

15. Cal-Learn Program

15.1 Introduction [EAS 42-762]

The Cal-Learn program was established to assist CalWORKs teen parents in becoming self-sufficient by addressing the unique educational, vocational, training, health and other social service needs they may require. Financial incentives and penalties are used to encourage these teen parents to stay in or return to school and earn a high school diploma or its equivalent. In addition, a case manager works with the teen parent and provides intensive case management as well as supportive services.

15.2 Mandatory Participants

An individual who meets the following conditions is required to participate in the Cal-Learn program, unless exempt. A pregnant or parenting teen **MUST** participate in the Cal-Learn program when he or she:

- Receives CalWORKs, and
- Is under age 19, and
- Does not have a high school diploma or its equivalent, and
- Is in the same household as their child.

The Cal-Learn rules do not apply to pregnant or parenting teens who:

- Receive Foster Care, or
 - Are excluded from the AU, or
 - Are determined ineligible for CalWORKs.
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15.3 Voluntary Participants

Pregnant or parenting teens may continue to participate in the Cal-Learn program from age 19, up to age 20 on a voluntary basis, if all of the following requirements are met:

- Are eligible and receiving CalWORKs
 - Participated in the Cal-Learn program prior to becoming 19 years of age
 - Have not obtained a high school diploma or its equivalent
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- Are attending a school program on a full-time basis which leads to a high school diploma or its equivalent by age 20
- Reside with their child(ren) in the same AU.

If the 19-year-old teen DOES NOT meet all of the above requirements, that teen must be registered for CWES if no other exemptions apply.

The Cal-Learn Case Manager will determine if the appropriate conditions are met and will notify the Cal-Learn CWES Worker if the teen is a current Cal-Learn participant. A 19-year-old teen, who previously participated in Cal-Learn, but is not currently receiving Cal-Learn, can volunteer for Cal-Learn participation as well, if otherwise eligible.



Example:

At 15 years of age, Mary was a Cal-Learn participant. At 17 years of age, she went off cash aid and was no longer eligible to participate in Cal-Learn. At 19 years of age, Mary is back on cash aid, has not received a high school diploma or equivalent and wants to voluntarily participate in Cal-Learn. Mary is eligible to voluntarily participate in Cal-Learn.



Note:

A 19-year-old voluntary Cal-Learn participant is subject to the same bonus and penalty requirements as other teen parents enrolled in the Cal-Learn program.

15.3.1 19-Year-Old Volunteer Continued Participation

Once a 19-year-old volunteers to participate in the Cal-Learn program, he/she must remain in the program until he/she receives a high school diploma or the equivalent or turns 20 years of age.



Example:

A 19-year-old has volunteered to participate in Cal-Learn. The teen parent fails to provide her report card in a timely manner. The Cal-Learn Case Manager determines that there was no good cause and notifies CWES to apply the appropriate penalty. The 19-year-old cannot “unvolunteer” herself at that time; the penalty will apply until she ages out of the program at age 20.

15.4 Cal-Learn Definitions [EAS 42-762.3]

The following are definitions in the Cal-Learn program:

15.4.1 Adequate Progress

Adequate Progress is when the teen parent makes a “D” grade point average for the current quarter (at least 1.0, but less than 2.0) on a report card or as reported by an approved school that offers a high school diploma equivalent, (i.e. Adult Education program or Alternative School). This determination is submitted by the Cal-Learn Case Manager as determined/reported by the teen’s school or program. If a Cal-Learn teen parent makes adequate progress for the current quarter or semester, there is no change in the CalWORKs grant (there is no bonus or penalty applied).

15.4.2 Cal-Learn Provider

Planned Parenthood Mar Monte (PPMM) is contracted with the Santa Clara County Public Health Department to serve as the service provider for the AFLP and Cal-Learn program services. The PPMM is responsible for providing the necessary case management services to assist the teen parent in obtaining their high school diploma or its equivalent and becoming self-sufficient.

15.4.3 Bonus

A bonus is the payment of money made to the Assistance Unit (AU) when the teen parent makes satisfactory progress in the teen parent’s educational program and/or receives a high school diploma or the equivalent. A bonus may be paid directly to the Cal-Learn teen participant if they complete their GED or High School Diploma. The Cal-Learn Case Manager notifies the Cal-Learn CWES Worker who authorizes the payment.

