

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.

Although SB 79 eliminated the CalWORKs core participation requirements and WTW 24 Month Time Clock, clients are still subject to federal core requirements.

9.1 Educational Activities

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 Vocational Education

A client is to be scheduled for Vocational Education (VTR) for the duration of the education plan or VTR degree/certification completion.



Note:

For federal WPR, there is a 12-month time limit for VTR.

9.1.4 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.

9.1.5 Unsupervised Study Time

For non-SB 1232 students, hours assigned as unsupervised study time may not exceed one hour for each hour of class time and is to be embedded within the appropriate activity on the WTW 2 and in CalWIN.

[Refer to Chapter 9, Section 9.14 "SB 1232 Provisions," page-17] for SB 1232 guidance.

9.1.6 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 Federal 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 federal limit.

Other federal job search/job readiness core activities subject to time limits include: substance abuse and mental health services, assessment including learning disability evaluation, and orientation/ appraisal and domestic abuse services.

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 for federal WPR. [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 federal 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 on the “Welfare-to-Work Plan, Activity Assignment” (WTW 2).

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]

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 and supportive services that will be provided to the client.

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]. The other timeline is the 30 Days for engaging clients to their first activity. 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 information to support federal WPR: time used, time remaining and detail months for: 12-Month Vocational Education, Job Search timeline; and Disregard due to child under 1. The timeline also contains the CalWORKs 60-month Time on Aid 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, 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, or as appropriate based on the activity
- 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 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
- 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.

The WTW 2 Plans Comments section should include any additional information as it pertains to the client and activity(ies).

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.

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 Welfare-to-Work (WTW) Activities

Mandatory clients are required to meet the weekly hourly participation requirements of 20/30/35:

List of CalWORKS Activities	Federal WPR Hourly Participation Requirements
<p>Employment</p> <ul style="list-style-type: none"> • Full-Time • Part-Time • Self-Employment • Subsidized Employment Program • College Work Study <p>Unpaid Work Activities</p> <ul style="list-style-type: none"> • Community Service • Work Experience <p>Vocational Training/Education</p> <ul style="list-style-type: none"> • Vocational Training (VTR)* • Adult Basic Education (ABE) • General Education (GED) • English as a Second Language (ESL) • High School Diploma (HS) <p>Note: Study time is embedded within the appropriate educational activity.</p> <p>Job Search & Job Readiness Assistance**</p> <ul style="list-style-type: none"> • Supervised Job Search • Part-Time Job Search • RRT Job Readiness Assistance • Mental Health, Substance Abuse, Domestic Violence Services • Assessment <p>Other Activities Necessary to Assist In Obtaining Employment</p> <p>Other Family Stabilization Activities</p>	<p>In order to meet federal WPR, the following participation requirements apply:</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 federal core activities. • For one-parent AUs with no children less than 6 years of age, 30 hours per week of which 20 hours must be in federal core activities. • For two-parent AUs, 35 hours per week of which 30 must be in federal core activities. <p>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 following activities do not meet federal WPR Core requirements:</p> <ul style="list-style-type: none"> • Adult Basic Education (ABE) • General Education (GED) • English as a Second Language (ESL) • High School Diploma (HS) • Other Family Stabilization Activities (DFCS) <p style="text-align: center;">Federal WPR Time Limits</p> <p>*VTR is limited to a 12 month lifetime limit.</p> <p>**Job Search/Job Readiness activities are limited to 6 weeks (12 weeks if considered a needy state) in a 12 month period.</p>

9.6.1 Pregnant Women Only

Pregnant Women-Only (PWO) age 19 or older, with no other eligible children in the home, are eligible for CalWORKs starting in the second trimester of pregnancy. The participation requirement for PWOs is aligned with the participation requirement for single-parent AUs with a child under six, which is 20 hours per week.

Pregnant 18-year olds with no other eligible children in the home, who have obtained a high school diploma or its equivalent, are eligible for CalWORKs anytime upon verification of pregnancy.

9.6.2 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.

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

WTW Plans may be developed by the case carrying AEC/EC, an Assessment Counselor, or designated service providers.

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

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

- Supervised Job Search/ Part Time Job Search activity types
- Assessment
- Clients that do not have at least 12 months left on their 60 month clock
- Refugee vocational training
- VTR to be assigned for the duration of the Education Plan/Certification/Degree completion
- 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

9.7.2 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 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.

9.7.3 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.

First Activity

A client 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.

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

Supportive services needs such as child care, transportation, diapers 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.

9.7.5 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)

9.7.6 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.]

9.7.7 Universal Engagement Timelines

The table below serves as a quick reference guide to the CalWIN Universal Engagement Timelines functionality.

WTW Activity Type	WTW Activity	CalWIN Timeline
Vocational Training	<ul style="list-style-type: none"> • Sip Not Approved (SNA) • Vocational Training/Education 	Note: The CalWIN 12-month timeline is a tool to assist with tracking time limit for federal WPR.
Job Search	<ul style="list-style-type: none"> • Supervised Job Search • Part Time Job Search 	Note: The timeline is a tool to assist with tracking time limit for federal WPR.

