

## 6. Self-Initiated Program (SIP)

---

### 6.1 Self Initiated Program (SIP) Approvals

#### 6.1.1 Definitions

For purposes of meeting the SIP criteria, for ongoing approvals, the following definitions apply:

- “The time the recipient is required to participate” means the date the orientation/appraisal takes place.
- “Enrolled” means that an individual has applied for and has been accepted into an institution and continues to meet and fulfill all conditions imposed by the institution offering the program to maintain current enrollment status.

[Refer to “SIP Not Approved,” page 6-11] for additional information on SNA.]

#### 6.1.2 Approval Criteria

A client who requests that their SIP be approved must meet the following criterion:

- Provide written verification of enrollment in an approved program at the time of the Welfare-to-Work (WTW) Orientation and Appraisal.
- Written verification must identify major area of study which will lead to an undergraduate degree or certificate.



**Note:**

Any individual who possesses a baccalaureate degree will not be eligible to participate in a SIP unless the individual is pursuing a California regular classroom teaching credential in a college or university with an approved teacher credential preparation program.

- The institution must be accredited by the Western Association of Schools and Colleges or Bureau for Private Postsecondary and Vocational Education (<https://app.dca.ca.gov/bppe/default.asp>) or approved/exempt by the Department of Consumer Affairs (MPP 42-701; MPP 42-711).
- SIP is on the County’s approved Education or Training Program Matrix; Programs not listed on the Matrix may be approved if the participant provides any labor market information that supports the training/education will lead to employment.

**Note:**

A SIP request that does not meet this criteria may be considered as a SIP Not Approved (SNA) for a limited period of time.

[Refer to “SIP Not Approved,” page 6-11].]

### 6.1.3 Prior CalWORKs SIP

A client may be approved for a SIP more than once when there has been a break in cash aid for more than 30 days; and the client meets the SIP criteria at the time of the WTW Orientation and Appraisal.

### 6.1.4 Marketable Skills

A SIP cannot be denied even if the client already has marketable skills which would allow him or her to obtain a job.

### 6.1.5 Cal-Learn

Cal-Learn students already enrolled in a degree or certificate program at the time they are required to attend a CalWORKs Employment Services orientation/appraisal, may have a SIP approved provided that all SIP approval criteria are met.

### 6.1.6 Required Hours of Participation

The weekly participation requirement for a SIP is an average of 30 hours per week, with some exceptions.

For one-parent AUs, the SIP participation requirement is 30 hours per week. And when the:

- Individual has a 20-hour weekly participation requirement, the SIP requirement is 20 hours per week.
- Household has a 35-hour participation requirement, then SIP requirement for the first parent is 35 hours per week, which means that remainder of hours can be met by the SIP parent, or shared by the other non-SIP parent in the home.

### 6.1.7 Supervised Study Time

Structured or supervised study/homework time, hereafter referred to as supervised study time, is done in a location such as at a structured academic setting, where the student is also supervised by designated staff. The study is embedded within WTW activities for community partner schools, or any school that provides a structured setting for studying.

### 6.1.8 Unsupervised Study Time

Non-credit study time is also referred to as unstructured or unsupervised study/homework time, here after referred to as unsupervised study time, where the student studies in a location that is not a structured academic setting where the student is also not supervised by designated staff.

Hours assigned as unsupervised study time cannot exceed one hour for each hour of class time.



**Note:**

Unsupervised study time is in addition to supervised study time.

### 6.1.9 30-Calendar Days

Clients have 30 calendar days from the date the WTW Plan is signed to increase the number of hours to come into compliance with the hourly requirement. The assigned Case Manager (CM) EC must indicate this requirement in the “Comments Section” of the WTW 2 for the client to increase hours to the required minimum hours.

#### Example

A single parent with child age 7 is attending San Jose State. Client’s class time is 12 hours per week. The class instructor does not provide structured study time. Client selects the maximum of 12 hours of unsupervised study time. Within 30 days client obtains employment at 6 hours per week, meeting the weekly participation requirement of 30 hours per week.

#### 2-Parent Families where both are SIP

The 35-hour participation requirement cannot be shared when each parent in a two-parent household is participating as a SIP, because per SIP rules, each parent is subject to the 30-hour weekly SIP participation requirement, unless one parent is an exempt volunteer.

