

1. WTW 24-Month Time Limit

1.1 Time Limit Overview

Effective January 1, 2013, Senate Bill (SB) 1041 eliminated the CalWORKs Welfare-to-Work (WTW) core/non-core requirements, and established a new WTW 24-Month Time Clock that is effective January 1, 2013. This time clock places a limit of 24 months in which an aided adult in the Assistance Unit (AU) is able to participate in WTW activities, unless the participant meets a condition that stops time (exemption or exception) or adds time (extender) to the WTW 24-Month Time Clock. Activities that meet CalWORKs federal standards do not count towards the participant's WTW time clock.

1.2 Determination of Participation Requirements

The assignment of participation hours to CalWORKs clients are based on the following three factors:

- The number of parents or caretaker relatives included in the AU,
- The age of the child(ren) in the AU, and
- The basis for deprivation (unemployment or incapacity) of the child(ren) in the determination of eligibility for two-parent AUs.

[Refer to CalWORKs Handbook, [“AU Composition” on page 25-1](#) for additional information on determination of AU Composition.]

1.2.1 Participation Hours

Hourly participation requirements are determined by an average number of hours per week during the month. The methodology used to calculate the average number of hours per week in the month depends on whether the client is scheduled to meet the CalWORKs minimum requirements under the WTW 24-Month Time Clock; or if the client is scheduled to meet the CalWORKs federal standards participation requirements.

Some families with two adults in the home may have a different participation requirement during the 24-month period compared to the CalWORKs federal standards period. [Refer to [“Households with Two Adults,” page 1-16](#)] for household scenarios.]

1.2.2 CalWORKs Activity Hours

The CalWORKs minimum weekly hours of participation in WTW activities is aligned with the federal hourly requirements, which reduces participation requirements for single parent families. These minimum standards are based on a weekly average:

- 20 hours per week for a one-parent AU with a child less than six years old



Note:

The 20-hour per week participation requirement also applies to one-parent AUs with a child in the home who is not on aid such as due to SSI/SSP.

- 30 hours per week for a one-parent AU with no child less than six years of age (6 years and older)
- 35 hours per week for a two-parent AU where the basis for deprivation is unemployment (both parents may share the hours)



Note:

When one parent becomes eligible for a WTW disability exemption, the WTW hourly participation requirement must be changed effective in the month in which the disability is granted.

1.2.3 Averaging Methodology

When a client is scheduled to meet the CalWORKs minimum requirements under the WTW 24-Month Time Clock, CalWIN calculates the weekly average hours using a factor of 4.33. Refer to CalWIN Release 44 Highlights for illustration of calculations when activities are scheduled to begin after the 1st of the month or scheduled to end prior to last day of the month.

1.2.4 WTW Plan Development

When developing the length of the WTW Plan, the age of the child needs to be considered to ensure that the date the next plan is developed is aligned with the family's required hours of participation. The Employment Counselor (EC) should inform participants of the potential impact to supportive services such as reduction of certified need for child care when participation hours are reduced to 20 hours per week.

1.3 Federal Work Participation Requirements

The federal work participation requirements and federal Work Participation Rate (WPR) computation rules remain unchanged with SB 1041. This means that mandatory participants are subject to federal WPR regardless of type of plan (CalWORKs federal standards or CalWORKs time limited minimum requirements) is signed. However, by following the existing flow process when assigning activities and developing WTW Plans, clients will make the best of their time because the existing flow process is designed to assist not count time towards the WTW 24-Month Time Clock.

1.3.1 Federal WPR

When a family signs a WTW Plan that meets the CalWORKs federal standards, time does not count towards the CalWORKs WTW 24-Month Time Clock. The federal work requirements is based on a weekly hourly average during the month as follows:

- 20 hours per week for a single parent family with a child less than six years of age, of which 20 hours must be in core activities.
- 30 hours per week for a single parent family with no child less than 6 years of age (6 years and older), of which 20 hours must be in core activities.
- 35 hours per week for a two parent family (both parents may share the hours), of which 30 hours must meet in core activities.

[Refer to “CalWORKs federal Standards,” page 1-8] for additional information on CalWORKs federal standards that closely resemble federal rules.]

1.3.2 Averaging Methodology

When the client is scheduled to meet CalWORKs federal standards, the methodology used to calculate the average number of hours per week in the month is done by adding the total number of participation hours in each activity and dividing each sum by 4.33, and then rounding the quotient to the nearest whole number. The quotients for the activities are added to determine total average hours.



Example:

Client is a single parent, with a 7-year old child, employed part-time with an alternating work schedule working 30 hours the first and third weeks of the month, and 10 hours the second and last weeks of the month. She also attends ABE two hours each day Monday through Friday. For June, she met the weekly average core with **21** hours and total average hourly with **31** hours.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly total
5 PTE	5 PTE 2 ABE	5 PTE 2 ABE	5 PTE 2 ABE	2 ABE	5 PTE 2 ABE	5 PTE	30 PTE 10 ABE
	2 ABE	2 ABE	2 ABE	2 ABE	5 PTE 2 ABE	5 PTE	10 PTE 10 ABE
5 PTE	5 PTE 2 ABE	5 PTE 2 ABE	5 PTE 2 ABE	2 ABE	5 PTE 2 ABE	5 PTE	30 PTE 10 ABE
	2 ABE	2 ABE	2 ABE	2 ABE	5 PTE 2 ABE	5 PTE	10 PTE 10 ABE
5 PTE	5 PTE 2 ABE						10 PTE 2 ABE
Monthly Total							90 PTE 42 ABE

PTE hours (core) (90 / 4.33) is 20.78 rounded = **21**

ABE hours (non-core) (42 / 4.33) is 9.69 rounded = **10**

Sum of average weekly hours **= 31**

1.3.3 Federal WPR for Two-Parent Assistance Units

Unless exempt from participation, in order for adults in a two-parent AU to meet the federal WPR Two-Parent and the All-Families WPR requirements, ALL of the following conditions must be met:

- To meet the Two-parent rate, the AU must have a combined total of 35 hours per week, of which 30 weekly hours must be in core activities. The 30 core hours may be split between both parents.
- To meet the All-Family rate, one of the two parents in the AU must participate at least 30 hours per week, of which 20 must be in core activities.
- To meet both rates (Two-Parent and All-Family), the AU must have a combined total of 35 weekly hours, of which 30 must be in core activities and one of the two parents must participate at least 30 hours per week of which 20 must be in core activities.

Two-Parent Federal Rate

Although two-parent families must meet both rates to meet federal WPR, the family only needs to meet the CalWORKs federal standards of the Two-parent rate for time not count towards the WTW 24-Month Time Clock.



Note:

Non-compliance will not be initiated if a participant is not meeting federal WPR or the CalWORKs federal standards, as long as they are meeting the minimum CalWORKs hourly requirement of 20/30/35 hours per week during the 24-month time-limited period.

1.3.4 Pregnant Women Only (PWO) AUs

Pregnant Women-Only (PWO) age 19 or older, with no other eligible children in the home, are eligible for CalWORKs starting in the second trimester of pregnancy. Pregnant 18-year olds with no other eligible children in the home, who have obtained a high school diploma or its equivalent, are eligible for CalWORKs anytime upon verification of pregnancy.

