently participating or chooses to participate in CWES;
- Has remaining time on aid.

**Note:**

Do not transfer the case to the Partnership EC when the client is:

- in an Exempt status,
- Post Aid Services case status, or
- The DFCS case will be closed within 30 days.

20.3 Referrals to the Partnership

Common DFCS/CWES clients are referred to the Partnership by:

- Emergency Response (ER) clerical,
- DFCS Social Workers,
- DFCS-CalWORKs Liaison,
- CWES staff,
- Results from a data match
- Eligibility Worker.

20.4 Referrals to DEBS Intake Office

Whenever a referral is made to the Department of Family and Children's Services (DFCS) and a client becomes known to the system, the Social Worker (SW) will ask the client a few basic economic questions. If the client appears to be potentially eligible, a referral form titled, "CalWORKs/DFCS Intake Referral" (SCZ 1812) will be completed and the client will be sent to the nearest DEBS district office to apply for benefits. Applications referred with an SCZ 1812 must be processed as a high priority assignment within three to five working days.

If the individual is not receiving cash aid, CalFresh, or Medi-Cal benefits the following guidelines are followed:

- The DFCS Social Worker explores the client's interest in applying for benefits.
- If the client is interested in applying for cash aid benefits or other programs, the DFCS Social Worker completes the SCZ 1812, identifies the nearest DEBS Intake Office and provides the SCZ 1812 to the client or refers the client to the DFCS-CalWORKs Liaison for an eligibility screening.
- The DFCS Social Worker or the DFCS-CalWORKs Liaison instructs the client to go to the nearest DEBS Intake Office to apply for benefits and to bring the SCZ 1812 with them.
- At the time of referral, the client's Benefits case may be open, pending, closed, or not known to the system.
- These clients must be given priority assignment and scheduled a Face-to Face interview to determine eligibility within three to five working days when they apply for benefits such as CalWORKs, General Assistance, Food Stamps, and/or Medi-Cal. Timely processing of these applications may prevent a family from entering Child Welfare or assist families towards timely reunification.



Note:

When there is a CalWIN case open under any program and a referral is initiated, a comment will be written: "*Priority case - Receiving DFCS services.*" in the **Maintain Case Comments** window in CalWIN.

- When determining eligibility, the EW completes the "Client has been determined eligible for." section of the SCZ 1812 and e-mails the form to the CalWORKs Liaison at DFCS-CalWORKs.Liaison@ssa.sccgov.org

Procedures

When the client arrives at the DEBS Intake Office with the SCZ 1812, the application for benefits, whether it be CalWORKs, General Assistance, CalFresh, or Medi-Cal, must be treated as **urgent** and assigned as a **priority** within 3 - 5 working days.

CCS Intake Offices are to follow procedures as written in CCS Intake Business Processes, Common Place Handbook, [["Triage Business Process,"](#) page 59-10.] with the following variations for common cases.

Step	Who	Task
1.	Client	<ul style="list-style-type: none"> Walks into the lobby.
2.	Greeter	<ul style="list-style-type: none"> Greets the client. Follows procedures as written in CP H/B 59.7.1 Triage Business Process Step 2 [Refer to CP 57.7.1.]
3.	Client	<ul style="list-style-type: none"> Takes a service ticket and has a seat in the lobby.
4.	Application Support	<ul style="list-style-type: none"> Follows procedures as written in CP H/B 59.7.1. Step 4.
5	Client	<ul style="list-style-type: none"> Approaches display window when TMT service ticket is announced. Provides TMT service ticket and the SCZ 1812 to Application Support staff person.
6.	Application Support	<ul style="list-style-type: none"> Confirms and takes the service ticket and SCZ 1812 from the applicant. Performs file clearance. Follows Step 6 "If...Then..." chart of CP handbook 59-21 Since client is identified as a Common Case: <ul style="list-style-type: none"> Writes the service ticket number on the right corner of the SCD 41 and case number, if applicable. Attaches SCZ 1812 to the SCD 41, SAWS 1, and SCD 1264 and gives to the client. Instructs the client to have a seat. Enters "Common Case Priority Assignment" in the remarks section of the TMT service ticket. Follows the remainder of the items in Step 6.
7	Client	<ul style="list-style-type: none"> Completes the application packet and returns it to the designated window.

Step	Who	Task
8.	Application Support	<ul style="list-style-type: none"> • Skips Step 8 and goes to Step 1 of “Immediate Need (IN) Eligible” for all Common Cases. • Gives the client the DFA or SAWS series application packet, as appropriate. • Schedules the client for the next available IN appointment (within one working day) as per office schedule. • App Reg’s the application • Enters “Priority case - Receiving DFCS Services” in Maintain Case Comments window in CalWIN.
9.	Client	<ul style="list-style-type: none"> • Returns on the date/time of their scheduled appointment.
10	IN/ES EW	<ul style="list-style-type: none"> • Performs the F2F interview, determines eligibility and dispositions (approves or denies) all benefits the client applied for, appropriately. • Completes the “Client has been determined eligible for:” section of the SCZ 1812 and e-mails to the DFCS-CalWORKs Liaison at DFCS-CalWORKs.Liaison@ssa.sccgov.org.

20.5 Requests for Special Case Review

There are instances in which the DFCS-CalWORKs Liaison or the Partnership EC has a need to contact the Eligibility Worker (EW) either in Intake or Continuing to resolve issues on behalf of the client who also receives DFCS services.

Contact with the EW will be made by the DFCS-CalWORKs Liaison or the Partnership EC via phone call or e-mail to the office’s general e-mail address.

Examples of items for discussion may include but are not limited to:

- Review of cash assistance denial,
- Reasons for discontinuance,
- Sanction or penalty,
- Semi-Annual Reporting (SAR 7) related issues,
- Request to terminate Foster Care,
- ICT issues,
- Other issues.

20.6 Identifying Common Cases

The majority of the DFCS/CWES common cases will be identified by the Emergency Response clerks at DFCS as part of the identification (ID) process. However, a common DFCS/CWES case can be

identified by the DFCS-CalWORKs Liaison, CWES staff, or by a data match processed by Information Systems (IS).