#### Example

Both dad and mom are mandatory participants attending Gavilan College. The dad and mom are each enrolled in classes totaling 12 hours per week, including each participating 6 hours per week of supervised study time. Each client selects 12 hours per week of unsupervised study time. Total countable hours for each client is 30, each meeting the SIP requirement of 30 hours per week.

#### 2-Parent Families where one is SIP

When one parent is in SIP status, that parent has an individual SIP requirement of 30 hours per week. The remainder of the 35 hours must be met by either the individual in a SIP or the other parent in the household. If the other parent who is not in SIP status is exempt (other than disability) or timed-out,

then the SIP individual must participate an additional 5 hours, unless the exempt individual chooses to volunteer for 5 hours.

### Example

Mom is exempt due to providing care to their 6 month child and dad is mandatory. The dad attends Evergreen and has a SIP requirement of 30 hours per week. His weekly class time is 12 hours per week with 6 hours per week of supervised study time. He selects the 12 hours per week of unsupervised study time. Within 30 days, he finds a college work study job working 5 hours per week, where he now meets the 30-hour per week SIP requirement, and 35-hour per week Two Parent requirement.

## 6.1.10 WTW 24-Month Time Clock

Individuals in a SIP or Sip Not Approved (SNA) status are subject to the WTW 24-month time clock, based on type of WTW Plan (WTW 2 completed on left or right side). When participant meets core requirements (activity and hours) either through vocational training/education or through a concurrent activity such as college work study or part-time employment, then months do not count toward the WTW 24-month time clock.

## 6.1.11 12-Month VTR Clock

Mandatory individuals in SIP or SNA status are subject to the 12-Month life-time Vocational Training Clock (VTR). The VTR time clock does not apply to exempt volunteers or excused second parents. When core requirement is met through a concurrent activity, instead of using vocational training/post secondary education, use one of the following activities to ensure that time does not count towards the 12-Month VTR time clock:

- Job Skills Directly Related to Employment (has HS Diploma/Equivalency) or
- Education Directly Related to Employment (no HS Diploma/Equivalency)

[Refer to “Exceptions to the WTW 24-Month Time Clock,” page 1-8] for additional information.]



### Reminder:

Use CalWIN [Universal Engagement] VTR time-line summary window to determine number of months remaining in 12-Month VTR Time Clock to assist with completing appropriate side of WTW 2.

## 6.1.12 Type of Plan During 30 Calendar Days

To meet core requirement, a participant must meet weekly hours and activity(ies) requirement. A CalWORKs WTW 24-Month time limited plan is completed

(WTW 2 completed on the right hand side) when participant is not meeting the hourly requirement during the 30 calendar days.

### 6.1.13 New Plan After 30 Days

If client was not able to increase the number of weekly hours, the EC will need to refer for enrollment in concurrent activity and the next plan is completed as follows:

- A CalWORKs federal standards plan (WTW completed on the left hand side) when hours/activity(ies) meet core requirement.
- A CalWORKs time-limited plan (WTW completed on the right hand side) when hours/activity(ies) do not meet core requirement. [Refer to “Non-Core Welfare-to-Work (WTW) Activities,” page 9-1] for additional information.]

### 6.1.14 Distance Learning/On-line Courses

On-line courses are a distance learning method. Clients enrolled as a SIP are allowed to enroll in on-line courses and are subject to Making Satisfactory Progress (MSP) requirements. Community colleges, private schools or consumer approved schools must be accredited to offer on-line courses.

Unsupervised study time is allowed for distance learning, which includes on-line classes. Student should provide school documentation of recommended/required class time hours, which will become the basis for the maximum number of hours for unsupervised study time.

### 6.1.15 Allowable Concurrent Activities

Concurrent WTW activities that can be counted towards meeting the SIP weekly participation requirements includes, but is not limited to:

- Work Experience
- Community Service
- Activities that are embedded as part of a SIP
  - Supervised Study Time
  - Laboratory
  - Internship or Externship
- Unsupervised Study Time
- Work-Study

- Employment
- Work-Experience
- Elective and remedial classes (such as foreign language, structured Home Room, computer classes, and general education requirements) must be counted if they count toward the degree or certificate
- Special classes or tutorials deemed necessary by an educational institution for learning disabled individuals

**Note:**

Clients participating in Work Study, Laboratory, or any other non-classroom activities must provide appropriate signature verification with their Attendance Report each month to document that hours were completed.