15.4.4 Cal-Learn Teen Parent

A Cal-Learn Teen Parent is a teen parent who is not exempt from the Cal-Learn program and who has been approved by CalWORKs and received his/her Cal-Learn program notification from the Cal-Learn service provider, PPMM.

15.4.5 Exemptions/Deferrals/Good Cause

Exemptions, deferrals and good cause refer to a teen parent who is not required to participate in the Cal-Learn program because specific exemption criteria is met. Exemptions, deferrals and good cause are determined and verified by the Cal-Learn Case Manager. An exempt teen parent receives no services and is not subject to either penalties or bonuses. A deferred teen parent may receive case management services, but is not subject to the penalties, bonuses or paid supportive services. Exemptions/deferrals/good cause verification must be determined and provided to the Cal-Learn CWES Worker prior to the current CL8 report card due date.

15.4.6 Penalty

A Penalty is the reduction in the CalWORKs grant for the AU based upon the teen parent's failure to achieve at least a "D" (1.0) grade point average for the current semester or quarter or failure to make or verify progress. This determination is made and information is provided by the Cal-Learn Case Manager. This is solely a financial penalty. The teen parent is not removed from the AU.

15.4.7 Report Card/Progress Report

The Report Card or progress report is the quarterly periodic report on a teen parent's academic achievement issued by the school.

15.4.8 Satisfactory Progress

Satisfactory Progress means that the teen parent has made at least a "C" (2.0) grade point average on his/her current quarter or semester report card/progress report. This determination is made by the educational service provider and is submitted by the Cal-Learn Case Manager.

15.4.9 Supportive Services

Supportive Services are the transportation, child care, costs for diaper assistance, ancillary expenses and other supplemental services needed by a teen parent to attend his/her educational program. Authorization for these payments are made by the Cal-Learn case managers who approves the support services and issues the Notice of Action. The support service payment is authorized by the Cal-Learn CWES Worker.

15.4.10 Teen Parent

A Teen Parent is an individual who must:

- Be a CalWORKs recipient under the age of 19, or be 19 years of age and continuing Cal-Learn participation on a voluntary basis, and
- Not have obtained a high school diploma or its equivalent, and
- Reside with his or her child(ren) in the same AU, or
- Be pregnant.

15.5 CalWORKs Home Visiting

Cal-Learn participants may volunteer in the CalWORKS Home Visiting Program (CWHVI). [Refer to “CalWORKs Home Visiting,” page 46-1] for additional information.

15.5.1 Services Offered

During the course of case management, PPMM explains home visiting program to Cal-Learn participants. When client accepts home visiting services, PPMM staff notifies assigned Cal-Learn EC that client chooses to volunteer in CWHVI.

15.5.2 Referral

Upon receipt of referral from PPMM, the Cal-Learn EC makes the CWHVI referral using the CalWIN **Referral Subsystem**. In addition to the required referral process information, [Refer to “Referral Process,” page 46-5] for referral steps, the Cal-Learn EC needs to include within the CalWIN [**Referral Notes**] tab the assigned PPMM case manager’s name, email address, and phone number.

15.5.3 Status Reports

Monthly status reports are distributed as follows:

- Public Health Department (PHD) staff forwards status reports via email to CWES at: ssa_cwescm_fax@ssa.sccgov.org
- CWES clerical staff distributes status reports via email to the assigned Cal-Learn EC
- Cal-Learn EC forwards reports via email to the PPMM staff assigned to the Cal-Learn case

15.6 Cal-Learn Program Requirements [EAS 42-763]

The major requirements and services of the Cal-Learn program are:

- Each teen parent is required to attend a full-time school program which leads to a high school diploma or its equivalent. The teen parent must remain in the Cal-Learn program until the high school diploma or its equivalent is earned or the age of 19 is reached.
- An AU with a teen parent may receive up to four \$100 bonuses in a 12-month period, when the teen parent makes satisfactory progress in their school program.

- The teen parent who receives a high school diploma or its equivalent prior to or within the month they turn 19-years old, or turns 20-years old for a “voluntary 19-year-old participant,” will receive a \$500 bonus.
- An AU with a teen parent may be penalized \$100 up to four times in a 12-month period, when the teen parent fails to make adequate progress and does not have good cause.
- Child care, transportation and ancillary expenses are provided to enable the teen parent to enroll in or continue school.
- Intensive case management services provided by the Cal-Learn Case Manager.

