

9. Welfare-to-Work (WTW) Plan

The definitions included in this section are associated with the “WTW Plan, Activity Assignment” (WTW 2). Definitions not mentioned here can be found within the appropriate CWES chapters.

Depending on the type of plan completed, time may or may not count towards the participant’s WTW 24-Month Time Clock as follows:

- (Left Side WTW 2) - Plans that include core activities/hours than meet CalWORKs federal standards do not count time towards WTW 24-Month Time Clock.
- (Right Side WTW 2) - Plans that do not include core activities/hours are time-limited within the WTW 24-month time limit and count time towards the WTW 24-Month Time Clock.

[Refer to “WTW 24-Month Time Limit,” page 1-1] for time clock information.]

9.1 Non-Core Welfare-to-Work (WTW) Activities

Any of the following WTW activities are non-core: adult basic education; job skills training directly related to employment; education directly related to employment; satisfactory progress in a secondary school such as GED; in ESL; or vocational education and training programs beyond the 12-month lifetime limit. When participating in these activities without concurrent activity that meet core requirements, time counts towards participant’s WTW 24-Month Time Clock.

9.1.1 Satisfactory Attendance at Secondary School or in a GED Program

Regular attendance, in accordance with the requirements of the secondary school or course of study, such as GED, at a secondary school or in a course of study leading to a certificate of general equivalence, in the case of a client who has not completed secondary school or received such a certificate. [Refer to “School Attendance [EAS 42-719],” page 16-1].]

9.1.2 Adult Basic Education

Adult Basic Education (ABE) is a welfare-to-work (WTW) activity which includes instruction in reading, writing, arithmetic, high school proficiency, or general educational development certificate instruction, and English-as-a-Second Language (ESL).

Clients may be referred to participate in Adult Basic Education (ABE) when it is determined appropriate and recommended to address the individual’s barriers to employment and the individual may benefit from:

- A high school diploma or General Educational Development (GED) certificate/equivalent;
- Basic literacy or mathematics skills; or
- If a previous Learning Disabilities related plan indicates ABE that a client did not complete.

9.1.3 Job Skills Training Directly Related to Employment

The activity is used as non-core for participants with a HS Diploma/GED when the 12-month lifetime limit has been reached, or when enrolled in Vocational Education/Training concurrently with another activity that meets core requirements (to preserve 12-month VTR Timeline).



Example:

A single custodial parent with HS Diploma and with child 10 years old is attending VTR at DeAnza College 10 hours per week and employed 20 hours per week. Since client meets core requirements with employment, use Job Skills Training activity to preserve the 12-month VTR Timeline.

9.1.4 Education Directly Related to Employment

For participant with no HS Diplomas/GED, the activity is used as non-core when the 12-month limit has been reached, or when enrolled in Vocational Education/Training concurrently with another activity that meets core requirements (to preserve 12-month VTR time Timeline).

9.1.5 Vocational Education as Non-Core

When participating in VTR using the WTW 24-Month Time Clock, Education Directly Related to Employment or Job Skills Directly Related to Employment must be scheduled on the WTW 2 and in CalWIN- both the VTR timeline and WTW 24 Month Time Clock cannot be used together counting time.



Example:

Single parent with 7 year-old child is attending an Adult Ed site participating in VTR and ABE. She is enrolled 20 hours per week in the ABE component, and 10 hours per week in the VTR component. Since VTR does not meet the core hourly requirement, Education Directly Related to Employment is used on the WTW 2 and in CalWIN, which does not use the VTR timeline, but counts time towards the WTW 24-Month Clock.

9.1.6 English as a Second Language (ESL)

English as a Second Language (ESL) is designed for non-native speakers. Instruction includes skill-building in reading, writing, listening, speaking, grammar, and pronunciation. Clients learn English skills needed to obtain and maintain employment.

If the Associate Employment Counselor (AEC)/ Employment Counselor (EC) identifies a need for ESL, the client is referred to an Adult Education service provider for an assessment to evaluate the client's ESL level. A client may also be referred to ESL based upon the results of an assessment by in-house CWES assessment.

9.1.7 Unsupervised Study Time Non-Core

Unsupervised Study Time Non-Core includes homework time and is to be used in conjunction with Job Skills Directly Related to Employment/Education Directly Related to Employment when Vocational Training activity is used as non-core; or used in conjunction with any adult educational related program. Hours assigned as unsupervised study time may not exceed one hour for each hour of class time. When assigning Unsupervised Study Time activity in CalWIN use provider, "Provider Not Specified."

9.1.8 Other Activities Necessary to Assist In Obtaining Employment

During WTW Plan development, discuss CalWORKs Home Visiting Initiative (CWHVI). Home visitation related activities that do not meet the definition of activities assigned to CalWORKs federal standards are assigned to the activity, "Other Activities Necessary to Assist in Obtaining Employment." [\[Refer to Chapter 46, "CalWORKs Home Visiting"\]](#) for additional information.

9.2 Core Welfare-to-Work (WTW) Activities

Core activities required to meet federal WTW participation requirements include any of the following WTW activities: unsubsidized employment; subsidized private or public sector employment; work experience; work study; self-employment; community service; and vocational education and training programs used within the 12-month Timeline.

Other federal core activities that are job search and job readiness assistance include subject to time limits: Substance abuse and mental health services through Health Alliance or other providers, assessment/reassessment including learning disability evaluation, orientation/appraisal and domestic abuse services.

When meeting these activities and hours as Job Search/Job Readiness within the established timelines, time does not count towards participant's WTW 24-Month Time Clock.

9.2.1 Job Search and Job Readiness Assistance

A WTW activity that provides the client with training to learn basic job seeking and interviewing skills to understand employer expectations, and to learn skills designed to enhance an individual's capacity to move toward self-sufficiency. This activity is time limited. [\[Refer to "Participation Requirements," page 5-2\]](#) for policy on counting time.]

9.2.2 Subsidized Private or Public Employment

Employment in a private or public sector for which the employer receives a subsidy from TANF or other public funds to offset some or all of the wages and costs of employing a client.

9.2.3 Unsubsidized Employment

Full-time or part-time work in the public or private sector that is not subsidized and that is compensated at least at the applicable state or federal minimum wage. If neither wage rate applies, the work must be compensated in an amount equivalent to the lesser of the two. This includes Self-Employment. [Refer to “Employment and Retention Services,” page 25-1.]

9.2.4 Vocational Educational Training

Vocational Education/Training counts as core for a 12-month life time maximum regardless of weekly participation hours in school; for example, one day attended in the month counts one month used. Vocational Educational training may include work-focused general education (GED), language instruction (ESL), Vocational English as Second Language (VESL). Clients may also need basic educational services to develop the required skills needed for vocational training to enter into an occupation. Adult Basic Education may be scheduled concurrently or sequentially prior to starting the vocational training.

Clients may attend an approved vocational or educational program based upon the results of the assessment. The Assessment Counselors or service provider will indicate the activity(ies), career goals, suggested provider, and approximate time on the “Welfare-to-Work Plan, Activity Assignment” (WTW 2).



Note:

Since Exempt Volunteers are not subject to VTR Timeline and time does not count towards the WTW time clock, Job Skills/Education Directly Related to Employment is scheduled as non-core. These non-core activities are also scheduled for the excused second parent, when the first parent complies with the AUs total participation requirement. The excused second parent’s time clock does not “Tick” when the first parent meets all the hours.

9.2.5 Unsupervised Study Time Core

Unsupervised Study Time Core includes homework time and is to be used in conjunction with Vocational Training activity, when Vocational Training is used as Core. Hours assigned as unsupervised study/homework time may not exceed one hour for each hour of class time. When assigning activity in CalWIN use provider, “Provider Not Specified.”