Note:

Once a common DFCS/CWES case is identified, the Partnership EC or DFCS-CalWORKs Liaison may enter their documentation under *CalWORKs Common Case Type* in the **Maintain Case Comments** window in CalWIN.

20.6.1 Co-Located DFCS/CalWORKs EW

The DFCS/CalWORKs Liaison may receive notification or inquiries from various sources:

- Court staff,
- DFCS clients,
- DFCS staff,

The DFCS/CalWORKs Liaison takes the following actions when these inquiries, notifications are received:

- Researches CalWIN for CWES status;
- Sends e-mail to Common Case Partnership EC Supervisor for possible assignment to the Partnership EC.

20.6.2 Identifying Common Cases Through CalWIN and CWS/CMS Data Match

Below are procedures when common cases are identified through the Information Systems (IS) data match:

Who	Action
DFCS Dependency Investigation Clerical	Sends a weekly listing of new DFCS clients to DFCS Partnership Social Worker Coordinator
DFCS Partnership SW Coordinator	Requests IS to perform a data match of DFCS clients and CalWIN, specifically, benefits program status.
Information Systems	Returns results of data match within three days.

Who	Action
DFCS Partnership SW Coordinator	<ul style="list-style-type: none"> • Reviews the matching results • Reviews CWS case status of those matched • Verifies with the CalWORKs EW Liaison the benefit status of potential common cases. • Informs the DFCS Social Worker and DFCS Supervisor of <ul style="list-style-type: none"> • Potential common cases, • Sanctioned clients, • Clients with pending application, and • Clients with no benefits. • Alerts the Partnership EC Supervisor of potential common cases.

20.6.3 Identifying Common Cases - CWES

If a case is identified and verified as a common case before or during the CWES orientation, the client is to attend and complete the CWES orientation presentation and complete an orientating packet prior to transferring the case to the Partnership EC. The client will be informed that the Partnership EC will contact him/her to complete the orientation/appraisal. The Scheduling Supervisor will coordinate with the Partnership EC Supervisor to transfer the case.

If a case is identified and verified as a common case after orientation/appraisal, the assigned EC and Unit Supervisor will coordinate with the Partnership EC Supervisor to transfer the case to the CWES Control Clerk for case assignment to the Partnership EC. A case transfer can be initiated by the CWES EC.

Procedures

Step	Who	Action
1.	Continuing Case Management EC	<ul style="list-style-type: none"> • Identifies potential DFCS/CalWORKs common case. • Refers the case to the Unit Supervisor for review
2.	Unit Supervisor	<ul style="list-style-type: none"> • Reviews the case for Common Case criteria. • Sends an e-mail to the Partnership EC Supervisor to verify Common Case.

Step	Who		Action
3.	Partnership EC Supervisor	Receives e-mail from the Unit Supervisor and confirms that the case meets Common Case Criteria. Refer to ["Identifying Common Cases - CWES," page 20-7]	
		If...	Then...
		The case meets the Common Case Criteria,	<ul style="list-style-type: none"> • Sends an e-mail to the Unit Supervisor advising the case be transferred to the Partnership EC. • Sends an e-mail to the Social Work Coordinator to make them aware the case is being transferred.
		The case does not meet Common Case Criteria	Sends an e-mail to the Unit Supervisor to inform them the case is not a common case.
4.	Continuing Case Management EC	Receives an e-mail from the Partnership Unit Supervisor.	
		If...	Then...
		The case is a common case,	Prepares the case for transfer. Refer to ["Case Transfers to Stage II Unit," page 44-2.]
		The case is not a common case,	Retains the case and stops here.
5.	Partnership EC Supervisor/ CWES Unit Clerk	Receives common case and assigns it to the Partnership EC.	
6.	Partnership EC	<ul style="list-style-type: none"> • Receives case assignment. • Conducts case planning meeting with assigned Social Worker • Revises WTW 2 to incorporate DFCS activities • Manages case. • Transfers the case to the appropriate CWES office for case management when DFCS services end and the CWES case remains active. Refer to ["Case Transfers to Stage II Unit," page 44-2] • Closes the case when DFCS services end; and the CWES case is no longer active. Refer to ["Transfers of Closed Case," page 44-4.] 	

20.6.4 Sanction Outreach

Sanction Outreach cases are determined from a data match between child welfare common cases and current Employment Services sanctioned clients.

Once identified, the outreach case is referred to the Partnership Employment Counselor (EC) Supervisor by the Linkages Coordinator. The Partnership EC Supervisor assigns the case to the

Partnership EC. The Linkages Sanction Outreach template (stored on-line in the Linkages folder) is used for tracking.

LINKAGES SANCTION OUTREACH															
Case Number	First Name	Last Name	Assigned Date	CaWIN Review Completed Y/N	Info Letter/Email Y/N	Intro to SW Contact Type	Client Contacts Made Dates			Contact SW Y/N	Appt Date for Sanction Engagement	Outcome Y/N	Incentive Issued Yes/No	Request Sanction Release Date	Comments

Sanction Outreach Procedures

Step	Who	Action						
1.	Linkages Coordinator	<ul style="list-style-type: none"> Identifies Outreach case. Refers case to Partnership EC Supervisor for assignment to EC. 						
2.	Partnership EC Supervisor	<ul style="list-style-type: none"> Assigns case to Partnership EC using Excel template in Linkages folder. Notifies Partnership EC of new assignment. 						
3.	Linkages Coordinator	<ul style="list-style-type: none"> Enters Case Number, First Name, Last Name and Assigned Date in Excel template. 						
4.	Partnership EC	<p>Upon case assignment, EC completes the following:</p> <ul style="list-style-type: none"> Enters initial case comment of assignment date in CalWIN Case Comments. Reviews CalWIN for prior CalWORKs information, including any current employment/current family details and updates Excel. Sends out Sanction Outreach Mailer, updates Excel. Contacts current SW for current child welfare status/activities and type of linkages case and updates Excel. Makes up to three phone, text and/or mailer contact attempts with sanctioned client to explain CWES and Linkages program and updates Excel. <p>Note: Partnership EC has a 45 day time limit for engagement efforts to occur.</p>						
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Incentives

When client engagement is successful and sanction is cured, an incentive gift card may be issued to the client. The gift card must be obtained through the Employment Services office and must be signed for by the Partnership EC and the client receiving the gift card.