15.6.1 Referrals

The Cal-Learn teen parent is registered in CalWIN by the Eligibility Worker (EW). The Cal-Learn CWES Worker provides a list of eligible teen parents to be scheduled for an orientation by PPMM. PPMM will schedule the Cal-Learn teen parent for the orientation within 30 calendar days of receiving the list from CWES. If a CWES Worker discovers a teen parent under 19 does not have a high school diploma or the equivalent and was erroneously referred to CWES, then the EW must be notified to register the client for Cal-Learn. The CWES Intake Unit contacts the Cal-Learn CWES Worker who notifies the EW. [\[Refer to “Time Limits TANF/CalWORKs,” page 15-18\].](#)

15.6.2 Notification

The PPMM sends the same Cal-Learn program information to the Cal-Learn teen parent as to the caretaker relative payee. This occurs when the Cal-Learn teen parent is included in an AU with other children. The purpose is to ensure that all persons potentially affected by the issuance of bonuses or application of penalties are aware of the Cal-Learn program and requirements.

15.6.3 Deferrals

A deferral may be determined by the Cal-Learn Case Manager. It is the responsibility of the Cal-Learn Case Manager to track the length of the deferral and to determine when participation in Cal-Learn is to be resumed. A deferral may be granted if the teen parent:

- Needs supportive services which are temporarily not available.
- Cannot be provided case management services.
- Has a special need which substantially limits the teen parent's ability to meet the program requirements and the special need can not be addressed.
- Has been prescribed by a physician a period of time for postpartum recovery after the birth of a child.

- Must be determined and submitted to the Cal-Learn CWES Worker before the CL 8 progress report due date.

Deferred teen parents are not eligible for Cal-Learn supportive services, sanctions or bonuses. However, these teens will continue to receive case management services.

15.6.4 Exemptions

Since Cal-Learn teens are excluded from WTW participation, they are not eligible for any WTW exemptions, including any of the young child exemptions. A Cal-Learn teen may be exempt from Cal-Learn only if that individual has:

- A serious illness, injury or incapacity which prevents the teen parent from meeting the Cal-Learn program requirements of enrolling in school and attending school full-time for a period of more than three months.
- Is expelled from school and enrollment in any alternative school cannot be arranged.
- Needs Cal-Learn paid child care and/or transportation in order to meet the Cal-Learn requirements and the service is not available for a period of three months or more.
- Cannot receive payment for child care or transportation expenses due to lack of program funds.
- Is eligible for Foster Care and payment is being made on behalf of the individual.

The Cal-Learn Case Manager is responsible for determining that a teen parent is exempt from the Cal-Learn registration requirements. If this occurs, the Cal-Learn Case Manager is responsible for:

- Notifying the teen parent,
- Notifying the Cal-Learn CWES Worker who will notify the EW to enter the exemption on-line,
- Tracking the exemption and the continued exemption status.



Note:

An exempt Cal-Learn teen is not eligible to receive supportive services, case management services, bonuses or sanctions.

15.6.5 Enrollment and Attendance Requirement

Each Cal-Learn teen parent must enroll and attend full-time (as defined by the school) a school program which leads to a high school diploma or its equivalent.

For purposes of the Cal-Learn program:

- High school equivalency programs include, but are not limited to, preparation classes for the General Education Development (GED) examination and the California high school certificate of proficiency examination.
- Participation in Job Corps may fulfill the Cal-Learn requirements if the Job Corp activity is a full-time program that leads to a high school diploma or its equivalent.
- Vocational programs must include a high school diploma or GED as a component of the training.
- Teen parents who are enrolled in a program which has no full-time definition must participate in a minimum of 10 hours of school activity per week during each week that participation is required. If the program cannot provide a minimum of 10 hours per week of school activity, the AU must provide to the case manager, written verification from the school confirming this limitation.

The above enrollment and attendance determinations are determined and verified by the Cal-Learn Case Manager.