CalWORKs Minimum Standards (24-Month Period)

For the purpose of meeting CalWORKs minimum standards only, the participation requirement for PWOs is aligned with the participation requirement for single-parent AUs with a child under six. A PWO client who has time remaining on the WTW 24-Month Time Clock has an average weekly participation requirement of 20 hours per week.

CalWORKs Federal Standards

Due to federal limitations to which CalWORKs regulations are aligned, only a single parent family with a child under age six can be deemed to be meeting work participation requirements with an average weekly 20-hour requirement. Since a PWO consists solely of an aided pregnant woman and is treated as an AU of one, she is not considered a single-parent family with a child under age six for federal work participation purposes. Therefore, a PWO client has an average weekly participation requirement of 30 hours, of which 20 must be in core activities.

1.4 Time Clock Implementation

No months prior to January 1, 2013 count towards the WTW 24-Month Time Clock. Months that count toward the WTW 24-Month Time Clock are cumulative, not necessarily consecutive, and are not necessarily the first 24 months while receiving cash assistance. These cumulative WTW months are

during an individual's lifetime of CalWORKs cash aid. The clock is designed to stop and start each month depending on each participant's level of participation and type of WTW plan.

1.4.1 CalWIN Automation

Effective February 29, 2016, with Release 44, CalWIN automates the meeting CalWORKs federal standards exception of the WTW 24-Month Time Clock.

1.4.2 CalWORKs TOA

The WTW Time Clock does not affect an individual's CalWORKs 48-month Time on Aid (TOA). If clients reach their 48-month CalWORKs time limit prior to exhausting their WTW 24-month time limit, they are not entitled to continue receiving WTW services (including WTW 24-Month Time Clock extenders).

1.4.3 Individual Time Clock

The WTW Time Clock follows the individual, not the family. If a client moves from one AU to another, his/her WTW 24-Month Time Clock moves with him or her. Clients do not get a new WTW 24-Month Time Clock by moving to a different AU.

1.4.4 Break in Aid

Clients who have a break in aid longer than 30 days upon return to aid will develop a new or amend WTW Plan. The WTW 24-Month Time Clock will begin, or resume, the first of the month after the client signs a new WTW Plan, unless meets a condition that does not count time.

When a client has a previous WTW Plan signed date in CalWIN and is approved cash aid after a break in aid, the WTW 24-Month Time Clock begins to count time beginning when cash is approved. This period of time meets a condition to stop the WTW time clock and is referred to as "Development of a WTW Plan" and the clock history is to be changed from "Ticking" to "Not Ticking with new activity entitled "Engagement Process."

A client with a break in aid of less than 30 days who had an active WTW Plan when the client left aid will continue in his or her plan, as appropriate, and the WTW 24-Month Time Clock would resume unless the client meets a condition that stops the WTW 24-Month Time Clock.

1.4.5 Cash Aid Less Than \$10

Individuals receiving a cash grant of less than \$10 is still in the AU and subject to the WTW time clock, unless he/she meets an exception or condition that does not count time toward the WTW clock.

1.5 Sanction Versus Penalty for WTW Time Clock

The WTW 24-Month Time Clock applies to all clients who are required to participate in the WTW program. Individuals who have been penalized, such as those whose needs have been removed due to a school attendance penalty, or failed to cooperate with Child Support, are still in the AU and subject to WTW participation requirements and the 24-Month Time Clock.

Individuals who have been sanctioned, such as those with a WTW Sanction or failed to assign Child Support Rights are sanctioned (not penalized), thus removed from the AU, are not subject to WTW participation requirements or the WTW time clock.

**Note:**

Clients in a WTW compliance plan are not sanctioned, and the regular process for counting months toward the WTW 24-Month Time Clock would apply.
[\[Refer to “Second Parent Sanctioned,” page 1-18\]](#) for additional information.

1.5.1 Individuals Exempt from the WTW Clock

The following additional individuals are not subject to the WTW 24-Month Time Clock:

- Adults who have exceeded the CalWORKs 48-month Time on Aid (TOA) limit
- Fleeing felons
- Ineligible non-citizens
- Non-needy caretaker relatives
- Individuals receiving Social Security’s Supplemental Security Income (SSI).
- An adult who has been sanctioned due to an Intentional Program Violation (IPV) prior to July 1, 1998 has been removed from the AU.

**Note:**

Individuals whose needs are removed, such as due to an IPV after July 1, 1998, is still in the AU and is subject to the WTW 24-Month Time Clock, unless he/she meets a condition or exception that does not count toward the WTW clock.

- 16 or 17 year-old non-parenting dependent teens, regardless of his or her school attendance, are not subject to the WTW 24-Month Time Clock.

1.5.2 Exempt Volunteers

When completing the WTW 2 for volunteers, complete the federal core side when the activity/hours meet CalWORKs federal standards, or the CalWORKs side when the activity/hours do not meet CalWORKs federal standards. Exempt volunteers qualify for an exception or condition that does not count time toward the WTW 24-Month Time Clock.

1.6 Exceptions to the WTW 24-Month Time Clock

Months starting with January 1, 2013, in which an individual meets any one of the following conditions (exemption or exception), do not count towards the WTW 24-month time limit:

- Meeting the CalWORKs federal standards of the federal work participation requirements
- Participating in Job Search
- Excused Second Parent
- Good Cause has been determined for not meeting participation requirements
- Is a Cal-Learn participant
(Teen in senior parent's case or head of household teen)
- In WTW Appraisal, Assessment, or otherwise in the process of developing a WTW Plan
- Granted a WTW exemption
- Has not been re-engaged from the young child exemptions that ended December 31, 2012
- Has been granted a Domestic Abuse waiver

1.6.1 CalWORKs federal Standards

Federal WPR rules remain unchanged with SB 1041. Clients will continue to be selected as part of the monthly E2Lite and RADEP samples that are used to compute federal WPR. However, for the purpose of the WTW 24-Month Time Clock, California has adopted minor variations to WPR provisions that do not count time towards the WTW 24-Month Time Clock. This provision is based on meeting the CalWORKs federal standards of WPR, which may result in circumstances whereby a client may not meet federal WPR for the review month and have the same month not count towards the WTW 24-Month Time clock. The CalWORKs federal standards are:

- Activities and hours meet the federal core/non-core requirements
[Refer to [“Core and Non-Core WTW Activity Requirements,” page 9-7](#)] for federal listing.

- Clients in unpaid work activities such as WEX and CS whose hours are limited by FLSA, are determined to have met the core requirement through “deeming” as long as the balance of hours (core in another activity or non-core activity) meet the 20/30/35 weekly participation requirements.
- For Vocational Training (VTR), the client has not exceeded the federal limitation.
Note: With SB 1041, clients do not get a restart of their VTR clock.
- For Job Readiness activities, the client’s participation has not exceeded the federal limitations of no more than 12 weeks in the preceding 12-month period and 4 consecutive weeks. When California is NOT defined as a Needy State, the limit cannot exceed 6 weeks in the preceding 12-month period.
Note: California currently meets definition of Needy State.
- The number of core/non-core hours (20, 30 or 35) is based on scheduled weekly hours; actual hours are entered for the month to change the exception from not scheduled to meet to have actually met for the month.

[Refer to “Households with Two Adults,” page 1-16] for AU scenarios under CalWORKs federal standards.]

1.6.2 VTR Limit for Federal WPR

VTR is countable as a federal activity that is limited to a 12-month lifetime maximum for mandatory participants. For exempt volunteers and excused second parents, time does not count towards the WTW 24-Month Time Clock and 12-month VTR Time Clocks.