20.6.5 Sanction Outreach Data

A data report will be generated periodically to identify key data elements. Key elements include:

- Number of contact attempts to engage potential clients
- Identification of Social Worker assistance with client contact attempts
- Number of positive Outreach outcomes
- Number of incentive cards issued
- Number of sanctions cured

LINKAGES SANCTION OUTREACH DATA				
Total	EC 1	EC 2	EC 3	Total
Clients Assigned				
CalWIN Review Completed				
CalWIN Review Not Completed				
Info Letters/Email Yes				
Info Letters/Email No				
Intro to SW Phone Contact				
Intro to SW Email Contact				
Intro to SW In-Person Contact				
Intro to SW No Contact				
Contact SW Yes				
Contact SW No				
Outcome Yes				
Outcome No				
Incentives Issued Yes				
Incentives Issued No				
Sanctions Cured				

20.7 Coordinating Case Plan

The following are procedures to follow after a case has been identified and assigned to the Partnership EC as a DFCS/CalWORKs common case.

STAGE	WHO	ACTION
1.	Partnership EC	Conducts one-on-one CWES Orientation, if necessary

STAGE	WHO	ACTION						
2.	Partnership EC, DFCS Social Worker and client, if possible	Must meet to coordinate a common case plan.						
		<table border="1"> <thead> <tr> <th>If the child is...</th> <th>Then the meeting must be held...</th> </tr> </thead> <tbody> <tr> <td>Not in protective custody,</td> <td>Within 5 working days.</td> </tr> <tr> <td>In protective custody,</td> <td>Before the case is to be presented in court which is usually between 18 to 25 days.</td> </tr> </tbody> </table>	If the child is...	Then the meeting must be held...	Not in protective custody,	Within 5 working days.	In protective custody,	Before the case is to be presented in court which is usually between 18 to 25 days.
		If the child is...	Then the meeting must be held...					
		Not in protective custody,	Within 5 working days.					
In protective custody,	Before the case is to be presented in court which is usually between 18 to 25 days.							
<p>The meeting will include:</p> <ul style="list-style-type: none"> Identifying the clients strengths, barriers, needs and concerns. Reviewing the client's WTW plan. Reviewing the DFCS plan which may be under development or already set. Identifying CWES activities and the hours to be integrated into the WTW plan. Identifying DFCS activities and hours to be integrated into the WTW plan. Identify and secure services to support the plan. Review expectations and verify the client's requirements. Have the client sign an SCD/SCZ 1811 and a WTW 2 and forwards a copy to IDM for scanning. Plan the next steps with the client at completion of their activity/Common Case Plan or end of Common Case status. 								
3.	Partnership EC	<p>Provides assistance and case management services for the client including working with DFCS SW to:</p> <ul style="list-style-type: none"> Monitor the client's DFCS/CalWORKs plans for progress and compliance Communicate client issues and barriers Make adjustments as needed Coordinate supportive services and authorize ancillary expense payments. <p>In coordination with the DFCS Social Worker, identifies clients who may benefit from Family Services Program (FSP) and:</p> <ul style="list-style-type: none"> Initiates referral to FSP Reviews participation outcomes via CalWIN Case Comment type, <i>Family Services Case Update</i> Follows-up with the Family Services EC Specialist as necessary for participation outcomes. <p>Refer to "Family Services Program," page 11-1 for detail information on FSP.]</p>						
4.	DFCS Social Worker	Sends an e-mail to CommonCase@ssa.sccgov.org when the DFCS case is closed.						
5.	Partnership EC	<ul style="list-style-type: none"> Transfers the case to a district office EC if the client is still active with CWES, or transfers the case to Post Aid Services or Closings if the parents go off cash aid. Notifies the DFCS social worker if the CalWORKs case or CWES case closes. 						
6.	DFCS-CalWORKs Liaison	<ul style="list-style-type: none"> End dates the Special Indicator in CalWIN. 						

20.8 Participation Hours

The time CWES client spends participating in a DFCS activity is counted towards his/her CWES participation hours. DFCS activities include, but are not limited to, AA meetings, counseling, parenting classes, visitations, court appearances, domestic violence service and drug treatment.

**Note:**

The activity must be listed on the SCD/SCZ 1811 and WTW 2.

The “Activity Tracking” form (SCD/SCZ 1811 A) is used to track client’s DFCS activities. Progress in a DFCS activity is based on attendance and participation as defined by the service provider.

20.9 Integrated Common Case Plan

The court mandated or voluntary DFCS plan is integrated into the client’s WTW plan. In CalWIN, the provider “Dept Famil Children” is used for the following activities: Mental Health Services, Substance Abuse Services, Domestic Abuse SV which are Core Activities. And when the activity does not meet Core, assign the activity, Dept Family Children Services

The Partnership EC must evaluate the DFCS court plan, review the case with the Social Worker and meet with the client to initiate the integration of the court mandated activities to the WTW plan. During the meeting the Partnership EC must review with the client:

- CWES participation requirements (hours of participation, satisfactory progress),
- Time-limits (48-month Time of Aid Clock and WTW 24-month Time Clock),
- Exemptions from CWES,
- Good cause,
- Advantages of integrating the DFCS court plan into the WTW plan, and
- Supportive services.

The Partnership EC makes a referral to assessment/re-assessment, as appropriate. A referral to assessment is not necessary for clients whose approved activity is SIP or if the client is FT employed.

**Reminder:**

Domestic abuse, drug, alcohol and/or mental health issues should be explored using established procedures. [[Refer to CalWORKs Handbook Chapter 42 \(Domestic Abuse\)](#)]. For more information on Drug, Alcohol and/or Mental Health [[Refer to CWES Handbook, “Health Alliance,” page 41-1.](#)]

The client must comply with DFCS and CWES requirements separately, if plan integration is declined.

**Note:**

Client must agree to CWES plan integration prior to referral to Family Services Program (FSP).

20.9.1 CalWORKs 2.0

At the point of contact with linkages EC, the “My Road Map, Potholes & Detours” tool (SCD 2503) is to be reviewed. [Refer to CWES Handbook, “[CalWORKs 2.0](#),” [page 4-6](#) for additional information.]