Vocational Training

If a Cal-Learn teen is enrolled in a Vocational Training program and making satisfactory progress at the time of the Cal-Learn orientation, the teen may be allowed to continue in the program even though there is no high school diploma or GED component. The Cal-Learn Case Manager **MUST** encourage concurrent GED enrollment.

The usage of Vocational Training (only) is to be used as little as possible and must be approved by the Cal-Learn Case Manager on a case-by-case basis. The Cal-Learn Case Manager must contact the Cal-Learn CWES Worker in the event that an “Education and Training Services Referral” (SCD 1757) needs to be completed to refer the teen to a vocational program.

When a Cal-Learn participant attends Vocational Training that does not have a high school diploma or GED component, the Cal-Learn teen is:

- Eligible to receive the necessary supportive services to attend the training
- Not entitled to a bonus when satisfactory progress is met
- Not penalized if satisfactory progress is not met
- Not eligible to volunteer for Cal-Learn after the age of 19.



Note:

If a Cal-Learn teen is enrolled in Vocational Training with a high school diploma or GED component, he/she must show progress in that component. If the Vocational Training has no high school diploma or equivalent component, the Cal-Learn teen must meet attendance and progress requirements in the vocational training program or no supportive services will be authorized.

15.6.6 Participation Requirements

The Cal-Learn pregnant or parenting teen must:

- Participate in the Cal-Learn program until the end of the month in which they turn age 19 (or 20 if the teen parent is a volunteer), or until either a high school diploma or its equivalent is earned.
- Assist in the development of a case plan, including a report card submittal schedule.
- Submit current quarter progress report cards/progress reports to their Cal-Learn Case Manager **within 10 working days** from the CL 8 due date or from the date it is issued.

Combination Cases

For two-parent cases where one is a Cal-learn participant and the other parent is WTW, [Refer to “WTW/Cal-Learn Combination Cases,” page 43-2] for policy.]

15.6.7 Break in Participation

When a teen parent has a break in aid of 90 calendar days or more or is exempted from the Cal-Learn program for 90 calendar days or more, the following conditions must be met:

- The teen parent must be re-referred to Cal-Learn. That individual is then rescheduled for orientation and provided the program requirements.
- The teen parent must again participate in the Cal-Learn program for 90 calendar days before being eligible for bonuses or penalties.



Example:

A teen parent is discontinued February 28th. He reapplies for CalWORKs and is determined eligible June 2nd. He has remained in school during the period of discontinuance. His report card for the school term ending June 30th indicates satisfactory progress. He is not eligible for a bonus as his break in aid was for more than 90 calendar days and he has not participated in Cal-Learn for 90 calendar days after his CalWORKs was reestablished.

If the break in aid is less than 90 calendar days, the EW registers the teen for Cal-Learn services. The Cal-Learn Case Manager takes action based upon this information.

15.6.8 School Attendance

Even though a teen parent is determined to be exempt or deferred from the Cal-Learn program, that individual still must attend school. The California Educational Code (CEC) Section 48200 provides that

each person between the ages of 6 and 18 years of age, is subject to compulsory full-time education, unless excused (exempt) from school attendance.

15.7 Case Management

Intensive case management services are provided by PPMM staff. The case managers assist the teen in:

- Obtaining a high school diploma or its equivalent
- Finding child care for the teen parent's child
- Providing program exemptions, deferrals and good cause
- Coordinating supportive services and bonuses or penalties with the CWES Worker
- Finding appropriate health care for the teen parent and the child(ren) of the teen parent
- Providing referrals to community resources
- Assisting the teen in addressing barriers to self-sufficiency.

Each teen and caretaker relative payee (if different) must attend an orientation meeting. The program requirements are thoroughly explained to ensure the teen parent understands the consequences of not making adequate or satisfactory progress. The teen parent is then assigned a Cal-Learn Case Manager. The case manager meets with the teen parent at least once every three months and assists the teen parent in reaching their goal of self-sufficiency.

15.8 Confidentiality

The Cal-Learn Case Managers may contact the Cal-Learn CWES Worker if specific concerns arise concerning the teen parent's CalWORKs case. If contacted, the Cal-Learn CWES Worker may respond to the Cal-Learn Case Manager, without having a signed release of information. The information requested must be necessary in order to administer the Cal-Learn program.