9.2.6 Welfare-to-Work (WTW) Plan

The Welfare-to-Work (WTW) Plan, also referred to as the WTW 2, is a plan developed by the county and the client that specifies the WTW activities in which the client will engage in and the services that will be provided to the client. Depending on the type of plan completed, time may or may not count towards the WTW time clock.



Reminder:

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

9.3 Completion of Collect Student Detail Window

EW or AEC/EC is to update the Certificate/Degree/Diploma group box. After AEC/EC refers and schedules the WTW activity type within the **Maintain Activity Status** window, the **Collect Student Detail** window is to be updated with the school information. After AEC/EC updates the school activity status to “Complete”, and when the completion is a result of receiving certificate, degree or diploma, the AEC/EC is to update the *Obtained [Y/N]* field to “Yes.”

9.4 Educational Related Cal-OAR Measures

9.4.1 Educational and Skills Development Utilization Rate

The California Outcomes and Accountability Review (Cal-OAR) includes the Educational and Skills Development Utilization Rate (percentage) that represents individuals enrolled in an approved education/training program. The measure Numerator is calculated from the number of individuals enrolled (ensure *Planned Start Date* and *Scheduled* status are recorded in CalWIN) in the following educational activity grouping types:

- Education Directly Related/Job Skills Directly Related to Employment
- Vocational Training (includes SNA)
- Adult Basic Education (includes GED, ESL and HS Diploma)

**Note:**

The measure Denominator are total WTW Mandatory/Exempt Volunteers from the **Maintain Employment Services Participation**, [Registration] tab.

9.4.2 Educational Completion Rate

The Cal-OAR Educational Completion measure Denominator captures former WTW individuals who exited CalWORKs during the measurement period and who have been participating in education while receiving CalWORKs cash aid. To capture clients, ensure that the **Maintain Participant Activity** window in CalWIN for the educational activity has an *Actual Start Date* entered.

The measure Numerator asks of those people in the Denominator, how many actually completed their program resulting in a diploma or certificate while receiving CalWORKs or within six months of exiting CalWORKs. Staff is to ensure completion of the following fields as follows:

- **Collect Student Detail** window, Certificate, Degree, Diploma [Y/N] field, to “Yes” when program is completed. ESL certificates, GED, HSD Diplomas are capture in the window, OR
- **Maintain Employment Services Information**, [Skills] tab, *Skills Type* selected when a technical certification program is completed.

9.5 Welfare-to Work (WTW) Plan [EAS 42-701 and 711]

9.5.1 Overview

All non-exempt individuals are required to enter into a WTW Plan (WTW2). Exempt volunteers may also enter into a WTW Plan. The WTW Plan identifies the client’s goals, activities, and services necessary to assist the client in obtaining employment and becoming self-sufficient.

9.5.2 Universal Engagement Timelines

The CalWIN **Display Universal Engagement** window contains various **Timelines**. One of these is the 90 Day Timeline for requiring non-exempt individuals to participate in WTW activities by signing a WTW Plan within the specific time frames per [EAS 42-711.62]. As part of universal engagement, CWES clients are required to enter into a WTW Plan no later than 90 days from the date the individual is determined eligible for cash aid or the date the client is required to participate in WTW activities, unless the client is exempt.

The Timeline Summary also contains time used, time remaining and detail months for the following Timelines: Vocational Education, CalWORKs 48 Month Time Clock, WTW 24-Month Time Clock, Job

Search (Non-Core); Job Search/Job Readiness (Core) and Good Cause for Family Services (FS). “CalWIN Plan Tab,” page 4-4; “Job Search Services,” page 5-7; and “Exceptions to the WTW 24-Month Time Clock,” page 1-8 for various exceptions to the WTW 24-Month Time Clock.]

9.5.3 Welfare-to-Work Plan, Activity Assignment” (WTW 2)

The “Welfare-to-Work Plan, Activity Assignment” (WTW 2), also referred to as the WTW Plan, specifies the activities that the client will participate in. The WTW 2 must be completed and signed by the AEC/EC or service provider and the client. The AEC/EC or the service provider must check the assigned activity(ies) on the WTW 2 and provide specific information about the participation requirements and supportive services.

For post-assessment clients, a new WTW Plan is developed by the AEC/EC and forwarded to the service provider to be implemented. In these cases, the service provider will not develop a new WTW Plan.

Clients may choose to incorporate into their (WTW 2) their substance abuse and mental health services participation provided they disclose the information to their Employment Counselor during the intake process. The “Welfare-to-Work Activity Agreement” (WTW 2) must be completed. Other mental health and substance abuse hours that are disclosed at a later date also count as federal core and are subject to Job Readiness calculations. However, clients do not have to come into the office to complete a new WTW 2. It is important that when updating CalWIN mental health and substance abuse activities, that they be closed and opened based on whether they are in the plan or outside the plan.

The WTW Plan is signed:

- At the CWES Orientation
- Every 12 months, as appropriate
- Prior to beginning a new activity.

9.5.4 WTW Plan Information

The WTW 2 must be fully completed and thoroughly reviewed with the client and the client must be asked if they understand the information before signing. The WTW 2 provides information on the following:

- Client’s mandatory, volunteer, or Self-Initiated Program (SIP) status
- For Subsidized Employment, whether Private or Public/Non-Profit Sector
- Assigned core and/or noncore WTW activities
- Activity start and end date(s)
- Anticipated duration of required WTW activities
- Number of hours for participation and time of each activity
- Location of each activity and service Providers
- Supportive services client will receive
- Rights and responsibilities

- Requests for accommodations
- Additional comments.

All WTW 2 Plans require a statement that informs clients of participation in Job Readiness activities. The WTW 2 includes following statement on second page under Comments section: *"I am expected to participate in the minimum hours for the required activities listed on the front of this agreement.* Failure to meet these hours may result in a participation problem and can affect my time on aid. To maintain my required hours of participation, I understand and agree that I must also participate in other activities, such as Work Experience/Community Service or Job Search/Job Readiness programs. Approved support services will be adjusted or terminated based on my current participation hours or status."

When completing a WTW Plan, the AEC/EC must inform clients that Job Readiness activities offered at all Adult Education or Community College programs are embedded and that continual attendance is mandatory during any breaks, time between activities and/or to meet weekly hours of participation.

Clients who do not have a High School Diploma/equivalent are to be referred to secondary educational activities. If client does not wish to participate in the secondary educational activities, client may enroll in an appropriate initial engagement activity. Client shall make that election, in writing, on the WTW Plan, by documenting in the "Additional Comments" section, using a statement such as *"Client elects to not pursue a high school diploma or equivalent at this time."*

9.5.5 Hours of Participation [EAS 42-701.1(b) and (c)]

Clients who are required to participate in the CalWORKs Employment Services (CWES) program, must engage in WTW activities for required hours each week. Clients should make satisfactory progress toward their activity while meeting the participation requirements. Depending on type of plan completed, time may count towards participant's WTW 24-Month Time Clock. [Refer to "WTW 24-Month Time Limit," page 1-1] for policy on participation requirements associated with federal WPR, CalWORKs federal standards of WPR and 24-month time limit.]

9.5.6 Additional Hours Than Required

Clients may not be subject to sanction for failing to participate any number of hours beyond the required 20, 30, or 35 hours per week for WTW participation, even though additional hours may be written into the client's WTW plan. The additional hours must be agreed upon by the client and the worker.