20.10 Supportive Services

Child care, transportation, and ancillary expenses are paid by the Partnership EC, if needed, for any DFCS services that become part of the WTW plan or are included in an adopted Family Reunification Plan.

20.11 Participation Problem

With the exception of Family Reunification (AB 429), clients who cease to participate, and/or refuse to attend the required number of hours are considered to have a participation problem. A case conference which includes the Partnership EC, DFCS Social Worker, and the client must be scheduled to determine the cause of non-participation. When there the client is receiving Family Services, the FS EC Specialist shall also be part of the case conference. If the client fails to show to the case conference appointment, the Partnership EC must initiate the non-compliance process.

**Note:**

Family Reunification (AB 429) clients are not subject to the non-compliance or sanction process. Please [Refer to [section 27.23.2 Non-Cooperation](#).]

The Partnership EC and Social Worker must keep each other informed of any participation problems. In order to prevent a sanction, the Partnership EC may accompany the DFCS Social Worker on the home visits, on a case-by-case basis.

**Reminder:**

Because DFCS/CalWORKs common clients have many barriers, multiple measures to avoid a client sanction will be used including phone calls, home visits and sending certified letters. A client must not be sanctioned if the reason for non-compliance is related to a DFCS activity.

If the participation problem is due to a client not attending orientation, the non-compliance process must be initiated by the scheduling unit. The scheduling unit and the Partnership ECs must work closely to establish the cause of non-compliance. Upon issuance of the NA 840 or NA 845, the Partnership EC MUST be notified. The Partnership EC must:

- Communicate with the DFCS Social Worker,
- Determine if the DFCS requirements are preventing the client from complying with the CWES activities,
- Advise, within the noncompliance process period (20-day), the Scheduling Unit EC of the DFCS outcome.

20.12 Good Cause

The client is considered to have good cause if a DFCS court case plan has not been issued and required court appearances/legal issues prevent the client from participating in a CWES activity. The client must provide documentation of any court appearances. Other good cause reasons may include, but are not limited to, lack of necessary supportive services, homelessness, and if the client is a victim of domestic abuse.

20.13 DFCS Discontinued Case

Upon completion or discontinuance of the DFCS services, the DFCS Social Worker must notify the Partnership EC and send an e-mail to CommonCase@ssa.sccgov.org. Case collaboration will end when the DFCS case closes or if the client goes off aid.

**Reminder:**

Case collaboration will continue if the client stops receiving cash assistance but is eligible for Family Reunification (AB 429) services. [Refer to [Family Reunification Program Overview 27.15](#)]

The Partnership EC will review and, if necessary, modify the employment plan and transfer the case to the appropriate continuing case carrying CWES Worker. If the client fails to participate in mandated CWES activities, the Partnership EC will initiate the standard non-compliance procedures for Family Maintenance cases only. [Refer to “NonCompliance”, Chapter 36.]

**Note:**

The Partnership EC will continue to provide supportive services to FR clients as long as the client participates in the DFCS activities.

20.13.1 System Coding

When the DFCS ends, the DFCS CalWorks Liaison end dates the CalWIN Special Indicator.

20.14 CalWORKs Discontinued Case

Upon discontinuance of CalWORKs cash aid, the Partnership EC must inform the DFCS Social Worker. The case must be explored for Family Reunification (AB 429) eligibility.

20.15 Family Reunification (AB 429) Program Overview

Assembly Bill (AB) 429 provides for the continuation of CalWORKs services for the parents of children who have been removed from the home and are receiving out-of-home care. These cases are referred to as Family Reunification (AB 429) (FR) cases.

**Note:**

The receipt of CWES does NOT include a CalWORKs cash grant.

CalWORKs services include Welfare-to-Work (WTW) activities, including mental health and substance abuse treatment or any other activities allowable under CalWORKs, including supportive services.

**Note:**

Once a common DFCS/CWES case is identified, staff must start entering their documentation under *CalWORKs Common Case Type* in the **Maintain Case Comment** window of CalWIN.

20.15.1 Eligibility

In order to continue receiving CalWORKs Employment Services, the parent or parents must meet ALL of the following conditions:

- The child(ren) has been removed from the parent and placed in out-of-home care and there is a reunification plan, and
- The Assistance Unit (AU) MUST be receiving CalWORKs assistance at the time the child is removed, and
- The Department of Family and Children Services (DFCS) Social Worker has determined that CWES is necessary for family reunification.

Parents who:

- Receive SSI,
- Are undocumented noncitizens,
- Are drug felons, or
- Have reached their CalWORKs time-on aid limit

are NOT eligible to receive FR services.

Parents who are sanctioned may participate in Family Reunification (AB 429) services immediately, regardless of how long they have been sanctioned.

Families where some, but not all, of the children were removed from the home, may also become reunification families. The reunification plan may be necessary in order to provide CWES services when the remaining AU members have income that results in financial ineligibility. In these CalWORKs reunification cases, child care services are available for the children remaining in the home.



Note:

If the AU consists of children that are not removed from the home and continues to be financially eligible for a CalWORKs cash grant, these individuals would not be considered a reunification family. The family will continue to receive a cash grant and services and is subject to all the CalWORKs eligibility and CWES requirements. Good cause can be granted if a client's participation in FR activities interferes with the individual's ability to participate in CWES activities for the required number of hours.

20.15.2 Case Status

In a CalWORKs FR case, the eligible child(ren) is considered temporarily absent from the home and the CalWORKs case remains open with a reassigned aid code of 4P or 4R.

20.15.3 Cash Aid Benefits

Although CalWORKs reunification families are eligible for CWES, they will no longer receive a cash grant when all the children have been removed from the home or if the remaining AU members become financially ineligible.

**Example:**

A child is removed from the home August 10. The family is eligible to receive the full grant for August which included the removed child's needs. If there are other eligible children in the home, the child who was removed is discontinued from the case as of August 31st.

20.15.4 Special Needs

Reunification cases experiencing homelessness may be eligible for temporary homeless assistance, if it is determined that these benefits are necessary for reunification and the family is otherwise eligible (i.e., they are homeless and have no more than \$100 in available liquid resources). DFCS staff making the determination for the need of homeless services in the reunification plan should coordinate closely with the CalWORKs eligibility staff to ensure these families can access temporary homeless assistance as appropriate.