15.9 Cal-Learn Procedures [EAS 42-766]

15.9.1 Initial Determination

Upon determining that an AU contains a pregnant or parenting teen, the EW must determine if that teen has a high school diploma or its equivalent:

If...	Then...
The teen does not have his/her high school diploma or its equivalent,	The teen must be registered for Cal-Learn.
The teen has his/her high school diploma or its equivalent,	The EW must review the teen's CWES registration status, determining if the teen must register with WTW, or is exempt.



Reminder:

If it is discovered at a later date that a pregnant or parenting teen under the age of 19 should have been enrolled in the Cal-Learn program, but was not, the EW must take immediate action to refer the individual to the Cal-Learn program.

15.9.2 Action By PPMM

After the pregnant or parenting teen is referred to the Cal-Learn program by the Cal-Learn CWES Worker or is discovered by PPMM staff, the Cal-Learn Case Manager must take the following steps:

STEP	ACTION
1.	Send the Cal-Learn participant and caretaker relative payee (if different) a "Cal-Learn Registration/Program Information/Orientation Appointment Notice" (CL 1) to notify the teen: <ul style="list-style-type: none"> • That the teen parent is required to participate in the Cal-Learn program. • Of the time, date, and location of the Orientation appointment.
2.	Conduct the Orientation meeting, providing the teen parent and caretaker relative payee with both a written and oral description of the Cal-Learn program.

STEP	ACTION
3.	<p>Send the caretaker relative payee a notice containing a Cal-Learn program description, the “Cal-Learn Program Requirements” (CL 2) and the “Cal-Learn Notice of Report Card Submittal Schedule” (CL 8):</p> <ul style="list-style-type: none"> • No later than 30 calendar days after the teen parent attends the Orientation, or • No later than five working days after the scheduled Orientation, if the teen parent and the caretaker relative payee fail to attend the scheduled orientation. <p>Note: Teen parents who do not attend Orientation or otherwise do not cooperate, continue to receive their CalWORKs grant. These teen parents are subject to penalties if their report cards are not submitted in a timely manner as indicated on the CL 8 schedule.</p>
4.	<p>Develop a case plan with the teen parent, which includes but is not limited to:</p> <ul style="list-style-type: none"> • Planned intervals of contacts and visits between the Cal-Learn Case Manager and the teen parent and the caretaker relative payee, as appropriate. • A description of the teen parent's school program. • A report card submittal schedule containing no more than four calendar dates per 12-month period when the teen parent must submit a report card to the Cal-Learn case manager. <p>Note: For purposes of bonuses and penalties, the requirement to submit a report card does not begin until the teen parent has been required to participate in the Cal-Learn program for 90 calendar days. The 90-day period begins the first of the month following the date the teen parent was scheduled for orientation per the CL 1.</p>
5.	Determine if the report cards are submitted as required.
6.	Review the report cards to determine if a bonus or penalty is appropriate.
7.	Provides the Cal-Learn CWES Worker with a completed “Cal-Learn Communication” (SCD 62) notifying them that a bonus must be issued or a penalty applied.
8.	Provide the Cal-Learn CWES Worker the appropriately completed forms necessary to pay supportive services.

15.9.3 Good Cause

Any determination made by the Cal-Learn Case Manager may be subject to a good cause determination. The Cal-Learn Case Manager is responsible for contacting the teen, gathering the relevant verifications/facts and making a decision about whether good cause exists. If good cause does exist, the information must be provided to the Cal-Learn CWES Worker **before** the report card submittal due date indicated on the CL 8.

15.9.4 Cal-Learn Progress

Cal-Learn teens must be enrolled in the Cal-Learn program for at least 90 calendar days before they can earn a bonus or be penalized. The 90 calendar days starts the first day of the month after the scheduled orientation meeting date per the CL 1.

Teens who do not show up for orientation, refuse to go to school or do not cooperate are still considered enrolled in the Cal-Learn program. They are subject to penalties at the same intervals as those who are actively participating in the program.

For teens who participate in the Cal-Learn program, the report card (or an equivalent document) is used to determine progress.