### 6.1.16 Required Forms to Verify SIP Enrollment:

The EC must issue the following forms to verify SIP enrollment, as appropriate:

- “Welfare-to-Work Activity Referral Form” (SCD 1723) is used to communicate with CWES partner schools to request documentation of school enrollment. The form is ideally used to communicate with representatives or liaisons from the Adult Education Coalition or Community College Consortium (CWES Community Partners).
- “The “WTW Appointment Notice” (SCD 1783) is a return appointment notice. The form is to be hand issued or mailed to the client as a reminder for a return appointment to meet with their worker, to provide appropriate verifications, or to sign a WTW 2. The form provides a checklist of verifications needed for CWES Community Partner schools or non partner schools such as private or on-line schools, State Colleges or Universities.

### 6.1.17 Documentation of Enrollment

The CalWORKs client in a SIP must provide proof of enrollment. In cases where the SIP client fails to show for their return appointment to sign their WTW 2 and to submit school enrollment verification the following actions are to be taken:

- Issue a SIP denial gis 704 for failure to provide verification.
- Start the Non-Compliance process for failure to sign the WTW 2. The SIP denial gis 704 must be mailed to the client at the same time the Non-Compliance is initiated.



**Note:**

In order to begin the Non-Compliance process for failure to sign the WTW 2, the return appointment notice must clearly state that the purpose of the return appointment is to sign the WTW 2.

The following table outlines the content of acceptable proof of enrollment for a SIP from the various types of training/educational institutions:

**Table 6-1:**

PROGRAM	DOCUMENTATION
<ul style="list-style-type: none"> <li>• Regional Occupational Programs (ROP)</li> <li>• Adult Education</li> <li>• Community Based Organizations (CBO)</li> </ul>	<p>Proof of enrollment on the institution's letterhead or school registration forms. Documentation must include:</p> <ul style="list-style-type: none"> <li>• Program start &amp; end dates,</li> <li>• Days &amp; hours of participation (class schedule), and</li> <li>• Type of program.</li> </ul>
<ul style="list-style-type: none"> <li>• Community College</li> </ul>	<p>Proof of enrollment on the institution's letterhead or school registration verification. Documentation must include:</p> <ul style="list-style-type: none"> <li>• Program Start &amp; end dates,</li> <li>• Days &amp; hours of participation (class schedule),</li> <li>• Type of program,</li> <li>• Educational plan, class/lab schedule, including on-line schedule, (SCD 1758)</li> <li>• CalWORKs Student Class Work/TBA, and</li> <li>• School transcripts or recent report card, if prior student.</li> </ul>
<ul style="list-style-type: none"> <li>• University (UC's and/or State Colleges)</li> <li>• Private Schools/Private Universities</li> <li>• Other Schools where the method of instruction includes an "on-line" curriculum</li> </ul>	<p>Proof of enrollment on the institution's letterhead or school registration forms. Documentation must include:</p> <ul style="list-style-type: none"> <li>• Program start &amp; end dates,</li> <li>• Days &amp; hours of participation (class schedule),</li> <li>• Vocational Training/ Major,</li> <li>• Major-Degree Sheet,</li> <li>• List of classes required with information on school breaks,</li> <li>• Whether a High School Diploma or GED is required prior to graduating,</li> <li>• School transcripts or recent report card for current major classes,</li> <li>• For on-line classes, recommended/required class time.</li> </ul>

**6.1.18 Contracts - SIP Approvals - "SIP Client Information Sheet" (SCD 1797)**

The EC must issue a "SIP Client Information" sheet (SCD 1797) to the client.

The following must be on file for SIP approvals:

- "Welfare-to-Work Plan Rights and Responsibilities" (WTW 1)

- “WTW Plan Activity Assignment” (WTW 2)

SIP verification must be received prior to signing the WTW 2.

Prior to the end of the SIP activity, the EC must review the WTW Plan with the client to determine entry into the next WTW Activity.