Although CalWORKs reunification families may be eligible for special needs such as homeless assistance, these AUs are not eligible to other special needs, such as pregnancy, because these payments are considered cash assistance.

The CalWORKs AU may be evaluated for permanent homeless assistance once the children have been returned to the home and are added back into the CalWORKs AU.

20.15.5 DFCS Social Worker

When the DFCS Social Worker becomes aware that the family receives CalWORKs, they will consider whether the continuation of CWES is necessary for the family to reunify. The DFCS social worker will complete the SCD/SCZ 1811 and e-mail it to the CommonCase@ssa.sccgov.org mailbox.

Any documentation made to FR/Common Cases must be documented under the *CalWORKs Common Case Type* in the **Maintain Case Comment** window of CalWIN.

20.15.6 Semi-Annual Reporting

Family Reunification (AB 429) families are not required to submit a "Semi-Annual Report" (SAR 7) for CalWORKs. However, a SAR 7 will be required if the household continues to receive CalFresh. If a change is reported mid-quarter for CalFresh that results in ineligibility for CalWORKs, mid-quarter action would not be taken. The earliest opportunity to discontinue the CalWORKs case due to ineligibility will be at the end of the current quarter.

20.15.7 Eligibility Redetermination

Although the CalWORKs reunification parents are not required to provide a SAR 7, an eligibility redetermination must be made at six-month intervals in coordination with the county review of the reunification plan.

If the children are returned to the home before or after the six-month period, an eligibility redetermination must be done in order to issue cash benefits. All forms that are required at a redetermination must be completed.

20.15.8 Family Reunited CalWORKs Benefits

Once the child has been returned to the home and the family is determined eligible for cash aid, the current EW will change the aid type to the appropriate cash aid type and begin paying cash assistance. The client is not required to go through intake. Since the CalWORKs case remains open for Family Reunification (AB 429) with no grant, the children cannot be added back to the CalWORKs case until the 1st of the month following their return to the home. However, if the CW case was discontinued, the family will begin receiving their cash grant from the date of application, if eligible.



Reminder:

FR cases are always considered recipient families.

20.15.9 Family Reunited CWES Case

Once the child has been returned to the home and the family is eligible for cash aid, the indicator code on the AB 429 Common Case is updated to identify the case as Family Maintenance. A new WTW Plan is required.

20.15.10 Extension of the 180-Day Period

A reunification family can be granted a good cause extension of CWES services for a Common case beyond the 180-day period for the following situations:

- If the extension is for the number of days between the date of removal and the court ordered reunification plan.



Example:

The child is removed from the home in 2/12, but the reunification plan is not developed until 4/12. The 180-days from removal would be in 8/12, but the extension can be granted until 10/12 - 6 months from the court plan development.

- DFCS determines that additional time is needed to complete the court ordered plan.
- The court determines that additional time is needed to complete the court ordered plan.

**Note:**

If the court determines that a reunification plan is not possible, then the family is not eligible for reunification services and the CalWORKs case must be discontinued unless there are other CalWORKs eligible children remaining in the home.

20.15.11 CWES Volunteers

If a client has an exemption which does not require him/her to participate in CWES activities, he/she may choose to volunteer to participate in CWES activities.

20.15.12 Notice of Action

“Welfare to Work Family Reunification Plan” (WTW 34) is an informing notice that tells parents that their cash aid has been reduced because all their children have been removed from the home, the county has determined that they may continue to receive WTW activities and supportive services because those services will assist the family to reunify, and that those services will be provided under the FR Plan, WTW Plan, or both.

The Partnership EC must mail the WTW 34 to the FR client at the time of approval when a Family Reunification (AB 429) Plan is adopted in lieu of the WTW Plan, or in other words, the WTW 34 notice must be mailed when there is no WTW Plan signed by the client and supportive services are paid for DFCS activities based on the FR Plan.

20.15.13 CWES Sanctioned Clients

Individuals who are currently serving a CWES or child support sanction are encouraged to cure the CalWORKs sanction. The client will be referred to an Orientation. After the Orientation presentation, the client will be referred back to the Partnership EC for the curing sanction plan. A one-on-one Orientation meeting with the Partnership EC will be scheduled. The DFCS activities are included in the WTW 2 Curing Sanction Plan along with any other CWES activities the client is agreeable to include.

When the AB 429 sanctioned client does not show for the Orientation, the Partnership EC will obtain the SCD 1811 from the DFCS social worker, update CalWIN with the DFCS activities, pay supportive services, and issue the WTW 34 approval notice.

**Note:**

In CalWIN: The Scheduling EC will change the Sanction status to Curing Sanction and refer the case to the appropriate Partnership EC supervisor. The Scheduling EC will document **Maintain Case Comments** that this client is a common case client under AB 429.

In order to pay supportive services through CalWIN, the client is placed in a Curing Sanction status.

Once the FR plan is completed and the child(ren) is returned to the home, the family may request to have CalWORKs for the family. If the parent did not follow through with the curing sanction plan, a new curing sanction plan is required.

20.15.14 CWES Non-Cooperation

Individuals who fail to participate in CWES activities or any other activity required under the FR plan are not subject to the non-compliance or sanction process. CWES will continue to offer supportive services for activities that are part of the FR plan when the client continues to attend the DFCS activities until the plan is terminated by DFCS.

**Note:**

The Partnership EC must inform the DFCS social worker of the client's non-compliance, keep the CWES case open, and pay supportive services for the activities the client actually attends, with proper verification, until the DFCS social worker determines the FR case is closed.

20.15.15 Good Cause

An individual required to participate in other activities as a requirement of family reunification which interferes with the client's ability to meet the CWES hours of participation requirement must be granted good cause for not participating in his/her activity.

20.15.16 WTW Plan

WTW services may be given based only on the FR Plan in lieu of the WTW Plan; however, this doesn't preclude the FR client from later participating in WTW activities. Family Reunification (AB 429) clients have the option to develop or amend a WTW Plan.

20.15.17 CalWORKs Case Closings

If a CalWORKs case is closed due to the removal of a child from the home and it is later determined the family is eligible for FR services, a new application may not be required. The eligibility for FR services is based on the CalWORKs case status at the time the child(ren) was removed from the home.