15.9.5 Cal-Learn Bonuses

A Cal-Learn teen parent is eligible for up to four (4) \$100 bonuses per year based upon whether the school is on a semester or a quarter schedule. If the teen's grade point average is 2.0 (a "C" average) or better, the AU receives a \$100 bonus. For school programs that do not issue grades, progress will be determined by school staff completing the "Cal-Learn Program Progress Report" (SCD 912) or by the teen passing at least one GED test component per quarter. The bonuses for satisfactory progress may not exceed a total of \$400 per year. Bonuses are paid to the head-of-household of the AU.



Exception:

If the teen parent was aided in his/her parent's case but has since begun receiving aid on his/her own case, any retroactive bonuses must be issued in the Cal-Learn teen's name in their current case.

The California High School Exit Examination (CAHSEE) is no longer a graduation requirement. When a Cal-Learn teen submits documentation to their case manager showing graduation from high school, receives a GED or CHSPE certificate, a \$500 bonus is paid directly to the Cal-Learn client. Bonuses cannot be paid after the month in which the teen parent turns 19 years of age, unless the teen extended the Cal-Learn participation by volunteering for the program. A Cal-Learn teen can not receive bonuses for both satisfactory school progress and graduation for the same report card period.



Note:

A \$100 bonus shall not be issued in the same report card period when a teen receives a \$500 graduation bonus. If the teen would qualify for both bonuses in the same period, he or she would only receive the \$500 graduation bonus.

15.9.6 Retroactive Cal-Learn Graduation Bonuses

Senate Bill (SB) 725 suspended passage of the CAHSEE as a condition for receiving a diploma of graduation or a condition of graduation from high school for a student who has met all other high school graduation requirements in school year 2014-2015. Local educational agencies (LEAs) were instructed to immediately begin issuing diplomas to eligible students.

Effective January 1, 2016, SB 172 extended the suspension of the CAHSEE as a condition of graduation from high school for the 2015-16, 2016-17, and 2017-18 school years. SB 172 also requires LEAs to grant a diploma to any student who completed grade 12 in the 2003-2004 school year, or a subsequent school year, and met all applicable graduation requirements other than passage of the CAHSEE.

If a previous Cal-Learn teen contacts a county office and provides their diploma as documentation showing graduation from high school or its equivalent, other than passing the CAHSEE, they are deemed to have graduated. The CWD must issue a \$500 bonus to the teen if otherwise eligible at the time of graduation. The diploma must have been earned during the period in which the student was an active Cal-Learn participant.

Examples of Former Cal-Learn Teens:

Example 1:

Marie contacts her former CWD and indicates she was in the Cal-Learn program in 2007. She states she did not graduate and receive a \$500 bonus at the time because she did not pass the CAHSEE. She provides documentation from her former school showing she now meets all current graduation requirements from high school and requests a retroactive bonus for graduating. The CWD must verify her documentation and if eligible, issue a \$500 bonus.

Example 2:

Michelle becomes aware of Senate Bill legislation that suspended the CAHSEE as part of California's high school graduation requirements. She visits her old high school and obtains documentation showing that she has met all graduation requirements as of June 2014, other than passing the CAHSEE. Prior to issuing the bonus, the CWD reviews Michelle's case and finds that Cal-Learn was discontinued in May 2014. Since Michelle was not in the Cal-Learn program during the month she graduated in June 2014, she is **not** eligible to receive a \$500 bonus.

How to Issue a Graduation Bonus on a Closed Case

To issue a graduation bonus on a closed case, the designated Cal-Learn EC completes the following steps:

1. End dates the current Cal-Learn registration status of *Closed* or *Ineligible*.
2. Changes the Cal-Learn registration status to *Post-Aid Services*.
3. Adds activity *CL High School* with current date.

4. Goes to CalWIN **Display Student Summary** window, **Collect Student Detail** window tab, to record the high school graduation information.
5. Authorizes and issues \$500 graduation bonus using Supportive Service type **Ancillary**, with sub type *Retro CalLearn Grad Bonus* via warrant, using current date.
6. Enter case comments, “Cal-Learn Graduation Bonus issued per ACL 16-83”.
7. Scan copy of high school graduation certificate/diploma into IDM.
8. End date *Post-Aid Services status*, add *Closed status* and change case back to Cal-Learn closed caseload ID.

15.9.7 Cal-Learn Penalties

If a teen parent does not meet the requirements of the Cal-Learn program or makes unsatisfactory progress (less than a 1.0 grade point average), a penalty may be applied. This is a financial penalty to the AU - the teen is not removed from the AU. The Cal-Learn Case Manager will make the determination of the financial penalty and notify the Cal-Learn CWES Worker.