## 6.1.19 Enrollment in Multiple Colleges

### Multiple Consortium Schools

When a participant attends more than one community college that is part of our community college consortium:

- Liaison at the participant’s primary school is responsible to complete an Education Plan/TBA (this applies to only the community colleges). If non-contracted school, participant is required to submit all appropriate SIP enrollment documentation that reflects the primary school’s classes,
- The participant is responsible to obtain the TBA/class schedule and provide this information to the primary college liaison which includes documentation and other necessary verifications for the primary college liaison to complete the WTW Plan.
- The primary college shall monitor MSP for both schools; however, each liaison shall sign off on the “Attendance Verification” (SCD 1755A).

### Other Multiple Schools

When a participant attends multiple schools, where one school is a community college consortium school, and the other school is a private school, San Jose State, a University of California campus, or any other non-consortium community college:

- The liaison at the consortium community college is responsible to complete an Education Plan/TBA that incorporates the participant’s total hours for both schools.
- It is the responsibility of the participant to obtain the class schedule/course print-outs and provide this information to the consortium community college which includes documentation and other necessary verifications for the consortium college liaison.
- The consortium college shall monitor MSP for the classes at the consortium college, and the participant is required to submit verifications to the EC to monitor MSP for the non-consortium classes.
- The SCD 1755A must be signed off from both schools.



**Example:**

The primary school is the school where the student attends most of his/her classes with the exception of classes that are only offered at another college.

### 6.1.20 School Transfers

If a client has not completed his/her SIP he/she may transfer to another provider as long as he/she maintains the same educational goal.

**Example:**

Client lives in the north county area and attends DeAnza. Prior to completing his/her educational goal, he/she moves to Gilroy and enrolls in Gavilan College to continue the same educational goal.

Once a client completes the SIP or Vocational Plan, the client must be referred to the next appropriate WTW activity.

### 6.1.21 Structured Education Plan

With the exception of a structured education plan, when participant completes the program, he/she cannot transfer to another program as a SIP, unless individual's SIP is part of a structured education plan as outlined in the WTW 2 at the time of developing the plan. For example, if a community college student is enrolled in an Associate Degree for Transfer Program, then individual's SIP program would be the bachelor's degree that the transfer program is designed to earn. The WTW 2 is completed as a single program that includes the Associate degree for transfer and the Bachelor's Degree.

### 6.1.22 School Breaks/ Summer Attendance

All SIPs are required to meet the SIP weekly participation requirements during school breaks, including summer months. This can be achieved through a combination of allowable WTW Activities. [\[Refer to "Allowable Concurrent Activities," page 6-5\].](#)

#### Fall Enrollment Reported at Intake

Adult education coalition sites and community college within the consortium provide summer bridging activities for new students enrolled to begin classes in the fall, to ensure participation requirements are met.

### 6.1.23 Amending a SIP WTW Plan

The community college liaison is required to amend the WTW Plan for college Work Study if College Work Study was not included in the original WTW Plan. A copy of the amended WTW Plan must be sent to the EC. The liaison must also complete a new Educational Plan and include all the new classes plus Work Study, if necessary, for the semesters or quarters that Work Study is projected. If the client finds his/her own part-time employment, either the EC or College Liaison could amend the WTW Plan, depending on whom the client first reports the information. If the EC amends the WTW plan, a copy must be sent to the college liaison.

On occasion the student may not obtain all the desired classes as they are not available. The student may take a different class within the same goal in lieu of the unavailable class. The college liaison will include these classes on the TBA form. The EC must contact the college liaison to verify that the class is within the same vocational goal, if questionable, and document the change. A new Educational Plan would not be required.

### 6.1.24 SIP Changes

SIP changes are to be applied as follows:

#### **SIP Changes Less Than 30 Days**

A SIP change is allowed if the request is made less than 30 calendar days from the date the WTW Plan was signed.

#### **SIP Changes Greater Than 30 Days•**

A SIP change is not allowed if greater than 30 days from the date the WTW Plan was signed. A participant who requests a change to the SIP must be referred to In-house Assessment (group testing) for the development of a Post-Assessment WTW Plan which includes:

- An evaluation of the participant's request,
- Work history,
- Education and training background,
- Employability, and
- Current SIP status.

During the plan revision, the participant is required to participate in his/her SIP or other appropriate activity. Once the WTW Plan is revised, it becomes a Post Assessment WTW Plan. The participant's SIP status is ended.