To preserve the 12-month VTR limit, when a mandatory participant is enrolled in a concurrent activity that meets federal core, use Job Skills Directly Related to Employment (has GED/HS Diploma) or Education Directly Related to Employment activity (no GED/HS Diploma); for exempt volunteers, also use Job Skills/Education Directly Related to Employment.

For federal WPR, a county’s population cannot exceed the federal 30 percent limit on the number of families in educational related activities. However, CalWORKs has adopted no limit that mirrors the federal 30 percent limitation on the number of individuals participating in vocational education and teens participating in secondary school or education directly related to employment that can count toward the federal WPR numerator. As a result, the federal 30 percent limit will have no effect on the number of clients who may engage in education before and after the expiration of their WTW 24-Month Time Clock.

1.6.3 Job Search Exception

Participation that includes a Job Search activity may stop a client’s WTW 24-Month Time Clock when any one of the following three conditions is met:

- **Condition #1:** The client is participating in activities, including Job Search or Job Readiness, that meet CalWORKs federal standards. To meet CalWORKs federal standards, Job Search and Job Readiness is limited to 4 consecutive weeks, not to exceed 12 weeks, in the preceding 12 months.

[Refer to “Participation Requirements,” page 5-2]] for additional Job Readiness information.

- **Condition #2:** The client is participating in Job Search as part of the development of his or her WTW plan. [Refer to “Scheduled Hours of Participation,” page 5-9] for additional information.] Note: In a two parent family, the 50% provision can be shared between both parents, when they each participate in Job Search.
- **Condition #3:** The client is participating in a WTW Plan where Job Search is at least 50% of the client’s participation hours in the month. This is allowed for two months in a 12-month period and the client must first exhaust his or her federally countable Job Search allowance, as discussed in Condition #1 above.



Example:

Condition #3: Jane is a single parent with a child under six. Jane became employed after Job Search and has exhausted her Job Readiness time limit. She is meeting her 20-hour per week participation requirement through her employment. Jane is laid off at work and asks the worker to allow her to participate in Job Search so that she can find a new job. The worker and Jane immediately develop a new WTW plan that allows her to participate in Job Search 20 hours a week for two months. Jane begins her job search activity on July 1, 2013, finds a new job on July 19, 2013, and begins working in her new job on July 22, 2013. Jane had already exhausted her federally allowable Job Search participation prior to being laid off, but the worker will still not count the month of July 2013 toward her WTW 24-Month Time Clock. This is based on the fact that she met the requirements as per **Condition #3** above; that is, she participated in a WTW Plan where Job Search was her primary activity accounting for more than 50 percent of her hours that month and she had yet to exhaust her two month limit for this condition.

Two Parent Families

Each parent has his or her own WTW 24-Month Time Clock. Months do not count toward either parent’s WTW 24-Month Time Clock when one or both parents are meeting the 35-hour two-parent CalWORKs federal standards, based on participation in Job Search or Job Readiness, as per **Condition #1**.

When time is not counted toward the first parent’s WTW 24-Month Time Clock due to Job Search participation consistent with **Condition #2**, months would be counted toward the second parent’s WTW 24-Month Time Clock based on that second parent’s status or participation, not the first parent’s participation.

When time is not counted towards the first parent’s WTW 24-Month Time Clock due to Job Search participation consistent with **Condition #3**, months would be counted toward the second parent’s WTW 24-Month Time clock based on that second parent’s status or participation, with the exception of the

situation where the first parent is otherwise meeting the entire families 35-hour two-parent participation requirement. In that case, the second parent would be excused from participation and time would not count toward the second parent's WTW 24-Month Time Clock.

[Refer to “Two-Parent Assistance Unit (AU) Chart,” page 1-19]] for policy on excused second parent.



Example:

Condition #3: Jill and Tom are a two-parent family, with an eight year old child and 35 hour per week participation requirement. Jill works 20 hours per week and Tom works 15 hours per week, thereby fulfilling their WTW participation requirement (Two Parent rate only---for CalWORKs federal standards, two parent AUs do not also have to meet the All-Family rate). Jill is laid off at work and asks the worker to allow her to participate in Job Search so that she can find a new job. The worker and Jane immediately develop a new WTW plan that allows her to participate in Job Search 20 hours a week for two months. Jill begins her Job Search activity on July 1, 2013, finds a new job on July 19, 2013, and begins working in her new job on July 22, 2013. Jill had already exhausted her Job Readiness time limit prior to being laid off. The worker will still not count the month of July 2013 toward her WTW 24-Month Time Clock. This is based on the fact that she met the requirements of **Condition #3** above; that is, she participated in a WTW Plan where Job Search was her primary activity accounting for more than 50 percent of her hours that month and she had yet to exhaust her two month limit for this condition. However, Tom's WTW 24-Month Time Clock was running in the month of July because he continued to only be employed for 15 hours a week. If in the month of July, Tom had changed his participation in order to allow the family to meet the 35-hour two-parent CalWORKs federal standards, then the month would not have counted toward his WTW 24-Month Time Clock.

1.6.4 Excused Second Parent

When one parent in a two-parent family fully meets the 35-hour participation requirement (regardless if a CalWORKs time limited or CalWORKs federal standards of WPR WTW Plan is signed by first parent), the second parent may be excused from WTW participation. In this situation, regardless of whether the excused parent chooses to participate, time does not count towards the excused parent's WTW 24-Month Time Clock until or unless the mandatory parent fails to fully meet the 35-hour participation requirement. The activity “Excused 2nd Parent” activity must be added to stop the clock for the second parent.

When the excused second parent chooses to participate in additional hours beyond the minimum hourly requirement for two-parent AUs, time will not count towards the second parent's WTW 24-Month Time Clock regardless of whether CalWORKs federal standards are met by the first parent or both parents.

If the mandatory and excused second parent's combined number of hours and activities is such that the family meets the CalWORKs federal standards, then the mandatory parent's WTW 24-Month Time Clock will also stop.

If both parents share hours to meet the minimum 35-hour participation requirements, then time counts towards each parent's WTW 24-Month time Clock.

1.6.5 Good Cause Exception

A calendar month in which a client is given good cause for not participating in WTW for at least 50 percent of his or her hourly work participation requirement will not count towards the WTW 24-Month Time Clock. This exception only applies to clients who have signed a time-limited plan (clients who have signed a CalWORKs federal standards plan have a plan that prospectively stops the clock). To stop the clock for client who has signed time limited plan, select activity status "WTW Good Cause" from the **Maintain Participant Activity** window.



Example:

Client is participating in a time-limited plan that includes part-time employment for 10 hours per week and GED for 20 hours per week. Client missed work one day (i.e. due to a flat tire), but continues to participate in WTW for the remainder of the month. Since client missed only one day, the good cause exception does not apply because client continued to participate 50% or more for the month. The WTW 24-Month Time Clock will count for the month.



Example:

A single dad with a child less than 6 years is participating in a time-limited plan with GED for 20 hours per week. Client reports to his worker on April 25 that he was homeless and not participating from April 1 through April 24. He obtained new housing and resumed GED. Since client had good cause for at least 50% of total participation for the calendar month, but less than 30 days, good cause is granted through the **Maintain Participant Activity** window by adding "WTW Good Cause" activity status from April 1 through April 24.