PPMM mails the “Cal-Learn Informing Notice to Parent/Legal Guardian of Cal-Learn Participant” (CL 4) to inform parent/legal guardian of the Cal-Learn teen’s participation problem and appointment date.

15.9.8 Receipt of “Cal-Learn Communication” (SCD 62)

The Cal-Learn Case Manager determines that the teen parent is due a bonus or penalty and completes an SCD 62 which is sent to the Cal-Learn CWES Worker for action.

Upon receiving the SCD 62, the Cal-Learn CWES Worker must take appropriate action, within the appropriate time frames to issue the bonus or apply the penalty.

If...	Then the Cal-Learn CWES Worker...
The SCD 62 shows that a bonus must be issued,	<ul style="list-style-type: none"> • Issues the bonus within 10 working days from the date of receipt of the SCD 62. • Issues the appropriate “CW Cal-Learn Approval” Notice of Action in CalWIN.
The SCD 62 shows that a penalty must be applied,	<ul style="list-style-type: none"> • Issues a timely and adequate “CW Change Cal-Learn Penalty” Notice of Action in CalWIN. • Applies the penalty as soon as administratively possible.

15.10 Issuance of Supportive Services

Teen parents are eligible for supportive services to attend meetings with the case manager, attend orientation and school. Supportive Services are not paid for a teen parent to attend extra-curricular activities such as games and dances as well as doctor appointments, well baby exams, or other non-educational related appointments. However, if the activity is required so that the teen can get a passing grade, supportive services would be allowed.



Example:

The Cal-Learn teen is in the school band and to get a passing grade, the teen must participate by playing at all the school games. The Cal-Learn teen would be eligible for supportive services to attend the school game.

The Cal-Learn Case Manager will determine what supportive services are necessary for the Cal-Learn teen to attend their activity. The Cal-Learn Case Manager will notify the Cal-Learn CWES Worker by forwarding the appropriate forms requesting supportive services. The Cal-Learn CWES Worker will issue any supportive services needed by the Cal-Learn teen to attend meetings with their Cal-Learn Case Manager, attend orientation and attend school.

Although usually not needed, Cal-Learn teens are eligible for ALL supportive services offered to CWES participants. However, for some ancillary expenses the teen must be the head of the AU.

Cal-Learn participants are not subject to Behavioral Health Intake screenings that WTW participants receive during Orientations. However, they are eligible for other services administered through the Behavioral Health Alliance. When the Cal-Learn provider, Planned Parenthood Mar Monte (PPMM) identifies a mental health or substance abuse service need, PPMM contacts the Cal-Learn Employment Counselor (EC) who initiates the referral per existing process.

15.10.1 Child Care

If a Cal-Learn teen lives with the other parent of his/her children, the second parent must be unavailable to care for the children in order for child care to be authorized.



Example:

A Cal-Learn teen is married and living with the father of her children. The husband is not participating in CWES nor working. The Cal-Learn teen requests payment for child care. Child care would not be authorized as the second parent is available to care for the children.

15.10.2 Independent Study

Although most teen parents involved in independent study do so at home, a teen parent may receive child care and transportation to attend an educational activity outside of the home if the activity is a supervised mandatory educational activity specified in the teen's contractual agreement with the school.



Example:

A Cal-Learn teen is participating in an independent study program. The individual must take exams for a course at the school lab. Supportive services would be authorized for the student to complete the exam.

15.11 Termination From Cal-Learn

Eligibility for the Cal-Learn program stops when the teen:

- Ages out (turns 20 years of age)
- Receives a high school diploma or its equivalent
- Stops receiving CalWORKs
- No longer lives in the same household as his/her child
- Becomes 19 years old and does not wish to volunteer
- Goes into Foster Care.

15.11.1 Transition to Welfare-to-Work (WTW)

Upon termination from Cal-Learn, a determination must be made to exempt the teen parent or transition to CWES for welfare-to-work services.

The Cal-Learn CWES Worker:

- Runs exemptions in CalWIN to determine if the teen is exempt or needs to be registered for CWES,
- Changes the worker number of the WTW Program to refer the teen to the appropriate CWES office for scheduling a CWES orientation, and
- Notifies Cal-Learn Case Manager at PPMM that the Cal-Learn case is closed.