9.6 Core and Non-Core WTW Activity Requirements

To meet federal WPR, mandatory clients must meet the "Core" activity/hour requirements for one and two-parent AUs as outlined in [Refer to "Federal Work Participation Requirements," page 1-3].]

When a participant meets CalWORKs federal standards, time does not count towards the WTW 24-Month Time Clock. Meeting the CalWORKs federal standards, may or may not meet federal WPR. [Refer to “CalWORKs federal Standards,” page 1-8] for description of these rules.

SB 1041 entitles an adult to participate in WTW Activities without having to meet the CalWORKs federal standards core activity/hour requirements during the WTW 24-month time limit.

9.7 Welfare-to-Work (WTW) Federal Core and Time Limited Activities

Required weekly participation hours are 20/30/35 in a WTW Plan type as follows:

CalWORKs Federal Core Work Activities	CalWORKs WTW 24-Month Time Clock Activities
<p>In order to meet CalWORKs federal standards (which are <u>different from federal WPR</u>) and not count time towards the CalWORKs WTW 24-Month Time Clock, the following participation requirements apply unless exempt (or excused second parent) from WTW:</p> <ul style="list-style-type: none"> • For one-parent AUs with a child less than 6 years of age, 20 hours per week of which all hours must be in the federal core activities listed below. • For one-parent AUs with no children less than 6 years of age, 30 hours per week of which 20 hours must be in the federal core activities listed below. • For two-parent AUs, 35 hours per week of which 30 must be in the federal core activities listed below. <p>Note: Note: <u>To meet Federal WPR</u>, if the hours are shared between each parent, one parent needs to participate 30 hours, of which 20 must be in core activities.</p>	<p>The activities, or combination of activities listed below will count against the CalWORKs WTW 24-month time limit when the hourly core requirement is not met. Participation in the activities listed below without a core requirement is required as follows:</p> <ul style="list-style-type: none"> • 20 hours per week for one-parent AUs with a child less than 6 years of age. • 30 hours per week for one-parent AUs with no children less than 6 years of age. • 35 hours per week for 2-parent AUs.
<p>Employment</p> <ul style="list-style-type: none"> • Full-Time • Part-Time • Full-Time Self-Employment • Subsidized Employment Program • College Work Study 	<p>Employment</p> <ul style="list-style-type: none"> • Part-Time • Part-time Self Employment • College Work Study
<p>Unpaid Work Activities</p> <ul style="list-style-type: none"> • Community Service • Work Experience 	<p>Unpaid Work Activities</p> <ul style="list-style-type: none"> • Community Service • Work Experience
<ul style="list-style-type: none"> • Vocational Training/Education • Unsupervised Study Time - Core <p>Note: (Limited to 12-month lifetime as core)</p>	<ul style="list-style-type: none"> • Vocational Training/Education (Use Job Skills Training/Education Directly Related to Employment - After 12-month core limit, or used as Non-Core VTR) • Unsupervised Study Time- Non Core

CalWORKs Federal Core Work Activities	CalWORKs WTW 24-Month Time Clock Activities
<p>Job Search & Job Readiness Assistance (Per established Timelines)</p> <ul style="list-style-type: none"> Supervised Job Search Supervised Job Search Part-Time Job Search <p>Note: Job Search- 2 additional months when scheduled for at least 50% of total participation hours for the month (non-core that stops WTW 24-Month Time Clock)</p> <ul style="list-style-type: none"> RRT Job Readiness Assistance <p>(CalWORKs Federal Standards)</p> <ul style="list-style-type: none"> Mental Health, Substance Abuse, Domestic Violence Services Assessment 	<p>Job Search & Job Readiness Assistance (When established Timelines have been used)</p> <ul style="list-style-type: none"> Supervised Job Search Supervised Job Search Part-Time Job Search RRT Job Readiness Assistance <p>(CalWORKs Federal Standards)</p> <ul style="list-style-type: none"> Mental Health, Substance Abuse, Domestic Violence Services Assessment
<p>Non-Core Activities (Additional hours when federal core hours have been met)</p>	<p>Other Non-Core Education</p> <ul style="list-style-type: none"> Adult Basic Education (ABE), General Education (GED) English as a Second Language (ESL) High School Diploma (HS) Unsupervised Study Time Non-Core
<ul style="list-style-type: none"> Job Skills Training Directly Related to Employment (Vocational Training/ Education) 	<ul style="list-style-type: none"> Other Activities Necessary to Assist In Obtaining Employment
<ul style="list-style-type: none"> Education Directly Related to Employment/Vocational Education/ Training used as Non-Core Adult Basic Education (ABE), General Education (GED) English as a Second Language (ESL) High School Diploma (HS) 	<ul style="list-style-type: none"> Other Activities Necessary to Assist In Obtaining Employment
<ul style="list-style-type: none"> Other Activities Necessary to Assist In Obtaining Employment 	<ul style="list-style-type: none"> Other Activities Necessary to Assist In Obtaining Employment

Note: Failure to meet the CalWORKs federal standards of the work participation requirements after exhausting the 24-month time limit, may result in reduction of CalWORKs cash aid (Removed from Aid), unless an exemption/extender applies.

9.7.1 PWO

For participation requirements for Pregnant Women Only (PWO) AUs, [Refer to “Pregnant Women Only (PWO) AUs,” page 1-5].

9.7.2 Home Schooling

Home schooling is not an allowable WTW activity. While a parent maintains the right to home school his/her children, making this choice does not meet the basic intention of the WTW participation requirements. WTW is a comprehensive statewide employment program designed to enable

participants to achieve self-sufficiency. Therefore, home schooling hours do not count as WTW core/non-core.

9.8 Developing the Welfare-to-Work (WTW) Plan

To meet CalWORKs federal standards of WPR, all WTW Plans must meet core activity and hourly requirements. WTW Plans may be developed by the case carrying AEC/EC, an Assessment Counselor, or designated service providers.

9.8.1 WTW 2 and Universal Engagement Timelines

As a best practice to ensure accuracy of the WTW time clock, and to ensure that the duration in time limited Core activities match the activity assignment period on the WTW 2, the AEC/EC should review the Display Universal Engagement window in CalWIN as a case management tool such as when assigning and extending WTW activities.



Example:

A single parent participating in VTR full-time goes off aid on July 30 with 8 months in her Vocational Education Timeline. Client reapplies and goes back on aid effective September 1. During WTW Orientation client reports attending school full-time. Prior to completing WTW 2, the AEC/EC reviews Display Universal Engagement window to confirm time remaining in VTR Timeline, and assigns VTR for 4 months. At the end of 4-month VTR plan, client continues attending school full-time. The AEC/EC discusses other concurrent activity options that meet core requirements for not counting time towards the WTW clock. But client chooses to continue school full-time. The AEC/EC confirms Vocational Education limit is reached, and assigns Job Skills Directly Related to Employment (right side WTW 2).

9.8.2 Length of Welfare-to-Work (WTW) Plan

WTW Plans are generally developed in 12 month increments. Some exceptions are:

- Job Search activity type (4 consecutive weeks at a time depending on Universal Engagement Timeline)
- Assessment/Reassessment
- Clients that do not have at least 12 months left on their 48 month clock
- Refugee vocational training
- SIP Not Approved (SNA) until the end of the quarter or semester, not to exceed four (4) months
- Other exceptions TBD by Assessment (In-House/Service Provider)
- Exempt Volunteer and Excused Second Parent
- Age of youngest child

- Universal Engagement Timelines for Job Search/Job Readiness (Core) and Job Search (Non-Core); and Vocational Education (VTR) time limits

9.8.3 Concurrent/Sequential Activities

Participation in activities assigned on the WTW Plan may be concurrent or sequential and need to be consistent with the client's goals, WTW Plan and/or the Education Plan (applicable only to colleges). Activities are assigned:

- To meet the core hour requirement and weekly hours of participation
- Appropriate to the client's abilities
- Based on availability and scheduling.
- Students enrolled in on-line/distance learning activities must be enrolled in a concurrent activity to ensure compliance with the 20/30/35-hour participation requirements.