**Note:**

When the Liaison or assigned EC becomes aware that the participant changed goals without approval, the Non-Compliance process must be initiated with the reason of no longer complying with the vocational goal outlined in the WTW Plan. If Good Cause does not exist, the Compliance Plan may include a referral to Assessment to develop a plan which includes a change in career goal or referral to other WTW activities, based on the labor market criteria. SIP status is ended.

### 6.1.25 SIP Interruption

A client whose approved SIP is interrupted with “Good Cause” shall be permitted to resume participation in the same SIP as follows:

- The client shall have maintained good standing in the program while participating, and
- If a break in participation occurs, the individual may resume the SIP if previously approved SIP or other educational program continues to meet SIP criteria
- The EC shall adjust the SIP completion date to account for the time of absence.

---

## 6.2 SIP Not Approved

A client, who at the time of the initial orientation/appraisal, is attending a school program that cannot be approved as a SIP will be allowed to continue the current program until the end of the current semester or quarter, not to exceed four (4) months for programs not on a semester or quarter system. The client must change to a program that meets the SIP approval criteria or participate in other approved WTW Activities.

**Note:**

For sanctioned participants, the EC is to evaluate the present area of study if the prior area of study was a different degree or certification program.

### 6.2.1 Program Not on Matrix

Before issuing the gis 704 notice to deny a SIP, the client must be allowed the opportunity to demonstrate that the program he or she is enrolled in will lead to employment.

**Reminder:**

The EC must issue a “SIP Client Information” (SCD1797) to the participant.

If the program is listed on the Matrix but the provider is not, the SIP cannot be approved unless the provider’s program is approved by:

- The Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education, or
- Accredited by the Western Association of Schools and Colleges
- Or exempted by the Department of Consumer Affairs.

The client, with the assistance of the EC, can demonstrate a need by researching any of the following:

**Table 6-2:**

ITEM	RESEARCH
1.	Documentation from any Employment handbook such as: <ul style="list-style-type: none"> <li>• Eureka, or</li> <li>• Use OES (web address)</li> <li>• CalWORKs Planning Resource Guide of Labor Market Projections</li> </ul>
2.	Current newspaper or magazine articles reflecting trends in a particular field
3.	Current labor market surveys conducted by public or private agencies
4.	The client’s own current job market survey along with published occupational outlooks
5.	Actual offer of employment to a client upon completion of training
6.	EDD Resource Guide.

**Reminder:**

SNA participants are entitled to unsupervised study time as part of their WTW Plan.

## 6.2.2 4 Year Degree

A client with a 4-year baccalaureate degree cannot be approved for a SIP unless the client’s goal is to pursue a California regular classroom teaching credential in college or university with an approved teacher credential preparation program.

### 6.2.3 SIP Denial (gis 704) and Extension Denial (gis 704a) Notice

The “SIP Denial” (gis 704) or “Extension Denial” (gis 704a) are automatically generated when the CalWIN **Maintain SIP Request** window is completed at the time the SIP is denied or the extension is denied.

If at the end of the current semester, quarter or the 4 month period the client is not enrolled in a school program that meets the SIP approval criteria, the EC must add a new SIP request on the CalWIN **Maintain SIP Request** window to generate a new denial notice.

The gis 704/gis 704a notifies the CWES client of the:

- Denial (disapproval) of a SIP, or
- Denial of the request for the 6 month extension of a SIP,
- Reason(s) for the denial, and
- Right to appeal

### 6.2.4 Contracts - SIP Denial

A client who has been denied SIP and approved SNA must sign all of the following:

- “Welfare-to-Work Plan Rights and Responsibilities” (WTW 1)
- “WTW Plan Activity Assignment” (WTW 2)

A new WTW Plan must be signed at the end of the quarter, semester or 4 month period for the client to either meet the SIP criteria or for entry into a WTW activity or activities.

### 6.2.5 Time Limits

Individuals in a SIP or SNA status are subject to the WTW 24-Month Time Clock provisions and the 12-Month VTR timeline.

[Refer to “WTW 24-Month Time Clock,” page 6-4] for additional information.