If...	Then...
The case has been closed less than 30 days,	<ul style="list-style-type: none"> The social worker completes and e-mails the SCD/SCZ 1811 to the CommonCase@ssa.sccgov.org. The DFCS CalWORKs Liaison informs the appropriate DEBS Office to open the CalWORKs Family Reunification (AB 429) case.
The case has been closed past 30 days,	<ul style="list-style-type: none"> The DFCS social worker gives the SCZ 1812 to the client to take to DEBS intake. The DEBS intake gives the client a priority intake appointment.

The assigned EW must assign the proper Family Reunification (AB 429) aid code and align the 6-month redetermination with the court's 6 month review.

20.15.18 Child Placed with a Relative

If a child is placed with a relative who then applies for aid for that child, aid can be granted based on the date of application in the month following the month the child was removed from their parent's home.



Example:

A child was removed from the home on 7/15/12. The cash aid is be stopped until 7/31/12. The caretaker relative could begin receiving cash aid for the child on 8/1/12.

The parents of the child are eligible to receive CWES services under the FR program even if someone else is receiving cash assistance for the child.

20.15.19 Cal-Learn Teens

If a Cal-Learn teen meets the requirements for reunification services then he/she is eligible to continue participating in the Cal-Learn Program and receive Cal-Learn case management services as part of their FR plan, this would include nested teens in AUs that remain financially eligible for a CalWORKs grant.

Cal-Learn reunification parents are eligible to receive supportive services in order to attend school as well as the \$500 graduation bonus. Cal-Learn reunification parents are not eligible for the \$100 satisfactory progress bonus nor can they be sanctioned for failure to make adequate progress or to submit a report card.

**Note:**

In order to better serve the CalLearn teen, these cases will remain with the CalLearn case manager and not transfer to the Partnership EC. The DFCS activities and the CalLearn activities are integrated in the WTW Plan and the teen receives supportive services for these activities.

20.15.20 WTW 24-Month WTW Clock

Depending on activities and hours listed on the WTW Plan, participation in activities under Family Reunification (AB 429) may or may not count toward the WTW 24-Month Time Clock.

20.15.21 CalWORKs 48-Month Clock

The months that reunification families only receive supportive services will not count toward the CalWORKs 48-month time on aid clock.

20.15.22 TANF 60-Month Clock

Supportive services that are provided to an unemployed parent are considered “assistance” and the months in which the services are provided would count towards the federal Temporary Assistance for Needy Families (TANF) 60-month time limit.

Supportive services for employed parents are not “assistance” and therefore do not count against the federal TANF time limit.

**Reminder:**

State-only funded programs are not subject to the TANF 60-month time limit. Individuals will not accrue months towards the federal TANF 60-month time limit if they are in state-only funded programs.

CalWORKs timed-out parent is not eligible to receive CalWORKs FR services because he/she is not eligible to receive CalWORKs benefits.

20.15.23 Determining Income Eligibility

Although reunification families will not be receiving a cash grant, the following determination must be made at either the 6 month redetermination or on a Semi-Annual basis if the client continues to submit a SAR 7 for CalFresh:

- Determine the AUs Net Non-exempt Income (NNI) after applying all appropriate disregards.
- Compare the NNI to the family MAP for a family size that includes the parent(s) and any remaining child(ren) in the home.
- If the NNI does not exceed the MAP, the AU would remain eligible for the reunification program.



Example:

A reunification family consists of a client and her two children placed in out of home care. The client works full time earning \$775 per month and has no other income:

Grant Computation for AU (April 2015 rates)	
Earned Income	\$775.
Less \$225 Income Disregard	- 225.
Net Earnings	= 550.
Less 50% Earned Income Disregard	- 275.
Total Net Nonexempt Income (NNI)	\$275.
MAP for 1	\$350.

Since the NNI does not exceed the MAP the AU remains eligible for CalWORKs services.

If the AU's NNI exceeds the family MAP, the AU is no longer eligible for FR services and the reunification case must be discontinued. CalFresh and Medi-Cal eligibility must be explored.

20.15.24 Post-Aid Services

Clients who have timed out of CalWORKs are not eligible for Family Reunification (AB 429) services. However, if the client is employed at the time of the 48-month discontinuance, they are eligible for 12-months of post-aid services.

20.15.25 Procedures for Family Reunification (AB 429) Cases (Identified by ER Clerical)

The following are procedures for setting up a Family Reunification (AB 429) case when a child is removed from the home while receiving CalWORKs assistance:

Step	Who	Action														
1.	DFCS Social Worker	Receives an Emergency Response (ER) Referral from the clerk.														
		<table border="1"> <thead> <tr> <th>If Cal-WORKs case...</th> <th>Then the Social Worker...</th> </tr> </thead> <tbody> <tr> <td>Is now closed,</td> <td>Assesses the client's economic resources and vulnerabilities.</td> </tr> <tr> <td></td> <td> <table border="1"> <thead> <tr> <th>If the client is...</th> <th>Then the SW...</th> </tr> </thead> <tbody> <tr> <td>Interested,</td> <td> <ul style="list-style-type: none"> • Completes and gives an SCZ 1812 to the client if the client is interested to apply for benefits. • Instructs the client to take the SCZ 1812 to the Benefits intake office. </td> </tr> <tr> <td>Not interested,</td> <td>Takes no further action to refer the client.</td> </tr> </tbody> </table> </td> </tr> <tr> <td>Is OPEN and DFCS will open a case,</td> <td> <ul style="list-style-type: none"> • Receives the SCD/SCZ 1811 from clerical and/or from the DFCS Partnership SW Coordinator. • Refers the client for AB 429 by completing the SCZ 1811. • Receives informational and reminder e-mail about AB 429 from DFCS Partnership SW Coordinator, if no SCD 1811 referral for potentially eligible client is submitted. </td> </tr> </tbody> </table>	If Cal-WORKs case...	Then the Social Worker...	Is now closed,	Assesses the client's economic resources and vulnerabilities.		<table border="1"> <thead> <tr> <th>If the client is...</th> <th>Then the SW...</th> </tr> </thead> <tbody> <tr> <td>Interested,</td> <td> <ul style="list-style-type: none"> • Completes and gives an SCZ 1812 to the client if the client is interested to apply for benefits. • Instructs the client to take the SCZ 1812 to the Benefits intake office. </td> </tr> <tr> <td>Not interested,</td> <td>Takes no further action to refer the client.</td> </tr> </tbody> </table>	If the client is...	Then the SW...	Interested,	<ul style="list-style-type: none"> • Completes and gives an SCZ 1812 to the client if the client is interested to apply for benefits. • Instructs the client to take the SCZ 1812 to the Benefits intake office. 	Not interested,	Takes no further action to refer the client.	Is OPEN and DFCS will open a case,	<ul style="list-style-type: none"> • Receives the SCD/SCZ 1811 from clerical and/or from the DFCS Partnership SW Coordinator. • Refers the client for AB 429 by completing the SCZ 1811. • Receives informational and reminder e-mail about AB 429 from DFCS Partnership SW Coordinator, if no SCD 1811 referral for potentially eligible client is submitted.
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2.	DFCS Cal-WORKs Liaison	<ul style="list-style-type: none"> • Retrieves SCD/SCZ 1811. • Ensures the referral meets the common case criteria. • E-mails the EW of record to open the CalWORKs case per BEnDS 2009-05. 														