9.8.4 Changes to Welfare-to-Work (WTW) Plan

Activity Assignment

The client has 3 working days after signing the WTW 2 in which to evaluate and request changes to the terms of the WTW 2.

Post Assessment

A client who has completed an assessment has 30 days from the beginning of the activity assignment in which to request a change to another activity.

- The request for assignment to another activity must be granted if another assignment is available and consistent with the individual's assessment results.
- This 30-day grace period is only available once to each participant.

9.8.5 Support Services Needs [EAS 42-701.1(d)]

Supportive services needs such as child care, transportation and ancillary must be identified on the WTW Plan. In addition, expanded services may include mental health, substance and domestic abuse counseling. These expanded activities are in addition to the scheduled 20/30/35 hours required weekly. [Refer to "Transportation-Related Expenses," page 25-1], [Refer to "Child Care Service," page 26-1] and [Refer to "Ancillary Expenses," page 28-1] for additional information.]



Note:

Client needs to initial and date supportive services section of WTW 2 only if client declines services.

9.8.6 Other Support Services

Other support services may be offered by (or through) the Agency to CWES clients on an “as needed” basis to assist in the removal of barriers which are preventing self-sufficiency. The services do not need to be written on the WTW 2; however, they do need to be considered when the plan is developed. These services include, but are not limited to:

- Bike to Work
- Jump Start Vehicle Repair
- Expungement Services
- Emergency Rides (via Ancillary)

9.8.7 Reasonable Accommodations

When participant needs special services, such as because of a disability, the services are listed on Page 3 of the WTW 2.

[Refer to Common-Place Handbook, “Civil Rights,” page 36-1 for additional information on reasonable accommodations.]

9.8.8 Universal Engagement Timelines

The table below serves as quick reference guide to Universal Engagement Timelines for activities that have Core and Non-Core limit with respect to meeting CalWORKs federal standards and federal WPR:

WTW Activity Type	WTW Activity	Timeline	WTW Clock Status	Meets Fed WPR
Job Search/ Job Readiness (Core)	<ul style="list-style-type: none"> • Supervised Job Search • Supervised Job Search • Part-Time Job Search <p>Federal Core For CalWORKs federal standards, DV; Mental Health and Substance Abuse Services count towards federal WPR, but does not count towards the CalWORKs federal standards Job Search/ Job Readiness (core) Timeline.</p>	12-week maximum, which can be scheduled in increments of not to exceed 4 weeks at a time.	Non-Ticking	Yes

WTW Activity Type	WTW Activity	Timeline	WTW Clock Status	Meets Fed WPR
Job Search (Non-Core)	<ul style="list-style-type: none"> Two Additional Months Supervised Job Search; Two Additional Months Part Time Job Search 	2 Additional Months as Non-Core when Core Timeline is exhausted.	Non-Ticking when assigned for at least 50% of total participation hours for the month.	No
Other Non-Core	<ul style="list-style-type: none"> Non-Core Supervised Job Search; Non-Core Part Time Job Search <p>Note: Used only when core and non-core Timelines are both exhausted.</p>	None	Ticking	No
Vocational Training	<ul style="list-style-type: none"> Sip Not Approved (SNA) Vocational Training/Education Unsupervised Study Time - Core <p>Note: When assigning as non-core (due to core requirements met via concurrent activity, exempt-volunteer, or excused second parent), use Job Skills/Education Dir Rel to Emp.</p>	12-Month Lifetime as Core	Non-Ticking	Yes
WTW Plan Development	<ul style="list-style-type: none"> Engagement Process 	None	Non-Ticking	No

9.9 CalWORKs 2.0

When developing new WTW Plan or amending the WTW Plan, the “My Road Map, Potholes & Detours” tool (SCD 2503) is to be reviewed. [\[Refer to Chapter 4, "CalWORKs 2.0," page-5\]](#) for additional information.

9.10 Contracted Agencies and Service Providers

CalWORKs Employment Services (CWES) refers clients to various service providers for assessment, education and/or vocational training services. Referrals to services providers may be for

pre-assessment or post-assessment activities. Types of service providers and services they offer to CWES clients, includes but is not limited to:

Provider	Activities Offered
Adult Education Note: Include embedded activities	<ul style="list-style-type: none"> • GED • HS diploma • ABE/Remedial Education • ESL • Vocational Training (includes ESL) • Assessment • Education Directly Related to Employment • Job Skills Directly Related to Employment • Community Service (CS)
EC Works	<ul style="list-style-type: none"> • Work Experience (WEX) • Community Service (CS)
Community Based Organization (CBO)	<ul style="list-style-type: none"> • Vocational Training <p>Note: Vocational Training curriculum may include, but not limited to VESL, Job Search, Job Readiness, and other Employment related services.</p>
Community College Note: Include embedded activities	<ul style="list-style-type: none"> • Vocational Education/ Training (VTR) • Job Skills Training Related to Employment • Education Directly Related to Employment • Community Service (CS) • Work Experience (WEX) • Work Study • Subsidized Work Study
Private School/University	<ul style="list-style-type: none"> • Vocational Education/ Training (VTR)

9.11 Referrals to Adult Education Providers

Clients are referred to Adult Education service providers for pre-assessment activities. Pre-assessment referrals during the appraisal are made based on the following:

- No work history in the last two years
- No high school diploma or GED
- Limited English speaking
- Non-English speaking
- Enrolled in ABE/GED/ESL program.

Clients are referred for post-assessment activities to Adult Education providers to implement WTW Plans, to resume a WTW Plan, or to restore a WTW Plan for activity(ies) offered at the Adult Education site. Adult Education providers will also offer summer bridging activities for enrolled students awaiting to start their course of study in the fall.

9.11.1 Assessment Timeframes

A client may be referred to an Adult Education service provider for an assessment to develop and implement a WTW Plan. When a client is initially referred to an Adult Education site from Orientation/Appraisal, the WTW Plan must reflect the Assessment activity for a 30 day period. The Adult Education service provider will ensure that core hours are met during the Assessment period. Assessment is a core activity and can be accomplished through Distance Learning. Distance learning related activities will be embedded within assessment.



Note:

Once the Adult Education provider completes the assessment and the WTW Plan is developed, the AEC/EC should implement the WTW Plan as outlined. The service provider will forward to the AEC/EC a copy of the signed WTW Plan once assignments are made. Service providers should take into account occupational background checks. [Refer to “Occupational Background Checks,” page 8-24].]

Upon completion of the WTW Plan, which must be completed within 30 days, the subsequent WTW Plan shall reflect one or more of the following WTW activities:

- Education Directly Related to Employment;
NOTE: This includes Adult Basic Education, ESL or GED/HS Diploma.
- Vocational Training (VTR);
- Community Service or Work Experience (County-sponsored site); and/or
- Unsubsidized Employment.

9.11.2 Referrals to Adult Education Service Providers

To initiate a referral, the AEC/EC will schedule the client for a placement test or an appointment with the Agency Representative. Referrals to Adult Education sites are done by email. The AEC/EC also needs to assign the referral activity in CalWIN as follows.