Note:

The WTW activity status of "WTW Good Cause" is not to be added when client is participating in WTW Plan that meets CalWORKs federal standards. Good cause periods of 30 days or more, which stop the WTW time clock, is entered through the CalWIN Registration window for clients who have signed a time-limited or CalWORKs federal standards plan.

1.6.6 Teen Parent Exception

Months do not count toward the WTW 24-Month Time Clock any time the teen parent meets one of the following conditions:

- **Condition #1:** The teen parent is eligible for Cal-Learn.

- **Condition #2:** The teen parent is not eligible for Cal-Learn, but meets another condition that would allow months to not count toward the WTW 24-Month Time Clock, such as a WTW exemption, or meeting CalWORKs federal standards.

**Note:**

Single head of household teen parents or married teens under the age of 20 who are making satisfactory progress in secondary school or who are participating in education directly related to employment for an average of at least 20 hours per week are meeting CalWORKs federal standards, which causes time not to count toward the WTW 24-Month Time Clock.

1.6.7 WTW Plan Development Exception

When a client completes a WTW plan and does not have a new or amended WTW plan ready to sign, he or she is in the process of developing a WTW plan. Months in which the client is developing a new or amended WTW plan do not count toward the WTW 24-Month Time Clock until the month after the client signs a new WTW plan. To stop the clock enter “Engagement Process” activity using “*Provider Not Specifi*” (provider ID 2027). An exception would be if a client’s WTW plan ends and he or she signs a new or amended WTW plan in which his or her activities do not actually start before the first of the following month after the WTW plan is signed. In this case, the client should be given good cause for not participating and time would not count toward his or her WTW 24-Month Time Clock until the first month that the activities are available and account for at least 50 percent of the client’s participation hours in the month.

1.7 New CalWORKs Recipients

Beginning January 1, 2013, no months count toward the WTW 24-Month Time Clock for clients approved CalWORKs cash aid until they sign a WTW Plan. Time begins counting the first of the month following the date the WTW Plan is signed, unless the participant meets an exception or condition that stops the WTW 24-Month Time Clock. The revised WTW 2 form (WTW Plan) must be used for all new participants approved cash aid beginning January 1, 2013.

1.8 Counting Time Based on Scheduled Hours

Scheduled hours, as agreed upon and signed by the client and EC in the WTW Plan, will be used to determine whether to count months toward the client’s WTW 24-Month Time Clock. Unless the EC receives verification that the client participated in fewer than the scheduled hours in the signed plan or the EC otherwise determines that a client is not meeting the CalWORKs federal standards, months will not be counted toward the WTW 24-Month Time Clock.

There are two distinct categories of clients:

- Those whose WTW plans are designed to automatically count current and prospective months toward the WTW 24-Month Time Clock due to the mix of activities and/or hours in their WTW plan. This group is comprised of clients who are participating in expanded WTW activities that do not meet the CalWORKs federal standards; and
- Those whose plans do not automatically count current and prospective months on the WTW 24-Month Time Clock due to the activities and hours in their WTW plan. This second group is comprised of clients whose WTW plans are designed to meet the CalWORKs federal standards (core/non-core activities and hours).



Note:

The use of scheduled hours to calculate the WTW 24-Month Time Clock is not intended to change or alter existing county policy and procedures for verification of attendance or the noncompliance process.

1.8.1 Plans Not Scheduled to Meet

When a client has signed a WTW Plan that includes activities and hours that do not meet CalWORKs federal standards, time counts towards the WTW 24-Month Time Clock. This computation is based on scheduled hours. When the EC receives verification that indicates the client has participated in hours and approved activities that meet CalWORKs federal standards, then actual hours can be entered to retroactively restore months to the WTW 24-Month Time Clock based on meeting CalWORKs federal standards. If the client indicates, or if the EC has information that this change is ongoing, then new WTW Plan should be completed, or existing WTW Plan amended, as appropriate.



Example:

Jane is a single mom with a 10 year-old child. She has been working 16 hours each week. She also attends General Education Development (GED) classes for a total of 14 hours a week. These months have been counted toward her WTW 24-Month Time Clock, since she is not meeting the 20-hour core requirement for meeting the CalWORKs federal standards. However, Jane's job offers her more hours, and she begins working 20 hours per week starting June 1 and she chooses to continue her education hours. Jane's new participation meets the CalWORKs federal standards, since she is meeting the 20-hour core requirement. She reports this change to her EC on July 5 and submits verification. Upon receipt of the verification, Jane's WTW 24-Month Time Clock is adjusted retroactively to account for the one month (June) that she met the CalWORKs federal standards. If Jane's verification shows that this is ongoing (such as work a schedule for several months) the EC should ask Jane to sign a new WTW plan designed to meet the CalWORKs federal standards for activities (core/non-core) and hours prospectively. If Jane's verification does not show that she would meet CalWORKs federal standards on an ongoing basis, but she continues to submit verification of hours that meet the CalWORKs federal standards, these additional months will not count toward her WTW

24-Month Time Clock and would be adjusted retroactively to only those months. If Jane has not otherwise asked for a WTW plan change, at the next regularly scheduled appointment, the EC should ask Jane if she wishes to revise her WTW plan.

1.8.2 Plans Scheduled to Meet

Scheduled hours are used to determine months that will not count toward the WTW 24-Month Time Clock. When the EC receives verification or determines that a client is no longer participating in the hours and activities that meet CalWORKs federal standards, time begins counting towards the time clock the first of the month following the date the EC received the verification or otherwise determined the client did not meet CalWORKs federal standards. To generate the “Ticking” of the time clock for the future month, change scheduled hours for the activity to zero (0), or update the activity status to that of an end activity status type such as “End Before Expected,” or “End-Unsatisfactory Participation.”

If the compliance process is initiated, and the WTW 24 Month is to begin counting for future month, scheduled hours should be changed to zero. Months in which CalWORKs federal standards are met through participation in a compliance plan will not count toward the client’s WTW 24-Month Time Clock. After a compliance plan has been completed or a sanction has been cured, counting months on the WTW 24-Month Time Clock will again be based on the existing or new WTW plan.



Example:

Sharon is a single parent with three children, ages seven, eight and nine. She has been participating in Work Experience for 30 hours. On June 10, the EC is informed by the worksite supervisor that she stopped attending. On June 13, the EC triggers the “Welfare-To-Work 24-Month Time Clock Notice” (WTW 38) by updating scheduled hours to zero (0). The WTW 38 indicates that time will begin counting July 1. Along with the WTW 38, the NONC notice (NA 840) and “Request for Good Cause Determination” (WTW 27) with an appointment for June 21 to meet with her worker to discuss her participation, is mailed. On June 20, Sharon calls her EC to reschedule her appointment and a new appointment is set up for July 3. Sharon does not show up for her appointment on July 3. The EC calls the client to determine if Sharon had good cause for missing her appointment. Sharon is not home at the time of the call, so the EC leaves her a voice mail message to contact her worker. Sharon does not contact her worker. The EC initiates the WTW sanction and Sharon is removed from the Assistance Unit (AU) effective August 1. The month of July counts towards the WTW 24-Month Time Clock. CalWIN does not count the month of August toward Sharon’s WTW 24-Month Time Clock or any of the months in which Sharon continues to be removed from the AU due to her WTW sanction status.