9.8 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.

9.9 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 • 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) • Community Service (CS) • Work Experience (WEX) • Work Study • Subsidized Work Study
Private School/University	<ul style="list-style-type: none"> • Vocational Education/ Training (VTR)

9.10 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/HS/ESL program (select ABE on the WTW 2).

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.

9.10.1 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. Assessment 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.

9.10.2 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 emailing a completed SCD 1723 to the site representative. 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)
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9.10.3 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: 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.

9.11 Referral to Community Colleges

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

9.11.1 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);

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

9.11.2 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 60 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].]

9.11.3 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 60-month clock
- FLSA hours
- Compliance plan, if on a compliance plan.

9.11.4 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.

9.11.5 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.

9.12 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.

9.12.1 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.

9.12.2 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.

9.12.3 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.

9.13 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.

9.14 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 Adult Education and adult schools, community college, technical school, 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.

9.14.1 Policy

SB 1232 allows participants to enroll in Adult Education, ESL, High School Diploma, 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.

9.14.2 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.

9.14.3 Identifying Eligible Adult Schools

Adult Education administered by a community college and adult schools receiving funding from the Adult Education Block Grant are considered publicly funded postsecondary educational institutions for SB 1232 eligibility purposes. If the AEC/EC is unsure of whether an adult school is eligible for SB 1232, the AEC/EC can refer to the CalAdultEd website (<https://caladulthood.org/FindASchool>) or the CDE Funding Results page (<https://www.cde.ca.gov/sp/ae/sf/>) and input the name of the school to determine eligibility.

9.14.4 Orientation & Appraisal

Follow existing Orientation & Appraisal/OCAT procedures. Participants are required to complete the WTW Orientation and the Online CalWORKs Appraisal Tool (OCAT), which helps identify any potential barriers to participation.

9.14.5 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.

9.14.6 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 academic units or instructional hours. 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.

9.14.7 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.

9.14.8 Homework Study Time

Homework study time under SB 1232 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. 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.

9.14.9 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**.

9.14.10 Establishing Academic Session Type for Adult Schools

To determine whether school enrollment is considered a semester or quarter term, the term is based on the duration of the academic session. A client enrolled in an adult program 13 weeks or less is equivalent to a quarter term. Enrollment for any period exceeding 13 weeks is to be treated as a semester term.

For clients who enroll in an adult school mid-session, their quarter/semester determination and advance standard payment should be determined based on the number of weeks they are enrolled instead of the number of weeks of the full term course.

Example: A client who enrolls in a 16-week adult school course during the fifth week of the session would be enrolled in the course 12 weeks, thus they would be considered enrolled in a quarter system, and would be eligible for the appropriate quarter system advance standard payment. If the client

decides to enroll at the same adult school during the following session for a full 16-week educational session, they would be considered enrolled in a semester school system and eligible for the appropriate SB 1232 semester-based advance standard payment.

9.14.11 Full-Time/Part-Time Enrollment Status

Adult school enrollment status is based on the number of instructional hours a client is enrolled per week. A participant who is enrolled in classes requiring 12 or more instructional hours per week is considered full-time. Enrollment in less than 12 instructional hours per week is considered part-time. A client who is enrolled in an academic session lasting less than 8 weeks is considered part-time, regardless of the number of instructional hours required for their classes.

To calculate instructional hours for clients enrolled in self-directed courses at adult schools the AEC/EC will go based off the expected number of hours per week for the course as documented in the client's course syllabus.

9.14.12 Supportive Services

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

9.14.13 Regular Academic Year 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
- Enrolled in Winter Intersession term(s): \$175
- Enrolled in Summer condensed sessions issue \$175 per condensed session

If student requires additional ancillary for required books and 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.

9.14.14 Summer Session Advance Standard Payments

SB 1232 participants who are enrolled in summer sessions are eligible to receive an advanced standard payment based on their enrollment status during the summer session.

Clients enrolled in a summer session lasting the duration of the summer term as determined by the educational institution (typically around 12 weeks) are eligible for \$350 for full-time enrollees and \$175 for part-time enrollees regardless of whether the educational institution adheres to a semester or quarter system during the normal school year.

Clients enrolled in a condensed summer session (less than the full summer term offered at the educational institution) must be provided an advance standard payment of \$175 per condensed session, regardless of their full-time or part-time enrollment status. A client who is enrolled in two condensed summer sessions is to receive two payments of \$175.

9.14.15 Weekly Participation Hours for Summer Sessions

SB 1232 clients enrolled full-time during any summer sessions are deemed to be meeting CalWORKs hourly participation requirements, regardless of the duration of the session.

SB 1232 clients enrolled part-time for a summer session of any duration may need to be assigned a concurrent activity if the class units and study time do not meet their minimum participation requirements.