Step	Action
1.	<ul style="list-style-type: none"> • The AEC/EC contacts the school representative to obtain the next placement test date for assessment/orientation (if the school has not provided a testing schedule to CWES), or to schedule an appointment with the site representative.

2.	<p>The AEC/EC sends an email to the designated person at the following sites:</p> <ul style="list-style-type: none"> • Metropolitan Adult Education • Morgan Hill Adult Education • East Side Adult Education • Milpitas Adult Education • Mountain View Adult Education • Santa Clara Adult Education • Fremont Adult Education • Campbell Adult and Community Education (Del Mar and Blackford) <p>The email should include:</p> <ul style="list-style-type: none"> • Client Name (not on subject line) • CalWIN Case Number • Social Security Number (not on subject line) • Phone number, if different than in CalWIN • Placement Test Date (if appropriate) • Name of WTW activity • If client is an SIP • If client is post-assessment • Vocational goal (if post-assessment) • Time remaining on the 48-month clock • Remaining months on the vocational clock • Remaining months on the WTW Plan 12-month clock • FLSA hours • Compliance plan, if on a compliance plan. • Referral Site, if for Metro referrals
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9.11.3 Results and Update

The service provider performs the following to reflect the results of the referral:

If the Client...	Then the Service Provider...
Shows,	<ul style="list-style-type: none"> • Updates the Activity Status to “First Day Attendance” in CalWIN. • Develops a WTW Plan if pre-assessment. <p>Note:</p> <p style="padding-left: 40px;">The first day of attendance is the first day that the client shows up for Testing/Assessment/Orientation, not the first day of class.</p>
No Shows,	<ul style="list-style-type: none"> • Updates the CalWIN Activity status to “No Show.” • Sends an email to the assigned AEC/EC.

9.12 Referral to Community Colleges

CWES refers clients to colleges for post-assessment education and/or vocational training and other WTW activities, as needed.

9.12.1 Welfare-to-Work Plans

Below are the primary allowable activities to be entered on a WTW Plan for clients attending Community Colleges:

- Vocational Training (VTR);
- Unsupervised Study Time - Core

NOTE: Unpaid college sponsored internships are assumed to be embedded in this activity and do not require a separate verification or entry on the WTW Plan or in CalWIN

- Work Study;
- College sponsored unpaid work experience;
- Unsubsidized Employment;
- Job Skills Directly Related to Employment (when core hours are met with another activity, or after 12-month of VTR).
- Unsupervised Study Time Non-Core



Note:

If individual in a SIP status is not meeting core requirements through any other activity, he/she can remain in VTR for 12 months. After 12 months, if not meeting core in another activity, complete a CalWORKs WTW 24-Month Time Limited Plan, using Job Skills/Education Directly Related to Employment.

9.12.2 Educational Plan

The following policies apply only to Consortium Colleges.

College liaison completes the “Educational Plan” (SCD 1758) for SIPs and post-assessment non-SIPs. The Plan will remain in force for the duration of the educational/vocational period or 48 months, whichever occurs first. The college liaison will develop an Educational Plan that lists the required classes for the client’s WTW Plan. The Community Colleges will also offer summer bridging activities for enrolled students awaiting to start their course of study in the fall.

**Note:**

Colleges using the school's electronic student educational plan will need to complete the top portion of the SCD 1758, check off the box "Refer to attached Educational Plan," sign/date, and attach a copy of the electronic education plan.

[Refer to "Documentation of Enrollment," page 6-6].]

9.12.3 Client Referrals

For client referrals to Colleges, the AEC/EC must send an email referral to the designated person at the College. In addition to the email for post-assessment clients, CWES staff must fax the WTW Plan. The email to the college should include:

- Client Name (not on subject line)
- CalWIN Case Number
- Social Security Number (not on subject line)
- Phone number, if different than in CalWIN
- Name of WTW activity
- If the client is an SIP
- If the client is post-assessment
- Vocational goal (if post-assessment)
- Time remaining on the 48-month clock
- Remaining months on the vocational clock
- Remaining months on the WTW Plan 12-month clock
- FLSA hours
- Compliance plan, if on a compliance plan.

9.12.4 College Liaison Appointment and Verification

Contracted colleges will use the "E-Mail Referral" (SCD 1723).

The form is also used for non-partner schools, such as private schools and San Jose State University.

9.12.5 Actions Taken by Community College



Note:

The service provider performs the following to reflect the results of the referral:

If the Client...	Then the Service Provider...	And Assigned AEC/EC....
Shows,	<ul style="list-style-type: none"> Sends an e-mail to the assigned AEC/EC,. 	<ul style="list-style-type: none"> Enters case comments in CalWIN. Updates the Activity Status to “First Day Attendance” in CalWIN. <p>Note: The first day of attendance is the first day that the client shows up for the first day of class</p>
No Shows,	<ul style="list-style-type: none"> Sends an e-mail to the assigned AEC/EC, 	<ul style="list-style-type: none"> Enters case comments in CalWIN. Updates the CalWIN Activity status to “No Show.” Initiates NONC, if appropriate.

Note: For Post Assessment, the Assessment EC will update **Case Comments** and notify the assigned AEC/EC to update CalWIN accordingly.

9.13 Referrals to Community Based Organizations (CBOs)

CalWORKs Employment Services (CWES) can refer clients to Community Based Organizations (CBOs) as a result of an assessment. Agreements with CBOs are renewed annually by the Employment Support Initiative (ESI). CWES staff are informed in writing of any new agreement or any changes to existing agreements.

9.13.1 CBO Referral and Results Process

Referrals to CBOs can be made as a result of a recommended activity(ies) on the WTW Plan developed by an Assessment Counselor. For CIU referrals refer to the CWES Business Process for more information.

If a client was enrolled prior to his or her initial CWES appraisal at a CBO, an evaluation for a Self-Initiated Program (SIP) must be done. [\[Refer to “Self-Initiated Program \(SIP\),” page 6-1\].](#)

The “Education and Training Services Referral and College Liaison Appointment Notice/SIP Verification” (SCD 1757) will be used for non-CalWIN users. The following table outlines the referral and results process:

Stage	Who	Action
1.	AEC/EC	<ul style="list-style-type: none"> • Completes Section I of the SCD 1757. • Faxes the SCD 1757 to the service provider. • Sets up supportive services, as appropriate.
2.	Service Provider	<ul style="list-style-type: none"> • Meets with the client. • Completes Section II and III of the “Referral Results” (SCD 1757). • Indicates if the client: <ul style="list-style-type: none"> - Is enrolled - Did not show - Is not enrolled and specifies reason • Indicates the client’s schedule • Signs and faxes the SCD 1757 to the AEC/EC within one (1) working day.

A non-CalWIN service provider may provide verification of enrollment and participation on their letterhead in place of the SCD 1757. The letter from the service provider must include appropriate WTW activity information similar to the SCD 1757.

9.13.2 CBO Service Provider in CalWIN

If the service provider is a CalWIN user then the service provider performs the following to reflect the results of the referral:

If the Client...	Then the Service Provider...
Shows,	<ul style="list-style-type: none"> • Updates the Activity Status to “First Day Attendance” in CalWIN.
No Shows,	<ul style="list-style-type: none"> • Updates the CalWIN Activity status to “No Show.” • Sends an email to the assigned CWES/CIU staff.

9.13.3 Monitoring Progress by CBO

A CBO that is a non-CalWIN user will use the “CWES Attendance Sheet” (SCD 502) to monitor progress. This form allows attendance to be entered for a full month at a time. The SCD 502 will be faxed to the AEC/EC by the 5th day of each month.