Example:

John is a single parent with a child seven years old. The client is attending Vocational Education Training 20 hours per week and working part-time 20 hours per week. The EC receives notification from the Community College Liaison that the client is attending school, but not making satisfactory progress due to his class grades dropping. In this example, since client is

still attending school, only the NA 840 is issued, without triggering the clock to tick. The activity statuses of No Show and Non-Compliant are considered opened activity statuses that do not trigger the clock to begin “Ticking.”

1.9 Households with Two Adults

Not all households with two aided adults in the home have a 35-hour per week participation requirement. Based on the status of one adult or parent, the AU is considered a single-parent AU or a two-parent AU. Weekly participation requirements during the 24-Month Time Clock period and during the period meeting CalWORKs federal standards may also be different based on the status of one of the parents/adults. Since each parent/adult is subject to his/her own WTW 24-Month Time Clock, time may count differently for each adult/parent based on various factors.

The participation requirements below reflect the minimum standards during the 24-Month Time Clock period and the period for meeting the CalWORKs federal standards of WPR for different AU parents' statuses.

1.9.1 Both Parents Aided/Mandatory

Families that include two aided natural or adoptive parents are considered two-parent AUs, in which adults are required to participate 35 hours per week when the basis for deprivation of the child(ren) is due to unemployment. During the WTW 24-Month Time Clock period, the adult must participate 35 hours per week in whole or shared by the second parent to comply with the minimum requirements.

To meet CalWORKs federal standards, 30 of the 35 hours must meet core requirements. These hours can be shared between the aided parents, and when federal standards are met by one parent alone or by both parents combined, time does not count towards both parents WTW 24-Month Time Clocks. However, if both parents participate and do not meet CalWORKs federal standards, both parents will have months count toward each WTW clock.

1.9.2 One Parent Exempt (Other than Disability)

In a two-parent AU that includes a parent who is exempt for a reason other than disability, the 35-hour participation requirement can be shared when the exempt parent is volunteering to participate.

For clients who are exempt from participation requirements, months do not count on WTW 24-Month Time Clock. Therefore, if the exempt parent is participating, only the mandatory parent will have months count toward the WTW 24-Month Time Clock, unless both parents' participation hours are such that combined meet CalWORKs federal standards.

1.9.3 One Parent Exempt Due to Disability

A two-parent household that includes an adult who is exempt due to disability (where the basis for deprivation is incapacity) is considered a single-parent AU during the WTW 24-Month Time Clock period and the non-exempt parent is required to participate 20 or 30 hours per week, based on the age of the child(ren). The 35-hour requirement does not apply.

However, to meet CalWORKs federal standards and not have months count toward the WTW 24-Month Time Clock, the non-exempt adult who is required to participate needs to participate 30 hours per week, of which 20 hours must be in core activities, for an AU with or without a child under six years old. The 35-hour requirement does not apply. The 20- or 30-hour requirement cannot be shared between a parent who is required to participate in WTW and the disabled exempt parent.

1.9.4 Single-Parent AUs with Excluded 2nd Parent in the Home

Families with two natural or adoptive parents, where one is aided and the other is ineligible (such as due to fleeing felon, ineligible non-citizen, on SSI, convicted of IPV or Child Support sanction, or un-aided second parent with unaided common child) are considered a single-parent AU for determining CalWORKs minimum participation requirements during the WTW 24-Month Time Clock period. Participation requirements are 20 or 30 hours per week, based on the age of the child(ren). Hours from the unaided parent cannot be combined with the aided parent to meet minimum requirements under the WTW 24-Month Time Clock period.

In order to meet CalWORKs federal standards, the aided parent must participate a total of 30 hours per week, of which 20 must be in core activities. Hours from the unaided parent cannot be combined with the aided parent to meet core; and the child less than 6 years of age provision does not apply.



Note:

Effective April 1, 2015, convicted drug felons are no longer excluded by law as long as they do not violate the conditions of their probation or parole.

1.9.5 Second Parent Timed Out

In cases where the second parent has timed out from CalWORKs 48-month TOA and has been removed from the AU, and the first parent remains on aid, the first parent must meet the 35-hour weekly participation requirement for two-parent AUs during the WTW 24-Month Time Clock period without sharing hours.

Whether the first parent remaining in the AU utilizes the WTW 24-Month Time Clock or meets CalWORKs federal standards, he/she must participate minimum of 35 hours per week to comply with two-parent AU requirements. However, when the EC receives verified documentation showing that timed-out parent is working or otherwise involved in a federally allowable activity, the hours must be combined with the first parent's hours solely to determine if CalWORKs federal standards are met and

have months not count toward the aided parent's WTW 24-Month Time Clock. The timed out parent's hours can be the result of that parent's independent initiative or through involvement of the EC.

Note: To stop the WTW 24-Month Time Clock for the mandatory parent who is complying with a plan that meets the minimum requirements when the timed-out parent is involved in a federally allowable activity, such as employment and meeting the hours, enter actual hours for the month for the timed-out parent. The activity for the timed-out parent is entered outside the plan, followed by updating the attendance with the actual hours. Stopping the clock in this example occurs retroactively for the mandatory parent's appropriate month.



Example:

Parent 1 is aided and signed a WTW time limited plan with PTE for 15 hours per week and GED for 20 hours per week, meeting the required 35 hour minimum requirement. Since parent 2 is timed-out, the parent cannot sign his/her own plan or have the hours included in the aided parent's plan. However, the EC obtained documentation through the mandatory parent's SCD 1755 received in May that timed-out parent worked 15 hours per week for all weeks in the month of April. The EC adds PTE outside the timed-out parent's plan and enters actual hours in the attendance tab for the month of April. This action generates a WTW Time Clock Recalculation to "Untick" the clock retroactively for mandatory client for month of April.

1.9.6 Second Parent Sanctioned

When sanctioned, months do not count toward a parent's WTW 24-Month Time Clock. When one parent in a two-parent family is sanctioned, the family is considered a two-parent AU. The aided parent must participate the 35-hour per week minimum requirements alone or be subject to his or her own WTW sanction. Under this condition, hours from the aided parent may not be combined with sanctioned parent.

Example: First parent is employed 15 hours per week and attending GED 20 hours per week, participating a minimum of 35 hours during the 24-month time limited period. The sanctioned parent is working 15 hours and refuses to sign a curing sanction plan. Time will count towards the aided parent's WTW 24-Month Time Clock because the sanctioned parent's hours cannot be combined to meet core for the aided parent.

A CalWORKs client in good standing may not combine hours with a sanctioned parent to meet CalWORKs federal standards, unless the sanctioned parent enters into a Curing Sanction Plan and successfully completes it. If plan is successfully completed, hours in the plan would be combined with hours of the parent in good standing for purposes of meeting CalWORKs federal standards only. Once the sanction is cured, the parents may combine participation hours to meet CalWORKs federal standards or CalWORKs minimum participation requirements.

Example: Using the same example above, sanctioned parent decides to drop in to orientation to sign Curing Sanction Plan on July 1 and completes the plan on July 30. Aid is restored effective August 1. At the conclusion of curing sanction plan, the second parent's employment hours (15 hours) are added to

the first parent's hours (15 hours) to not count time towards the first parent's WTW Time Clock for the month of July (met core for July with 30 combined hours). Beginning in August, the first parent chooses to become an excused second parent and second parent signs a time limited plan to continue 15 hours of employment and 20 hours for GED, to meet minimum participation requirements.