Step	Who	Action				
3.	Eligibility Worker	<ul style="list-style-type: none"> Refers to the BEnDS 2009-05 for instructions to set up Reunification Program if there are no eligible children. Sets up a case-to-case alert six months from the Family Reunification (AB 429) case plan date within five (5) days from the time of request. <p>Note: If there is continued eligibility due to other children in the home, discontinue the child only. This is not a reunification case.</p> <ul style="list-style-type: none"> Explores Medi-Cal eligibility. Sends e-mail to DFCS CalWORKs Liaison to inform the CalWORKs case has been set up. Maintains case and does quarterly determination if the case receives CalFresh or conducts a six-month redetermination. 				
4.	DFCS Cal-WORKs Liaison	<ul style="list-style-type: none"> Notifies the appropriate Partnership EC Supervisor at Central or South County based on language and/or location. Notifies Partnership Social Work Coordinator. Notifies DFCS social worker 				
5.	Partnership EC Supervisor	<ul style="list-style-type: none"> Receives notice of Family Reunification (AB 429) status. Requests for transfer of cases to Partnership EC. Reviews the case status. 				
		<table border="1"> <thead> <tr> <th>If client's status is....</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Sanction,</td> <td> <ul style="list-style-type: none"> Changes the status to Curing Sanction. Informs the DFCS Partnership SW and the DFCS CalWORKs Liaison of the sanction status and the need for the client to attend an Orientation. </td> </tr> </tbody> </table>	If client's status is....	Then...	Sanction,	<ul style="list-style-type: none"> Changes the status to Curing Sanction. Informs the DFCS Partnership SW and the DFCS CalWORKs Liaison of the sanction status and the need for the client to attend an Orientation.
		If client's status is....	Then...			
Sanction,	<ul style="list-style-type: none"> Changes the status to Curing Sanction. Informs the DFCS Partnership SW and the DFCS CalWORKs Liaison of the sanction status and the need for the client to attend an Orientation. 					
<ul style="list-style-type: none"> Requests the case from Case Management, if appropriate, or Assigns the case to the appropriate Partnership EC. 						
6.	Partnership EC	<ul style="list-style-type: none"> Refers the client to Orientation as a drop in. Receives original SCD 1811 from the DFCS social worker that includes the recommended FR activities. Conducts case conference with the client and the DFCS social worker, if available. Reviews the WTW plan with the parent and identifies the plan components and services that are appropriate to incorporate into the Family Reunification (AB 429) plan. Sends a copy of the revised SCD 1811 to the DFCS social worker if the SW is not able to attend the meeting. Monitors the parents' participation in CWES activities. 				
		<table border="1"> <thead> <tr> <th>If the client's status is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	If the client's status is...	Then...		
If the client's status is...	Then...					

Step	Who	Action		
6.	Partnership EC continued...	Curing Sanction and does not show up for the orientation...	<ul style="list-style-type: none"> Obtains the original SCD/SCZ 1811 from the DFCS social worker. Issues supportive services for the FR activities. Mails WTW 34 NOA. Sends SCD 1811 and WTW 34 to IDM. Documents in Maintain Case Comments that this client is AB 429 whose FR plan is being used in lieu of the WTW Plan. 	
		<ul style="list-style-type: none"> Continues open communications with the DFCS social worker regarding the client's progress, issues, resources, etc. Documents Maintain Case Comments, as appropriate. 		
		If the client...	Then...	
		Fails to show up for an orientation, is not in a sanction or curing sanction status, and there is no current WTW Plan	<ul style="list-style-type: none"> Does NOT initiate non-compliance nor sanction the client. Obtains original SCD 1811 from the DFCS social worker. Schedules DFCS activities in CalWIN Issues supportive services Mails WTW 34 notice. Sends the SCD/SCZ 1811 and WTW 34 to IDM. 	
		Has agreed to an FR Plan and a WTW Plan and later fails to participate with the WTW activities...	<ul style="list-style-type: none"> Does NOT initiate non-compliance nor sanction the client. Contacts the client to determine good cause. Stops the supportive services for the activit(ies) the client is no longer attending. Continues supportive services for the activities the client actually attends (DFCS activities). Communicates with the DFCS social worker regarding the non-cooperation. 	
7.	Partnership EC and DFCS SW	<ul style="list-style-type: none"> Meets with the client for purposes of case planning. 		
8.	DFCS Social Worker	<ul style="list-style-type: none"> Notifies the Partnership EC of any relevant changes affecting the parents' ability to participate in the WTW program, reunification plan services, or that reunification has occurred. At six-month intervals completes the SCD/SCZ 1811 and e-mails it to the Common Cases mailbox to request a six-month extension. 		