The “Participation and Attendance Alert” (SCD 1766) will be used to notify the AEC/EC of any participation problems, unexcused absences, or unsatisfactory progress. The CBO must notify the AEC/EC within three working days.

9.14 Referrals to Assessment, Job Search Services

Referrals to Assessment or Job Search Services are done by scheduling the activity in CalWIN and viewing the session roster. For information regarding referrals for assessment, job search services, and Learning Disability Screenings refer to the appropriate chapters as follows:

- Assessment [Refer to “CWES Assessment,” page 8-1].]
- Job Search Services [Refer to “Job Readiness,” page 5-1].]
- Learning Disabilities evaluation through in-house Assessment. [Refer to “Learning Disability Screenings,” page 13-1].]

**Note:**

For more information refer to CWES Business Process.

9.15 SB 1232 Provisions

Effective January 1, 2021, Senate Bill (SB) 1232 provides program flexibility to CalWORKs WTW participants who are enrolled, or planning to enroll full-time or part-time at a publicly funded or non-profit (henceforth referred to as publicly funded) postsecondary institution of higher education, such as a community college, technical school, or 4-year college or university. SB 1232 provisions also apply to on-line schools that meet the definition of a publicly funded postsecondary institution of higher education, even if the actual institution is located out-of-state.

9.15.1 Policy

SB 1232 allows participants to enroll in Associate’s, Bachelor’s, Master’s, PhD, teaching credential, and undeclared major/certificate programs. The AEC/EC is to follow current procedures for participants enrolled or enrolling in private postsecondary educational institutions, which include following existing criteria for SIP and In-house Assessment processes.

9.15.2 National Educational Website

If the AEC/EC is unsure of whether a school is classified as a public or private/for-profit, the AEC/EC may navigate to the National Center for Education Statistics website (<https://nces.ed.gov/globallocator/>) and enter the name of the school to determine the school classification.

9.15.3 Orientation & Appraisal

Participants are required to complete the WTW Orientation and the Online CalWORKs Appraisal Tool (OCAT). The OCAT process helps identify any potential barriers to participation.

9.15.4 Assessment

SB 1232 participants are no longer required to have their educational program approved by an Assessment Counselor. The assigned AEC/EC is to approve the field of study. In addition, the participants are not subject to approval of their educational program based on the list of approved majors nor are they subject to Assessment testings for the purpose of approving a program.

A participant's choice of postsecondary education courses or fields of study in publicly funded, postsecondary educational institutions cannot be denied, including when the educational program is not expected to lead to employment. The AEC/EC may advise clients about the job potential of their chosen educational path, considering relevant factors including but not limited to, labor market conditions, the client's individual work and educational history, and any criminal background that would impact employability.

Assessment shall be conducted only for the purpose of identifying barriers to participation, such as domestic violence, substance abuse, mental health, learning disability. Assessment can also be used to assist clients with career exploration, identifying bridging activities, or to assist a part-time student with identifying a concurrent activity. As an option, the Assessment can be done via phone or via electronic means.

9.15.5 Proof of Enrollment

Verification of enrollment is required prior to signing a WTW Plan and issuing transportation, diaper and child care supportive services. For SB 1232, a signed WTW Plan is not required to advance the standard ancillary payment for required books and college supplies, as long as proof of enrollment is provided. Proof of enrollment includes class schedule that shows number of units. When the class schedule is not available, and there is other documents such as a school developed stage/mock plan, enrollment welcome letter, or email from the school indicating enrollment, the AEC/EC is to act upon the verification to calculate the correct ancillary advancement for books and supplies.

Other information such as a comprehensive conversation with client can be documented to help the AEC/EC develop the WTW Plan, when no other information or documentation is available. As additional information becomes available, the WTW plan can be amended. No stage plan/mock plan is necessary when any proof of enrollment is provided to develop the WTW 2 with the required hours of participation.

The community college liaison shall also provide an education plan, which is to be utilized by the EC to help develop the WTW Plan.

9.15.6 WTW Plan

The duration of the WTW Plan shall be developed in alignment with the duration of the Education Plan. The WTW 2 shall specify the number of required hours (20, 30, or 35), the number of units, class times, times for on-line courses (as applicable), and study time computation. The WTW Plan shall also include in the comment's section: "Follow class schedule," where applicable.

WTW Plans can be provided and signed electronically. A new WTW Plan shall be developed no later than 30 days prior to the beginning of the school term when:

- Signing an initial WTW Plan for an educational activity
- Change in status from full-time to part-time; from semester to quarter, or vice versa
- Changes in career goal or major



Note:

If a new WTW 2 is not provided to the client by 30 days before the start of the subsequent school term, the previous WTW 2 shall remain in effect and the previous advance ancillary payment for required books and college supplies shall be used for the subsequent school term.

9.15.7 Homework Study Time

Homework study time can be supervised or unsupervised, and is deemed by adding three hours of study time for each class unit. The study time is to be embedded within the WTW 2 and in CalWIN for the appropriate educational activity: Vocational Training, Education Directly Related to Employment, and Job Skills Directly to Employment. Verification of study time is not required. The study time can be more than 3 hours per unit, if the school prescribes it, such as for a student who has a learning disability. When the class unit is a unit fraction, round up to the nearest unit. **Example:** 0.5 unit is rounded up to 1.0 unit. Classes such as labs, guidance classes, or physical education classes are covered under all SB 1232 provisions.

When classes are non-credit/non-units, three hours of study time for each hour of class time is allowed.

The number of units for noncredit courses cannot be used in the calculation of study time for on-line courses. To determine participation hours, the AEC/EC should review the same class that is offered in-person to determine the instructional hours. Once the instructional hours is known, the study time calculation can be computed.



Note:

The activity Unsupervised Study Time is to continue to be used for only private and adult education schools.

9.15.8 Participation

A SB 1232 student who is enrolled full-time, is deemed to be meeting participation requirements.

Students attending part-time, may need to be assigned a concurrent activity if the class units and study time do not meet the minimum participation requirements. The client can propose from the full array of WTW activities the concurrent activity, or be referred to in-house Assessment for assistance in identifying the concurrent activity.

SIP rules do not apply under SB1232 provisions. In a 2-Parent household, each parent can be attending school and can share the 35 total weekly participation hourly requirement.



Example:

For an AU of 2. Parent 1 is enrolled in two non-credit/non-unit courses at DeAnza community college. Each course is 3 hours in instructional time. Instructional time is $6 = (2 \times 3)$. Study time is $18 = (6 \times 3)$. Total participation is **24** = instructional time (6) + Study time (18). Parent 2 is enrolled at San Jose City College in one 3 unit class. Study time = $9 (3 \times 3)$. Total participation is **12** = $(3 + 9)$. The combined weekly participation hours for Parent 1 (**24**) + Parent 2 (**12**) = **36**.

9.15.9 WTW 24 Month Time Clock

The WTW 24 Month Time Clock does not apply under SB 1232 provisions.



Note:

Continue developing left/right side WTW Plans per current process. CalWIN will continue running batch jobs to stock the clock for all WTW participants from July 1, 2021 through April 30, 2022 due to COVID-19 pandemic. Effective 5/1/2022, the WTW clock will sunset.

9.15.10 Supportive Services

SB1232 students are entitled to the full array of services including Ancillary, Transportation, Diaper, and Childcare supportive services.

9.15.11 Ancillary for Books and Supplies

WTW participants attending a publicly funded educational institutions of higher education are to receive an advanced, standard ancillary payment per term based on their enrollment status. The payment covers required books and college supplies and must be issued 10 calendar days prior to the beginning of each school term. Receipts/estimates are not required for the standard ancillary payment.