1.9.7 Optional Adult Aided in the AU

An optional adult is an individual such as a stepparent who is eligible for CalWORKs but is not required to be included in the AU. These individuals have the option to choose to be included in the AU or not. If the optional adult chooses to be included, the AU will have the same participation requirements as a single-parent AU with no child under 6 years of age in the home (30 hours with 20 core). Hours of participation between the parent or optional adult cannot be shared. One of the aided adults can volunteer to participate additional hours. Optional adults that choose to be included in the AU are subject to WTW participation requirements and noncompliance procedures.



Note:

Optional adults could include same sex spouses or registered domestic partners when the optional adult is not the natural or adoptive parent of the child.

CalWORKs Federal Standards

To meet CalWORKs Federal Standards and not have months count toward the WTW 24-Month Time Clock, one adult (the parent or optional adult) must participate a total of 30 hours per week, of which 20 must meet core requirements. Months in which the AU meets CalWORKs Federal Standards will not count toward the parent or optional adult's WTW 24-Month Time Clock.

WTW 24-Month Time Clock

During the WTW 24-Month Time Clock, one adult (the parent or the optional adult) must meet the minimum of 20 or 30 hours per week, based on the age of the child(ren). The other aided adult is considered excused.

1.9.8 Two-Parent Assistance Unit (AU) Chart

Each adult in a two-parent AU has his or her individual WTW 24-Month Time Clock. Months are not counted toward both adults' time clocks when the AU meets the CalWORKs federal standards (CW fed). To meet these standards, two-parent AUs must participate a total of 35 hours per week, 30 of which must meet core. The hourly requirement can be met by one adult or through a combination of both adults' participation hours (core hours can be shared---excluding AUs that include one parent that is exempt due to disability and single parent AUs with a timed-out parent in the home). Refer to chart below for various scenarios:

Welfare To Work 24-Month Time Clock			
Two-Parent Assistant Units (AUs) (excluding AUs that include one parent that is exempt due to disability) and Single- Parent AUs with a Timed Out Parent Living in the Home			
Months Count?		Both Parents Participating (sharing hours)	Explanation
Yes	No	Scenario 1	
	X	<i>Household meets CW Fed</i> Parent One – 18 hours per week in employment (federal core)	Both Parents Participate and Meet CW Fed–
	X	Parent Two – 17 hours per week Vocational Education/Training within 12-month time limit (federal core) <u>Core hours: 35</u> Total hours: 35	Months are not counted toward both parents' WTW 24-Month Time Clocks.
Months Count?		Both Parents Participating (sharing hours)	Explanation
Yes	No	Scenario 2	
X		<i>Household does not meet CW Fed</i> Parent One – 18 hours per week in employment (federal core)	Both parents participate and do not meet CW Fed–
X		Parent Two – 17 hours per week in Job Skills Training (non-core; post VTR limit) <u>Core hours: 18</u> Total hours: 35	Months will count toward both parents' WTW 24-Month Clocks.
Months Count?		One Parent Participating (*other parent excused, **exempt, or ***timed-out)	Explanation
Yes	No	Scenario 3	
	X	<i>Household meets CW Fed</i> Parent One – 35 hours per week in employment (federal core)	One parent meets CW Fed for the family–
	X	Parent Two – 0 participation hours per week <u>Core hours: 35</u> Total hours: 35	Months are not counted toward either parent's WTW 24-Month Time Clock.
Months Count?		One Parent Participating (*other parent excused, **exempt, or ***timed-out)	Explanation

Welfare To Work 24-Month Time Clock
Two-Parent Assistant Units (AUs) (excluding AUs that include one parent that is exempt due to disability) and
Single- Parent AUs with a Timed Out Parent Living in the Home

<u>Yes</u>	<u>No</u>	Scenario 4	
X		<p><i>Household does not meet CW Fed</i></p> <p>Parent One – 20 hours of employment (federal core), 15 hours in Job Skills Training (non-core; post VTR limit)</p> <p>Parent Two – 0 participation hours per week</p> <p><u>Core hours: 20</u></p> <p>Total hours: 35</p>	<p>One parent participates, but does not meet CW Fed–</p> <p>Months will count toward the participating parent’s clock; months are not counted toward the non-participating parent’s clock.</p>
	X		
Months Count?		Both Parents Participating (*other parent excused, **exempt, or ***timed-out)	Explanation
<u>Yes</u>	<u>No</u>	Scenario 5	
	X	<p><i>Household meets CW Fed</i></p> <p>Parent One – 25 hours of employment per week (federal core), 10 hours per week in Job Skills Training; post VTR limit)</p> <p>CW minimum 35-hour requirement is met)</p> <p>Parent Two – 5 hours of employment per week (non-mandatory hours count for CW Fed)</p> <p><u>Core hours: 30</u></p> <p>Total hours: 40</p>	<p>The mandatory parent and non-mandatory parent combine hours to meet CW Fed–</p> <p>Months are not counted toward both parents’ clocks.</p>
	X		



Reminder:

*A parent in a two-parent assistance unit is excused from participation (excused 2nd parent) when the other parent participates and meets all participation requirements for the family. Months are not counted toward the excused 2nd parent’s WTW 24-Month Time Clock if the parent is excused from participation.

**Months are not counted toward the WTW 24-month Time Clock in which the parent is in exempt status.

1.10 Participation Requirement Flow Chart

A “CalWORKs WTW 24-Month Time Clock Hourly Work Participation Requirements Flow Chart” (SCD 2373) is designed to assist with the determination of participation requirements based on the number of adults in the AU.

The flow chart does not include optional adults such as step-parent, same sex spouse or Registered Domestic Partners (RDPs). [Refer to “Optional Adult Aided in the AU,” page 1-19] for detail information for these optional adults.]

The flow chart is posted on the DEBS Form’s Library for internal use only.

1.11 WTW 38

The “Welfare-To-Work 24-Month Time Clock Notice” (WTW 38) is used to inform participants of the month in which time begins counting toward the WTW 24-Month Time Clock. The begin date is the first of the month following the date that the EC received verification or otherwise determined that the client is not meeting the CalWORKs federal standards. The begin date is also the first of the month following the date a CalWORKs 24-month time limited plan is signed subsequent to a CalWORKs federal standards plan.



Note:

Since the form only requires adequate notification, a 10-day notice is not required.

1.12 WTW 43

Prior to a client reaching the end of his or her WTW 24-Month Time Clock, the “Notice of Your WTW 24-Month Time Clock Ending Soon” (WTW 43) must be provided at least once from months 18 and 21 of the WTW time clock. The client’s case should be reviewed to ensure that the time clock history is correct prior to issuing the WTW 43.

The “CalWORKs Exemption Request Form” (CW 2186A) must be included along with the WTW 43 to provide client the opportunity to request a CalWORKs 48-month time limit and/or WTW 24-Month Time Clock exemption.

**Note:**

A similar form titled, “Your Welfare-to-Work 24-Month Time Clock” (CW 2208), which provides information about the WTW participation requirements and WTW 24-Months Time Clock months remaining, is provided at Benefits Intake and Annual Redetermination by the EW.