---

## 6.3 Supportive Services

### 6.3.1 Supportive Services

Child care, transportation, and work or training-related expenses can be paid, if needed, for the following:

- Approved SIP
- SIP Not Approved (SNA) who is completing his or her educational semester, quarter or 4 month period.

The county does not pay tuition or fees in the nature of tuition for SIPs or SNAs at any public or private school or training program. Fees in the nature of tuition are fees that are charged to all students.

Students enrolled through distance learning are eligible for supportive services, including child care while student is performing distance learning activities. As a guideline, for each semester unit, an hour of child care shall be approved. For schools that do not offer units, child care will be paid based on reasonable amount of time required to attend class as established by the school's criteria.

### **6.3.2 Start Date for Approved SIP**

#### **SIP approved PRIOR to April 7, 2008**

Supportive services will be provided when the SIP is approved and the client signs the SIP "WTW Plan Activity Assignment" (WTW 2). Appropriate supportive services may be provided retroactive to the date the "Welfare-to-Work Plan Rights and Responsibilities" (WTW 1) was signed.

#### **SIP approved as of April 7, 2008**

Supportive services shall be provided prior to the date of approval of SIP. However, reimbursements shall only occur when the expense meets all of the following conditions:

- The expense was incurred after the beginning date of aid of the family's cash benefit.
- It was necessary for participation during the academic period or term (semester or quarter) in which the SIP is approved.
- The expense was determined eligible under CWES regulations.
- The expense was an unreimbursed out-of-pocket cost.

### **6.3.3 Start Date for SNA**

For clients who are participating in SNA, supportive services will begin from the date that he or she signs the SIP "WTW Plan Activity Assignment" (WTW 2). If appropriate, supportive services may be provided retroactive to the date the "Welfare-to-Work Plan Rights and Responsibilities" (WTW 1) was signed.

Students enrolled in SNA activities may also include on-line/distance learning in their curriculum.

### 6.3.4 Supportive Services Incurred Prior to SIP Approval

Effective April 7, 2008, clients can request supportive services prior to the approval of the SIP. However, reimbursement shall only occur when the following conditions are met:

#### 1. Costs incurred after the beginning date of aid prior to signing a WTW plan:

Reimbursement for supportive service expenses incurred after the CalWORKs beginning date of aid must be considered for clients participation in an approved SIP. Supportive services must NOT be paid when incurred prior to the beginning date of aid even if the expense was actually paid for after the beginning date of aid.

#### Child Care Services

Regardless of the period of time between the beginning date of aid and the day a recipient signs his or her WTW 2, a recipient in an approved SIP is eligible for retroactive payments of child care services for up to 30 days from the date the recipient requested child care services and services were provided.



#### Example:

Angela and her son applied for CalWORKs, and was approved on August 29, 2008. She began taking courses for a nursing program at a local college on September 2, 2008. She also began receiving and paying for child care services on September 2, 2008.

On October 10, 2008, Angela signed the WTW 2 approving the nursing program as a SIP. She also requested reimbursement for child care services on October 10, 2008. The expense for child care services must be reimbursed beginning September 10, 2008, 30 days prior to the date the services were requested.

In this example, the child care services would be reimbursed for the period of 30 days from the date services were requested, which is the later of the date services were provided and the date services were requested.

## 2. Reimbursement for costs incurred for the current academic period or term:

CWES staff must only reimburse supportive service costs that were necessary for participation in the academic period or term (semester or quarter) in which the SIP is approved. Reimbursement must NOT be paid when a recipient pays for a supportive service cost after the beginning date of aid, but that cost is associated with an academic term that ended prior to the beginning date of aid or the term the SIP was approved.



### Example:

Bianca and her daughter applied for CalWORKs, and was approved on January 9, 2009. She has been attending an education program with the next quarter beginning on January 19, 2009. She signs the WTW 2 as an approved SIP on February 26, 2009.

After signing her WTW plan, she requests reimbursement for books she purchased on January 15, 2009, which were required for the new quarter that began on January 19. She also requests reimbursement for transportation costs she paid to a friend on January 15, 2009, for her share of carpooling costs to get to school since her beginning date of aid of January 9, 2009.

The books and transportation costs she incurred beginning on January 19, 2009, the date the new semester began, must be reimbursed. However, the transportation costs incurred between January 9, 2009, the beginning date of aid, through January 18, 2009, the day before the quarter began in which her SIP was approved, must NOT be paid.