Participant should have a signed WTW Plan on file, or proof of enrollment, with information to calculate correct payment based on school status of full-time/part-time and type of term (quarter/semester) to be advanced one of the following ancillary standard payment amounts when:

- Enrolled full-time in a semester term: \$500
- Enrolled full-time in a quarter term: \$350
- Enrolled part-time in a semester term: \$250
- Enrolled part-time in a quarter term: \$175

If student requires additional ancillary for required books and college supplies, receipts/estimate form (SCD 1584) are required. Students can network with their community college liaison to better gauge into the total cost of required books and college supplies.

9.15.12 Standard Ancillary Payment

Designated Employment Support Initiative (ESI) Staff shall advance the standard ancillary payment for required books and college supplies directly to the client using DSRC147628 listing. The listing will be generated once prior to the beginning of schools that operate under the semester system, and once for schools that operate under the quarter system.

Payment Process - Assigned EC

For eligible SB 1232 clients to be included in the DSRC147628 listing, no later than 22 calendar days prior to the beginning of the school term, the assigned AEC/EC will enter designated information in CalWIN for ESI staff to issue payment. The AEC/EC will enter one of the following annotations within the **Task** free-form field of the **Maintain Participant Activity** window in CalWIN, for the appropriate educational activity (Vocational Training, Education Directly Related to Employment, or Job Skills Directly Related to Employment):

- “FT Semester Issue \$500”
- “PT Semester Issue \$250”
- “FT Quarter Issue \$350”
- “PT Quarter Issue \$175”



Note:

The educational activity **Task** free-form field is to be used only for entering one of the four aforementioned annotations, which will guide ESI support staff to issue the correct payment. Any other free-form data is to be entered in the activity **Notes** field and/or Case Comments.

Payment Process - ESI Staff

Designated ESI staff will advance the standard payment to the client. The payment shall be processed as follows:

- Receives DSRC147628 listing 21 calendar days prior to beginning of the school term.
- Reviews Benefits Issuance window and Case Comments, to ensure initial payment has not already been issued.
- Based on **Task** field description entered by the assigned EC, Assigns, Authorizes, and Approves the standard payment using **Ancillary** sub-category: **Books**.
- Enters CalWIN Case Comments to include, "Ancillary for required books and college supplies advanced per SB1232."

Additional Payments

For additional amounts over the standard ancillary payment, the assigned EC shall Assign, Authorize and Approve subsequent payment(s) within 20 calendar days of the client request(s) and provision of receipts and/or (SCD 1584) "Ancillary Expenses Estimate/Request for Verification." Verification of actual costs associated with the initial advanced payment must be provided to the assigned AEC/EC prior to issuing the additional ancillary payment(s), in addition to providing the receipts for the additional payment. The AEC/EC is to review the CalWIN **Benefits Issuance** window and **Case Comments**, to ensure correct payment is made.

The assigned AEC/EC shall also issue the difference in the standard payment amount when the client's enrollment status changes from part-time to full-time during the current term.

Late Payments

The student is eligible for the ancillary payment at any point in time during the quarter or semester. When the initial advance ancillary payment for required books and college supplies cannot be issued timely to the client, such as for students who enroll late; or for students who did not provide proof of enrollment timely, the assigned AEC/EC shall Assign, Authorize and Approve the standard initial payment to the client. The payment shall be made within 10 calendar days of proof of enrollment received. The AEC/EC is to review the CalWIN **Benefits Issuance** window and **Case Comments** to ensure advance payment has not already been issued.

9.15.13 Overpayments

Overpayment do not apply if the actual cost of required books/college supplies was less than the standard ancillary payment, or if student's enrollment status subsequently changes to part-time during the term. As long as the student was eligible at the time of payment, there is no overpayment.

Overpayments exist if clients receive a payment for which they were not eligible. The assigned AEC/EC is to ensure that the educational activity in CalWIN is in the correct status prior to the beginning of each

school term. When a WTW participant is no longer attending school, ensure that the appropriate educational activity is in a closed status type.

**Note:**

Ensure that the activity Task payment annotation is deleted when no longer attending school. Update the Task annotation 21 days prior to the beginning of subsequent school term when there is a change in school status that affects the standard ancillary advance payment.

9.15.14 Satisfactory Progress

Satisfactory Progress measurement is determined by the schools, which is based on the ability for the student to enroll in the subsequent school term. A participant is satisfactorily participating if verification of enrollment is provided at initial enrollment or provided at the beginning of each subsequent school term. Grade Point Average (GPA) does not apply for the purpose of measuring satisfactory progress for SB 1232 students.

9.15.15 SCD 1755A

As part of county policy, the Attendance Verification (SCD 1755A) is to be completed, along with the provider section signed-off monthly. This ensures that the AEC/EC may address any barriers or participation problems, including initiating case conference as needed to support client's academic goals.

The AEC/EC shall continue updating the educational activities and CalWIN **Attendance** window monthly per existing procedures.

**Note:**

Federal TANF WPR rules are unchanged with SB 1232. The signed-off provider section supports federal WPR requirements in the event client is selected for the federal WPR sample.

9.15.16 Non-Compliance

The non-compliance process does not apply if the student does not attend their assigned school activity, including appointments, or to sign a WTW Plan that includes a SB 1232 school activity, or provide proof of satisfactory progress without good cause.

When the client becomes non-compliant in their educational program, or is not in satisfactory progress, the assigned AEC/EC shall schedule the client for a non-SB1232 activity. If client does not comply with their non-SB 1232 activity, then the non-compliance process is to be initiated for failure to sign a WTW Plan or participate in a non-SB 1232 activity.

9.16 Monitoring the Welfare-to-Work (WTW) Plan

The AEC/EC is responsible to track the WTW Plan expiration date, which includes the Universal Engagement Timeline limits for activities that count as Core or Non-Core. When the WTW Plan is signed, the AEC/EC must set up a reminder that is two months prior to the end of the current WTW Plan and contact the provider to initiate the yearly case conference. The clients progress must be monitored during the length of the WTW Plan. [Refer to “Making Satisfactory Progress (MSP),” page 17-1].]

9.16.1 Tracking the WTW Plan Increment

The WTW Plan increment starts the 1st of the following month after the WTW Plan (WTW 2) is signed. The new WTW 2 must be signed the month before the next plan starts without any break in participation.

9.16.2 Tracking Vocational Training 12-Month Lifetime Clock

Vocational training can count as a core activity for only 12 months. The AEC/EC is responsible for tracking the 12-month vocational training clock through the [Universal Engagement] window in CalWIN. The 12-month clock starts from the actual start date, using a start status such as First Day Attendance, of the Vocational Education/Training activity.

client who is discontinued from cash aid will only have the balance of the 12-months remaining next time client goes back on cash aid.



Note:

Partial participation in the month for VTR/SNA count as a full month on the Universal Engagement timeline.

9.16.3 Yearly Case Conferences

The AEC/EC is required to conduct a yearly case conference and begin consulting with the service provider two (2) months prior to the end of the current WTW Plan. [Refer to “Making Satisfactory Progress (MSP),” page 17-1].]

The following must be considered at the yearly conference:

- Client’s progress
- Remaining time on aid
- Labor Market viability
- Client’s prior participation

- Client’s current skill level

The meeting will include the service provider, the AEC/EC, and the client to determine what combination of core and noncore activities are appropriate for the client’s subsequent plan. If the AEC/EC cannot attend the case conference in person he/she will participate by phone. The instructor’s comments will be reviewed to determine the client’s progress on the current plan.