1.13 WTW 24-Month Time Clock Extensions

A client may request an extension to the WTW 24-Month Time clock allowing participation in WTW time limited activities beyond the 24-month period if he or she is unlikely to meet CalWORKs federal standards. In addition, if the EC identifies that a client meets any of the extender criteria as a result of information already available in the case, such as a WTW Plan with identified information and verification of satisfactory progress the EC may approve the extension without requiring additional information.

[Refer to CalWIN Release 40 Notes, Post WTW 24 Month Time Clock section, for the steps to apply WTW extenders.](#)

The following are the WTW time clock extender criteria and examples:

1.13.1 Employment

Likely to obtain employment within six months.

**Example:**

A single dad with his child 12-year old daughter is qualified in vehicle assembly and is applying for a position at a new plant that is scheduled to open in the next six months. The client has used 24 months of his WTW time clock and is currently working part-time 15 hours per week and attending GED classes 15 works per week. He is not able to obtain more hours at work or meet core requirements. He is likely to obtain employment within six months and is allowed to continue in his current time limited plan for six months.

1.13.2 Labor Market

Has encountered unique labor market barriers temporarily preventing employment, and therefore needs additional time to obtain employment. Unique labor market barriers temporarily preventing employment may include situations where a major employer in the local area has closed or moved, such as a factory that has recently shut down operation or relocated out of the area. This would create

a significant labor force disruption, particularly in the situation where the industry field of the employer required a specialized skill set that may not be easily transferable to a different industry field.

**Example:**

A mom with her 4-year old son is attending Supervised Job Search as a result of being laid off from a company that has shut down where her position was highly specialized. She has exhausted her Job Readiness time limit and also exhausted her additional 2 months of Job Search. She will exhaust her WTW time clock this month and is not able to add concurrent or new activity to meet core. She is allowed to continue in Job Search (non-core) for up to 6 additional months.

The Labor Market extender reason shall also be applied to WTW participants where time counted as a result of only counting 4 consecutive weeks of Job Search/Job Readiness.

1.13.3 Participating in an Education Program

Has achieved satisfactory progress in an educational program, including adult basic education, vocational education, or a self-initiated program that has a known graduation, transfer, or completion date that would meaningfully increase the likelihood of his or her employment.

**Example:**

A client attending a community college and making satisfactory progress is expected to graduate 7 months after the client exhausts his WTW 24-Month time clock. He is completing his Associates Degree (AA) in accounting and employers he is considering require a degree. He also exhausted his 12-month Vocational Training Time Clock. He provides documentation that he filed his intent to graduate. Based on his circumstances, he is not able to add a concurrent activity to meet core requirements. He is allowed to continue in his current time limited WTW plan for an additional 6 months. A month prior to the conclusion of the initial 6 month extender, the EC reevaluates his circumstances for a subsequent extender.

1.13.4 Obtained High School Diploma/Equivalent

Has completed his/her high school diploma or its equivalent while participating in the activities, and an additional period of time to complete an educational program which he or she is currently participating, or another activity that would meaningfully increase the likelihood of employment.

**Example:**

A single parent with child less than 6 years is within a 24-month time limited WTW plan attending adult education 15 hours per week, concurrently with working part-time 5 hours per week. She does not have time remaining on her Job Readiness (Core and Two Additional Months) Timelines. At the end of her 24-month time clock, she completes her GED. She is referred to non-core Job Search and granted an extension to her WTW 24-Month Time Clock.

1.13.5 Treatment Program

Has achieved satisfactory progress in a treatment program that has a known graduation, transfer, or completion date that would meaningfully increase the likelihood of his or her employment.

**Example:**

A client attending a substance abuse treatment program along with court mandated parenting classes and making satisfactory progress is expected to complete the programs 4 months after exhausting her WTW 24-Month Time Clock. She presents documentation of satisfactory progress with program completion dates. Based on her circumstances, she is not able to add a concurrent activity to meet core requirements and is allowed to continue in her current plan for 4 additional months. At the conclusion of the initial 4-month extender, the EC reevaluates circumstances for a subsequent extender.

1.13.6 Disability

Needs an additional period of time to complete a WTW activity specified in his or her WTW case plan due to a diagnosed learning or other disability, so as to meaningfully increase the likelihood of his or her employment.

**Example:**

A client with a learning disability has used 22 months of her WTW 24-Month Time Clock. Her WTW plan outlines completion of non-core activities for a length of 12 more months. She is not able to add a concurrent activity to meet core requirements. The EC grants an initial WTW time clock extender for 6 months. One month prior to the end of the initial extender, the EC reevaluates for a subsequent extender.

1.13.7 SSI Hearing

Has submitted an application to receive Supplemental Security Income (SSI) disability benefits, and a hearing date has been established.

**Example:**

A client with a long-term disability was been denied SSI and has a hearing date scheduled in 5 months. He only has two months remaining in his WTW 24-Month Time Clock. The client is attending GED classes concurrent with another activity, not meeting core requirements. Based on his circumstances, he is not able to amend his plan to meet core participation requirements. The EC grants an initial WTW time clock extender for 3 months. One month prior to the end of the initial extender, the EC reevaluates for a subsequent extender.

1.13.8 Two-Parent Scenario

An individual is a member of a two-parent assistance unit where the second parent has not yet exhausted the Welfare-to-Work 24-Month Time Clock. The WTW time clock can be extended for the parent who has exhausted the WTW time clock on the condition that both parents' combined participation will meet CalWORKs minimum standards. This extender allows the two-parent AU to remain subject to the WTW 24-Month Time Clock rather than the AU being subject to CalWORKs federal standards upon expiration of the first parent's WTW time clock, and prevents the second parent from having to meet CalWORKs minimum standards alone. Once both parents have exhausted their WTW time clocks, the AU needs to meet CalWORKs federal standards.

**Example:**

Both parents are on cash aid. Dad exhausted his WTW 24-Month Time clock, and the mom has 6 months remaining on her WTW 24-Month Time Clock. Dad wants to combine his hours with mom's hours to meet CalWORKs minimum requirements. An extender to dad's time clock is provided for 6 months, which is the amount of time remaining in mom's WTW 24-Month Time Clock.

**Reminder:**

When one parent exhausts the WTW 24-Month time clock and the second parent has time remaining on his/her WTW 24-Month time clock and participates alone to meet CalWORKs minimum requirements, the parent who exhausted his/her WTW 24-Month Time Clock is excused from participation and shall remain on aid.

1.13.9 Duration of Extender

An extension to the WTW 24-Month Time Clock shall be granted for an initial period of up to six (6) months, and shall be reevaluated by the EC at least every six months.

Up to 20% of the projected number of participants expected to reach the end of the WTW 24-Month Time Clock may receive an extension. However, on a case by case basis, additional clients may be

granted an extension. Every six (6) months an updated target estimate of the population reaching the end of their WTW time clock, as well as the 20% figure, will be provided.

**Note:**

Extension requests need to be approved by a CWES Manager.

1.13.10 WTW 44

The “WTW 24-Month Time Clock Extension Request Form” (WTW 44), along with the WTW 43 and CW 2186A must be sent together to offer an extender.

1.13.11 WTW 45

The “WTW 24-Month Time Clock Extension Determination” (WTW 45) is used to notify clients of approval or denial of the request for a time clock extension or approval/denial of time clock extension reevaluation.

1.14 Post 24 Month Requirements

After exhausting the 24-month time limit, aided adults are required to meet CalWORKs federal standards in order to continue receiving cash aid. Prior to the end of the client’s WTW time clock, the EC must review the client’s level of participation to ensure that the WTW time clock history in CalWIN is correct, and to restore or “un-tick” months as appropriate.