9.14.16 Winter Intersessions

Clients enrolled in winter intersessions are entitled to receive a \$175 advance standard payment regardless of their full-time or part-time status and irregardless of whether the school follows a semester or quarter system. Clients enrolled in winter intersessions are considered meeting their hourly WTW participation requirements.

9.14.17 Enrollment in Multiple SB 1232 Eligible Institutions

WTW participants may be enrolled simultaneously in multiple SB 1232 eligible institutions. In cases like this the AEC/EC must calculate the total number or units and/or instructional hours across all SB 1232 eligible institutions to determine the client's enrollment status and the appropriate advance standard payment amount.

Participants determined to be enrolled in 12 or more units/instructional hours are considered full-time. Enrollment in less than a total of 12 units/instructional hours is considered part-time. If a participant is simultaneously enrolled in a quarter and semester-based SB 1232 eligible institutions, the AEC/EC is to issue the appropriate semester-based advance standard payment. The maximum advance standard payment an SB 1232 participant can receive for the duration of an academic session is \$500 regardless of the number of academic units/ instructional hours they are enrolled in.

9.14.18 Standard Ancillary Payment

AEC/EC Staff shall advance the standard ancillary payment for required books and 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. CWES staff is to follow the payment process below:

Step	Who	Action
1.	CM SSPM	<ol style="list-style-type: none"> 1. Receives DSR 147628 and validates with Community College Liaisons and Adult Ed Providers. 2. Updates report as needed. 3. Saves finalized report in Teams File.

Step	Who	Action	
2.	EC/AEC	<ol style="list-style-type: none"> 1. Retrieves listing and verifies that participating students are enrolled and eligible for payment. 2. A minimum of 10-days prior to new semester or quarter; assigns, authorizes and approves the standard Ancillary payment for required books and school supplies using Ancillary sub-category “Books” in payment drop down menu. 3. Enter case comment in CalWin (Case Comment Type: Case Update). 	
		<p>IF...</p> <p>Student payment cannot be issued timely (for late enrollment, late submission of enrollment proof, etc.),</p>	<p>THEN...</p> <p>At time of student request (any time during semester or quarter):</p> <ol style="list-style-type: none"> 1. Verifies that student is eligible for payment. 2. Within 10 days of proof of enrollment, assigns, authorizes, and approves the standard ancillary payment for required books and school supplies using Ancillary sub-category “Books” in payment drop down menu.

Step	Who	Action	
		Student requires additional funding for school related costs (books, fees, supplies, etc.),	Within 20-days of the request: <ol style="list-style-type: none"> 1. Receives a request for additional funding from student or liaison, completes SCD 1584 Ancillary Expenses Estimate/Request for Verification if form has not been completed yet. 2. Assigns, authorizes and approves subsequent Ancillary payments. 3. Obtains receipts of actual costs associated with the initial advanced payment and receipts for the additional payment within 10 calendar days of payment issuance.
<p>Note: AEC/EC does not need to wait for the DSR listing to be issued to make an educational ancillary payment. If client is enrolled in an eligible SB 1232 educational institution the AEC/EC may issue the standard ancillary payment at least 10 days prior to the start of the new quarter/semester.</p>			

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 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.

The AEC/EC is to review the CalWIN **Benefits Issuance** window and **Case Comments** prior to issuing payment to ensure correct payment is made.

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 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** prior to issuing payment to ensure correct payment is made.

9.14.19 Direct Payments to Adult Education Providers

The payment process below is to be followed for direct payment to schools for registration fees, class fees, school issued materials, etc.

Step	Who	Action
1.	Adult Ed Site Representative	<ol style="list-style-type: none"> 1. Identifies student fees that are typically paid directly to the school for registration, fees, school issued materials, etc. 2. Fills out SCD 1304, "Textbook Voucher," providing required student and case information, as well as itemized reimbursement costs. 3. Submits completed SCD 1304 to ESI for reimbursement.
2.	ESI	<ol style="list-style-type: none"> 1. Receives and reviews completed SCD 1304. 2. Issues payment directly to educational site per established procedures. 3. Enters case comment in CalWIN (Case Comment Type: Case Update).

9.14.20 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.

9.14.21 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.

9.14.22 WTW SB 1232 Informing Notice

The WTW SB1232 informing notice is available in CalWIN for the AEC/EC to manually generate and issue to their clients as they see fit, as not every client will require it. The AEC/EC can determine to which client and when to issue the notice.

9.14.23 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.

9.14.24 Non-Compliance

Following existing non-compliance procedures.

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

The AEC/EC is responsible to track the WTW Plan expiration date. 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](#).]

9.15.1 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.

9.15.2 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 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 participation requirements. The AEC/EC is responsible to coordinate a yearly case conference to include the client, assessment counselor, and the AEC/EC.

9.16 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.

9.17 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.

9.18 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].]

9.19 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 60-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].]

9.20 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].]

9.20.1 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.

9.20.2 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].]

9.20.3 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.

9.20.4 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.

9.21 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 Services [Refer to "Health Alliance," page 41-1].]
- Substance Abuse Services [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 Services [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 Services 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).