If . . .	Then the subsequent WTW Plan is developed by . . .
The activity for a subsequent plan is available at the current provider’s site after 12 months,	The existing provider (except for community colleges)
The activity for a subsequent plan is not available at the current provider’s site after 12 months,	CWES.

All students at a private school must meet the WTW core requirements. The AEC/EC is responsible to coordinate a yearly case conference to include the client, assessment counselor, and the AEC/EC.

9.17 Subsequent Welfare-to-Work (WTW) Plan

A new WTW 2 is required as follows:

- At the yearly case conference, or
- When the client starts a new WTW activity, or
- When a concurrent activity is added to an existing plan, or
- If there is a change within the existing activity.

9.18 Amending Welfare-to-Work (WTW) Plan

Adult Education liaisons have the authority to amend WTW Plans, as appropriate. However, for a WTW Plan developed by an in-house Assessment counselor, a case conference is required prior to amending the plan. Plan amendments are done only on plans where career goals have not changed when adding concurrent and/or sequential activities.



Example:

The service provider notifies CWES that basic skills are required prior to starting vocational training and they were not included on the WTW Plan.

In instances when an AEC/EC and liaison disagree, the AEC/EC shall consult with their immediate supervisor who will make the final decision. The supervisor will advise the liaison and the AEC/EC of the final decision.

An amended WTW 2 is required to be signed when amending a WTW Plan.

The AEC/EC may amend a WTW 2 when information is received concerning the need for an ancillary service that solely adds/changes the hours to the plan, but has no impact on the goals of the existing plan. If the AEC/EC has any questions about the impact of the change on the plan, that AEC/EC may request a case conference with their Unit Supervisor and/or the Assessment Counselor. The AEC/EC must attempt to contact the Assessment Counselor that developed the original plan, but if that Assessment Counselor is not available, any available Assessment Counselor may be contacted.

When only the service provider changes, the AEC/EC will amend the existing WTW Plan by completing an amended WTW 2 and making the required referral to the new provider. The AEC/EC must document on the **Maintain Case Comments** window and make the appropriate changes in CalWIN.

9.19 Welfare-to-Work (WTW) Plan Restorations

After a break in aid, an AEC/EC may restore a prior WTW Plan when the original post-assessment WTW Plan will remain as originally developed. [Refer to “[Post-Assessment Restorations After a Break in Cash Aid](#),” page 8-6].]

9.20 Modification of a Welfare-to-Work (WTW) Plan

A client is referred back to Assessment when there is a change in the vocational goal(s). The AEC/EC must determine good cause and the client must have time on their 48-month time limit. A change of service provider does not require a referral back to Assessment; however, supervisor approval is required. [Refer to “[WTW Plan Modification](#),” page 8-5].]

9.21 Completions and Terminations

When a client who was attending Community College, Adult Education, or some other service provider, completes or stops attending, refer to the following table:

If...	Then...
Client completes	<ul style="list-style-type: none"> The service provider updates the activity in CalWIN with “Complete”. The service provider sends an email to the AEC/EC.

If . . .	Then . . .
Client stops attending,	<ul style="list-style-type: none"> • The service provider updates the CalWIN activity as “Unsatisfactory Progress”. • The service provider sends an email to the assigned AEC/EC within 3 working days. • The AEC/EC takes appropriate action. [Refer to “Making Satisfactory Progress (MSP),” page 17-1].]

9.21.1 Notification to Service Provider

CWES staff will notify the service provider when the client stops attending for any of the following reasons:

- Becomes exempt,
- Cash aid is discontinued,
- Becomes sanctioned,
- Is referred to another activity, or
- Activity is no longer appropriate.

9.21.2 Educational Activity Ended

When a client who was attending Community College, Adult Education, or some other service provider, completes or stops attending his or her educational activity at the same time as his or her Community Service, refer to the following table:

If . . .	Then . . .
Client completes	<ul style="list-style-type: none"> • The service provider updates the activity in CalWIN with “Complete”. • The service provider sends an email to the AEC/EC.
Client stops attending,	<ul style="list-style-type: none"> • The service provider updates the CalWIN activity as “Unsatisfactory Progress”. • The service provider sends an email to the assigned AEC/EC within 3 working days. • The AEC/EC takes appropriate action. [Refer to “Making Satisfactory Progress (MSP),” page 17-1].]

9.21.3 Adult Education Activity with CS

When a client's participation at an Adult Education site has ended, the client shall be advised by the site representative to continue participating in the community service activity until the assigned AEC/EC develops a new WTW Plan.

If the assigned EC determines with the client that . . .	Then the Community Service activity shall . . .
It would be appropriate for the client to continue in the same community service assignment,	Be included in the new WTW Plan.
It would NOT be appropriate for the client to continue in the same community service assignment,	<ul style="list-style-type: none"> • NOT be included in the new WTW Plan, and • Ended in the CalWIN.

When the community service assignment is included in the new WTW Plan, that was developed by the AEC/EC, and the next activity will be at another Adult Education site, then assigned AEC/EC must inform the Adult Education Representative receiving the new WTW Plan of the community service assignment and community service site contact. The AEC/EC shall include the community service activity in the new WTW Plan and enter the activity into CalWIN to coincide with the other WTW activity. The new site representative will be the one to monitor the community service assignment.

9.21.4 Adult Education Activity with WEX

When a client's participation at an Adult Education site has ended, the client shall be advised by the site representative to continue participating in the work experience activity until the assigned AEC/EC develops a new WTW Plan. However, the Adult Education Site Representative will end the worksite in the ECA Database.

If the assigned AEC/EC determines with the client that . . .	Then the Work Experience activity shall . . .
It would be appropriate for the client to continue in the same work experience assignment,	<ul style="list-style-type: none"> • Be included in the new WTW Plan; and • End date must be extended to coincide with the other WTW activity in CalWIN. <p>REMINDER: The assigned AEC/EC must notify the new Adult Education Site Representative to add the WEX site back into the ECA Database.</p>
It would NOT be appropriate for the client to continue in the same work experience assignment,	<p>NOT be included in the new WTW Plan.</p> <p>REMINDER: The assigned AEC/EC must notify the WEX Unit to terminate the WEX assignment.</p>

When the work experience assignment is included in the new WTW Plan and the next activity will be at another Adult Education site, the assigned AEC/EC is to inform the Adult Education Representative receiving the new WTW Plan of the continuation of the work experience assignment. The new site representative is to enter/add the worksite into ECA database to reflect the continuation of the work experience assignment as a new placement.

9.22 Ancillary Services

Ancillary services are any employment accommodations or restrictions, supportive services and treatment requirements that must be provided to the participant or a member of the participant's family in order to assist in removing barriers to employment.

Ancillary services include, but are not limited to, time for counseling or treatment of:

- Mental Health [Refer to "Health Alliance," page 41-1].]
- Substance Abuse [Refer to "Health Alliance," page 41-1].]
- Services required by the Department of Families and Children Services (DFCS) [Refer to "Domestic Abuse," page 42-1].]
- Family Conferencing [Refer to "DFCS/CWES Common Cases," page 42-1].]
- Domestic Abuse [Refer to "Domestic Abuse," page 30-1].]
- School attendance for CalWORKs children [Refer to "School Attendance [EAS 42-719]," page 16-1].]
- Any other related services.

If the client chooses to have hours in Mental Health, Substance Abuse, or Domestic Abuse count towards participation, then the WTW Plan should include, as appropriate, any employment accommodations or restrictions, supportive services and treatment requirements (including required hours per week and the duration).