Step	Who	Action
9.	DFCS Cal-WORKs Liaison	<ul style="list-style-type: none"> • Contacts the EW to let him/her know the reunification status. • Informs the client that the EW will be contacting him/her when reunification occurs. • Sends e-mail to CCS Continuing Priority address flagged as "Urgent" to open a TMT request when reunification occurs. • Transfers the case to the Closed Case Bank when the ES status closes.
10.	EW	<ul style="list-style-type: none"> • Contacts the client to schedule an appointment to reestablish aid, or • Discontinues the case when there is no longer a reunification plan
11.	Client	<ul style="list-style-type: none"> • Receives notification for appointment. • Comes into the office for a scheduled interview with the EW.
12.	EW	<ul style="list-style-type: none"> • Conducts interview. • Gathers all necessary verifications. • Runs EDBC and authorizes aid. • Indicates the disposition on the SCZ 1812, signs it, and forwards a copy to the DFCS CalWORKs Liaison.
13.	DFCS Cal-WORKs Liaison	<ul style="list-style-type: none"> • Receives SCZ 1812 indicating CalWORKs is open. • Ensures the Partnership EC is informed and collaboration with the SW has occurred.

20.15.26 Procedures for Family Reunification (AB 429) Cases (Identified at Orientation)

The following are procedures when a client is identified as a participant in the Family Reunification (AB 429) program at the point of CWES Orientation.

Step	Who	Action
1.	Employment Counselor	<ul style="list-style-type: none"> Identifies the client as a participant of Family Reunification Program (AB 429). Proceeds with the Orientation presentation. Explains to the client that the case will be transferred to the Partnership EC who will contact him/her for an appointment. Informs the Scheduling Supervisor
2.	Scheduling Supervisor	<ul style="list-style-type: none"> Reviews the AB 429 case. Contacts the Partnership EC Supervisor. Refers the case to the Partnership EC Supervisor.
3.	Employment Counselor	<ul style="list-style-type: none"> Forwards the orientation packet to the Partnership EC.
4.	Partnership EC Supervisor	<ul style="list-style-type: none"> Notifies the DFCS CalWORKs EW. <p>Note: The DFCS CalWORKs EW will follow procedures in 27.28.2 step 4 above.</p> <ul style="list-style-type: none"> Assigns the case to the Partnership EC.
5.	Partnership EC	<ul style="list-style-type: none"> Receives the orientation packet. Contacts the client for an appointment. Obtains original SCD 1811 from the DFCS social worker. Follows procedures in 27.28.2 step 6 above.

Terminating Family Reunification (AB 429) Cases

At the termination of the AB 429 case, the CWES case can take different paths:

1. If the family reunites and the DFCS social worker continues to work with the family, the indicator code is updated to identify the case as Family Maintenance (FM) and remains with the Partnership EC if the case continues to meet the Common Case criteria. When the DFCS closes the FM case, the partnership EC transfer the case to CWES Continuing Case Management if eligible as the case no longer meets the Common Case criteria.

2. If the family fails to reunite, the DFCS social worker closes the case. The Benefits case closes which causes the WTW status to change to "Ineligible". After 30 days, the case automatically closes and is sent to the Closed Case Bank.

20.16 Dependency Wellness Court (DWC)

The Dependency Wellness Court (DWC) is a collaboration between the Social Services Agency's Department of Family and Children's Services (DFCS), the Department Employment and Benefit Services (DEBS), Superior Court, Juvenile Defenders, Department of Alcohol and Drug Services, Mental Health Department, the District Attorney's Office, and First 5 Santa Clara County. The target population is methamphetamine or other substance-using parents whose use has placed their children in or at risk of out-of-home placement.

20.16.1 Procedures

There are two different procedures for setting up a DWC case depending on whether the children are in the home or they have been removed from the home.

When children are in the home use the following procedures:

Step	Who	Tasks/
1.	DFCS Cal-WORKs Liaison	<ul style="list-style-type: none"> Assesses the case to establish the current level of benefits. If the CalWORKs case is open, review the case for possible corrections. If corrections are required, contact the DEBS Liaison in the District Office where the case is assigned. If the CalWORKs case is not open, proceed to Step 3.
2.	DEBS Liaison	<ul style="list-style-type: none"> Follows up with the case corrections required. Notifies the DFCS CalWORKs Liaison once the corrections have been made.
3.	DFCS Cal-WORKs Liaison	<ul style="list-style-type: none"> If the CalWORKs case is not open, contacts the client and/or Social Worker/Mentor Mom to determine if the client is potentially eligible for cash assistance/ CalFresh/Medi-Cal. If the client is potentially eligible, completes the "CalWORKs/DFCS Intake Referral"(SCZ1812) and instructs the client to apply at the nearest Intake Office.
4.	DEBS Intake	If an intake appointment is not available within three to five working days, DFCS referrals must be given priority assignment.

When children are not in the home, use the following procedures:

Step	Who	Tasks						
1.	DFCS Cal-WORKs Liaison	<ul style="list-style-type: none"> Identifies the parent(s) as FWC clients. Assesses the case to establish the current level of benefits. If the CalWORKs case is closed because the children were removed, contact the Social Worker to determine if the client is potentially eligible for Family Reunification (AB 429) Services. <p>If there was no DEBS case open prior to the child(ren)'s removal, proceed to Step 3.</p>						
2.	DFCS Social Worker	If parent(s) are eligible for AB 429 services, sends a completed copy of the SC 1812 to Common-Case@ssa.sccgov.org to initiate AB 429 services.						
3.	DFCS Cal-WORKs Liaison	<table border="1"> <thead> <tr> <th>If the case...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>is open,</td> <td>Informs the DEBS Continuing Office to follow BEnDS 2009-05 to set up a Family Reunification (AB 429) case.</td> </tr> <tr> <td>is closed,</td> <td>Follows CP H/B 27.25 page 27-20</td> </tr> </tbody> </table>	If the case...	Then...	is open,	Informs the DEBS Continuing Office to follow BEnDS 2009-05 to set up a Family Reunification (AB 429) case.	is closed,	Follows CP H/B 27.25 page 27-20
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is closed,	Follows CP H/B 27.25 page 27-20							
<p>If there was no DEBS case open prior to the child(ren)'s removal, contact the client and or the Social Worker/Mentor Mom to determine if the client is potentially eligible for CalFresh (CF) and/or General Assistance (GA). If the client is potentially eligible for CF/GA, complete an SCZ 1812 and instruct the client to apply at the nearest Intake Office.</p>								
4.	DEBS Intake	If an intake appointment is not available within three to five working days, DFCS referrals must be given priority assignment.						