[Refer to “Rule,” page 36-1] for existing procedures in removing individual from cash aid, which follows the same sanction process for clients who have time remaining on the WTW 24-Month Time Clock.]

1.14.1 WTW 46 and End of 24-Month Review

The “End of Welfare-to-Work 24-Month Time Clock Review Appointment Letter” (WTW 46) must be sent no later than the last day of the 23rd month of the client’s WTW 24-Month Time Clock. The following process applies to the period prior to and during the client’s end of the WTW 24-Month Time Clock appointment:

- Prior to issuing the WTW 46, the EC must review the client’s level of participation to ensure that the WTW 24-Month Time Clock history is correct and restore or “un-tick” months as appropriate.
- Restoring or “un-ticking” months is done through the Employment Services subsystem.

**Note:**

The EC is to use the WTW 24-Month Time Clock history that is located within the Universal Engagement window in CalWIN.

- After this initial review the EC mails the WTW 46, which may also be sent concurrently with the following forms that are issued from 18 to 21 months of the time clock:
 - “Notice of Your WTW 24-Month Clock Ending Soon” (WTW 43)
 - “WTW 24-Month Time Clock Extension Request” (WTW 44) and
 - “CalWORKs Exemption Request Form” (CW 2186A).
- During the End of the WTW 24-Month Time Clock Review appointment with the client, the following must be included:
 - Determine the exact standing of the WTW 24-Month Time Clock considering documented past, current, and anticipated future participation to determine the expected expiration date of the clock.
 - Review and determine if a WTW exemption or extender is appropriate.
 - Inform client of changes needed to align his or her WTW plan with CalWORKs federal standards and when the changes will occur.
 - Amend/complete WTW 2 with a schedule that meets the CalWORKs federal standards the 1st of the month following the month client exhausts his or her WTW 24-Month Time Clock.
 - Inform client that the WTW 2 serves as the written notice of when the changes takes into effect.

**Note:**

The review appointment should be done in person; however, the appointment may be conducted by phone and WTW 2 completed by mail, when necessary.

1.14.2 NA 1276

In the last month of the WTW 24-Month Time Clock, the “End of WTW 24-Month Time Clock” Notice of Action (NA 1276) must be issued to the client that his or her WTW time clock will expire at the end of the month. The NA 1276 is a 10-day NOA that must be sent no later than ten days prior to the end of the month.

1.14.3 SCD 2396

The “End of the WTW 24-Month Time Clock Timeline” (SCD 2396) is a flowchart to assist the EC with when to mail the CW 2186A, WTW 43, WTW 44, WTW 45, WTW 46 and NA 1276 to ensure the notices are mailed timely.

1.15 WDTIP

The Welfare Data Tracking Implementation Project (WDTIP) Tracking Recipients Across California (TRAC) system is modified to capture the following WTW 24-Month Time Clock data:

- Months that count toward the WTW 24-Month Time Clock for each client.
- Months that do not count toward the WTW 24-Month Time Clock for each client.

1.15.1 TRAC Codes

The TRAC system includes the following WTW 24-Month Time Clock conditions (exemptions/exceptions and extenders) that interface with CalWIN:

PGM EXC CD	PGM EXC RSN CD	Start Date	Program Exception Reason Name	Program Exception/Extender Reason Text
03	318	1/1/2013	Exemption for Child 0-23 Months of Age	CalWORKs 48-Month Time Limit and WTW 24-Month Time Clock Exemption –One time use exemption for caring for a child 0-23 months of age.
03	319	1/1/2013	Meeting CalWORKs Federal Standards	WTW 24-Month Time Clock – Every month a participant is scheduled to meet or actually meets CalWORKs federal standards through his or her participation in the program does not count toward his or her WTW 24-Month Time Clock.
03	320	1/1/2013	Excused 2nd Parent from WTW Activities	WTW 24-Month Time Clock – In a two-parent household, every month where the 1st parent is scheduled to meet the households total mandatory participation requirements will not count towards the 2nd parent's WTW 24-Month Time Clock.
03	321	1/1/2013	Participating in Appraisal, Assessment, or Development of a WTW Plan	WTW 24-Month Time Clock – Every month a participant is in WTW appraisal, assessment, or in the development of a WTW Plan does not count toward his or her WTW 24-Month Time Clock.

PGM EXC CD	PGM EXC RSN CD	Start Date	Program Exception Reason Name	Program Exception/Extender Reason Text
03	322	1/1/2013	Participating in WTW Job Search	WTW 24-Month Time Clock – Months an individual is participating in a WTW plan where job search accounts for at least 50 percent of the client's participation hours in the month, will not count toward his or her WTW 24-Month Time Clock. This is allowed for two months in a 12-month period and the client must first exhaust his or her federally countable Job Readiness/Job Search allowance (Core).
04	408	1/1/2013	WTW Good Cause	WTW 24-Month Time Clock – Months an individual is given Good Cause for not participating in WTW for at least 50 percent of his or her hourly work participation requirement will not count toward the client's WTW 24-Month Time Clock. This does not include Good Cause waivers due to domestic violence; those are tracked under separate codes.
06	606	1/1/2015	Employment	Extension of the WTW 24-Month Time Clock - Individual is likely to obtain employment within six months.
06	607	1/1/2015	Labor Market	Extension of the WTW 24-Month Time Clock - Individual has encountered unique labor market barriers temporarily preventing employment, and therefore needs additional time to obtain employment.
06	608	1/1/2015 1/1/2018	Education	Extension of the WTW 24-Month Time Clock - Individual has achieved satisfactory progress in an educational program, including adult basic education, vocational education, or a self-initiated program that has a known graduation, transfer, or completion date that would meaningfully increase the likelihood of his or her employment. Extension of the WTW 24-Month Time Clock - The recipient obtained his or her high school diploma or its equivalent while participating in education activities, and an additional period of time to complete an educational program or other activity which he or she is currently participating would meaningfully increase the likelihood of his or her employment.
06	609	1/1/2015	Treatment	Extension of the WTW 24-Month Time Clock - Individual has achieved satisfactory progress in a treatment program that has a known completion date that would meaningfully increase the likelihood of his or her employment.

PGM EXC CD	PGM EXC RSN CD	Start Date	Program Exception Reason Name	Program Exception/Extender Reason Text
06	610	1/1/2015	Disability	Extension of the WTW 24-Month Time Clock - Individual needs an additional period of time to complete a welfare-to-work activity specified in his or her welfare-to-work case plan due to a diagnosed learning or other disability, so as to meaningfully increase his or her likelihood of employment.
06	611	1/1/2015	SSI Application	Extension of the WTW 24-Month Time Clock - Individual has submitted an application to receive SSI disability benefits, and a hearing date has been established.
06	612	1/1/2015	Two-Parent	Extension of the WTW 24-Month Time Clock - Individual is a member of a two-parent assistance unit where the other parent has yet to exhaust his or her Welfare-to-Work 24-Month Time Clock on the condition that both parents' combined participation will meet CalWORKs minimum standards.
02	209	1/1/2015	Removed from Aid	CalWORKs WTW Removed from Aid - Clients who have been removed from CalWORKs aid for failing to meet CalWORKs federal standards after exhausting the WTW 24-Month Time Clock.