## 3. Reimbursement for “eligible” supportive service expenses necessary for participation:

Eligible supportive services are those that must have been necessary for participation in the educational program that was approved as a SIP, and the level of reimbursement must be consistent with CalWORKs supportive services regulations. Below are examples of eligible and ineligible supportive service costs.



### Example:

Pam, her husband Jim, and their son applied for CalWORKs, and were approved on October 15, 2008. Pam began participating in an educational program on September 2, 2008 that was approved as a SIP on October 15, 2008.

The family paid for child care services for their son during this time even though Jim was able and available to care for the child and requests reimbursement for the child care expense beginning on October 1, 2008. Because Jim was able and available to care for the child, the cost of the child care services must NOT be reimbursed.



**Example:**

Pam, in the example above, started taking the bus to school on September 2, 2008. She is eligible for a bus pass back to October 1, 2008, the beginning date of aid. If she had chosen to drive her car instead of taking the bus, and her roundtrip travel time by bus does not exceed two hours, she would only be eligible for a bus pass instead of mileage reimbursement.

**Example:**

Pam purchased tools that were needed to fulfill the requirements of her educational program for the current term for \$300 on October 2, 2008, and requested reimbursement for the cost when she signed her WTW plan on October 15, 2008. The tools are reimbursable. If it is determined that the tools necessary for participation could have been purchased for \$250.00, then only \$250.00 must be reimburse to the recipient.

**4. Unreimbursed out-of-pocket expenses:**

To be eligible for reimbursement, the supportive service cost must be an unreimbursed out-of-pocket expense.

**Example:**

Irene has been attending a nursing program since September 2, 2008. On January 7, 2009, she and her daughter were granted CalWORKs cash aid. And her nursing program was approved as a SIP on February 2, 2009.

Irene caught rides to school free of charge until January 16, 2009, but had to drive her own car beginning on January 19, 2009. She requested mileage reimbursement from her home to school effective January 7, 2009, CalWORKs beginning date of aid. Transportation cost incurred between January 7, 2009 and January 16, 2009 must NOT be reimbursed, as there is no out-of-pocket expense. Reimbursement for transportation costs should be begin as of January 19, 2009.

**6.3.5 Financial Aid**

Supportive services cannot be denied based on receipt of financial aid. Clients can, however, choose to use some or all of their student financial aid to pay for the supportive services which CWES would otherwise pay. [Refer to “Student Financial Aid”, Chapter 18 in CWES Handbook.]

**Reminder:**

The “Student Financial Aid Statement WTW Supportive Services” (WTW 8) form must be completed if the client is receiving Financial Aid.

---

## 6.4 Academic & Participation Problems

### 6.4.1 Making Satisfactory Progress/Academic Problems

CWES will honor the same academic standards as determined by the service provider. Individuals who cease to participate in, refuse to attend regularly, or do not make satisfactory progress in the Self-Initiated Program (SIP) as specified in their WTW Plan, must be reviewed to determine if the original SIP plan can be achieved. For more information refer to [\[Refer to “Making Satisfactory Progress \(MSP\),” page 17-1\]](#) for additional information.]

### 6.4.2 Participation Problem

Clients who cease to participate, refuse to attend the required amount of hours, or are dismissed by the service provider (school program) are considered to have a participation problem. A “Notice of Participation Problem” (NA 840 or 845) must be issued. [\[Refer to “SIP Interruption,” page 6-11\].](#)

Clients who cease to be a SIP shall be required to participate in other CalWORKs WTW activities.

---

## 6.5 Terminations

| A SIP client shall participate in other CalWORKs activities (i.e. Job Search, Community Service, or Employment) in any of the following situations:

- Completes the approved SIP Program
- Voluntary termination
- As a result of non-compliance
- When not making satisfactory progress or attending regularly
- Result of Post Assessment Plan development



**Note:**

A client does not qualify for a second SIP approval once the SIP status is completed or terminated.

If a client is Self Report possible LD, then at the end of the semester or during the break should be referred to Assessment. In-House Assessment will coordinate LD evaluation with an appropriate testing provider. [\[Refer to “Learning Disability Screenings,” page 13-1\]](#) for additional information.]