15.11.2 Self-Initiated Program (SIP)

Cal-Learn students who are enrolled in a degree or certification program at the time they are required to attend CWES orientation must be treated like any other recipient with respect to having their Self Initiated Program (SIP) eligibility determined.

15.12 Time Limits TANF/CalWORKs

Refer to the chart below to determine how a Cal-Learn teen's time on aid is counted:

If the teen is aided as...	Then the months on aid...
A child on his/her parent's case,	Do not count against the CalWORKs or TANF clock.
Head of Household on his/her own case,	Count against the TANF clock, but do not count against the CalWORKs clock.

A teen parent that should have been participating in Cal-Learn, but was not, must have his/her time clocks adjusted, as appropriate.

15.13 WTW 24-Month Time Clock

Time does not count towards WTW 24-Month Time Clock.

15.14 Cal-Learn Related Forms/Notices of Action (NOAs)

The following forms and notices of action (NOAs) are used in the Cal-Learn Program:

#	FORM TITLE	DESCRIPTION
NA 820	Notice of Action - Transportation Approval	Notification of transportation approval.
NA 821	Notice of Action - Transportation Denial	Notification of denial of transportation.
NA 823	Notice of Action - Ancillary Approval/Denial	Notification of approval or denial of ancillary expenses.
NA 843	Notice of Action - Ineligible for Cal-Learn Program	Notification that teen parent is no longer eligible for the Cal-Learn program.
NA 844	Notice of Action - Adequate Progress	Notification of adequate progress in Cal-Learn.

#	FORM TITLE	DESCRIPTION
SCD 48	Consent Form: Adolescent Family Life Program (AFLP)/Cal-Learn Program	Cal-Learn consent form for AFLP case management services.
SCD 62	Cal-Learn Communication	A communication between the Cal-Learn Case Manager and the Cal-Learn CWES Worker regarding bonuses, penalties, and Cal-Learn eligibility.
SCD 66	Notice of Action - Discontinuance	Notification of discontinuance of child care and transportation services.
SCD 69	Notice of Action - Child Care Denial	Notification of a denial for child care.
SCD 71	Rights and Responsibilities Adolescent Family Life Program (AFLP)/Cal-Learn Program	Cal-Learn teen's rights and responsibilities as an AFLP/Cal-Learn client.
SCD 72	Cal-Learn Program School Enrollment Verification	Used to verify a Cal-Learn teen's school enrollment.
SCD 73	Initial Release of Information Adolescent Family Life Program (AFLP)/Cal-Learn Program	Allows the release of information to the AFLP/Cal-Learn.
SCD 74	Specific Release of Information Adolescent Family Life Program (AFLP)/Cal-Learn Program	A specific release of information to the AFLP/Cal-Learn.
SCD 912	Cal-Learn Program Progress Report	Used to determine the Cal-Learn teen's progress in his/her school program.
CL 1	Cal-Learn Registration/Program Information/Orientation Appointment Notice	Notification to the teen parent that he/she has been registered in the Cal-Learn program and the scheduled orientation.
CL 2	Cal-Learn Program Requirements	Notification to the teen parent of the Cal-Learn requirements.
CL 3	Cal-Learn Notice of a Participation Problem	Notification to the Cal-Learn teen of a scheduled appointment when there is a participation problem.
CL 4	Cal-Learn Informing Notice to Parent/Legal Guardian of Cal-Learn Participant	Notification sent to the caretaker relative informing them of the Cal-Learn teen participation problem and appointment date.
CL 8	Cal-Learn Notice of Report Card Submittal Schedule	Notification to the Cal-Learn participant of the dates report card are due.
CL 9	Cal-Learn Notice of No Good Cause Determination	Notification to the Cal-Learn participant that he/she did not have good cause for not meeting program requirements.
CL 10	Cal-Learn Notice of Exemption/Deferral	Notification to the Cal-Learn participant that he/she is exempt or deferred from the Cal-Learn program.
CL 11	Cal-Learn - Notice of Incomplete Grades	Notification to the Cal-Learn participant of incomplete grades and a due date to provide a report card with complete grades.

