

43. Companion Case Procedures

CWES Employment Counselors (ECs) will be required to monitor hours of participation for both parents in a two-parent family for all welfare-to-work activities. This means that individuals who are employed or become employed through a welfare-to-work activity and continue to receive cash aid benefits will be required to continue participating in CalWORKs Employment Services for the number of hours required as designated by the County.

For two parent AUs, both parents are assigned to the same worker. In a two parent AU if one parent is registered and participating in CWES, and the second parent becomes mandatory or an exempt volunteer, the assigned CWES worker will conduct the Orientation/Appraisal for the second parent.

For truant teen cases (not Cal-Learn) referred by the CWES Social Worker to Welfare-to-Work (WTW), both parent and teen are assigned to the same EC. However, only the designated EC will coordinate the efforts to contact the teen for re-enrollment in school. Designated EC will provide case management services to the teen without changing the caseload assignment. The designated EC will inform assigned EC of participation outcomes, and will also inform Eligibility Worker (EW) of teen's participation status per CalWORKs Handbook section 13.2.



Note:

For federal WPR rules involving Cal-Learn, refer to WPR Best Practices training tools.

43.1 WTW Participation Requirements

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

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

43.2 Households with Two Adults

Not all households with two aided adults in the home have a 35-hour per week participation requirement. Families that include two aided natural or adoptive parents are considered two-parent AUs, in which adults are required to participate 35 hours per week when the basis for deprivation of the child(ren) is due to unemployment. In a two parent family, if one of the parents is a noncitizen who is ineligible for cash assistance, disabled parent, receiving SSI, the family is not considered to be a two-parent family.

To meet federal WPR 30 of the 35 hours must meet core requirements. One of the two parents in a two-parent AU must participate for at least 30 hours.

43.2.1 One Parent Exempt (Other than Disability)

In a two-parent AU that includes a parent who is exempt for a reason other than disability, the 35-hour participation requirement can be shared with the voluntary participant.

43.2.2 One Parent Exempt Due to Disability

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

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

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

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

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

43.2.4 Second Parent Timed Out

In cases where the second parent has timed out from CalWORKs 60-month TOA and has been removed from the AU, and the first parent remains on aid, the first parent must meet the 35-hour weekly participation requirement for two-parent AUs. The parent cannot share hours.

Note: For federal WPR, the timed-out parent's hours can be used.

43.2.5 Second Parent Sanctioned

When one parent in a two-parent family is sanctioned, the family is considered a two-parent AU. The aided parent must participate the 35-hour per week or be subject to his or her own WTW sanction. The Employment Counselor should encourage the sanctioned parent to cure their sanction.

Note: For federal WPR, the sanctioned parent's hours can be used.

43.3 WTW/Cal-Learn Combination Cases

As a two-parent assistance unit (AU), the parents are required to complete 35 hours per week. The Cal-Learn parent receives an exclusion from WTW participation and cannot be required to participate in any WTW activities. However, hours spent in Cal-Learn are counted when totaling the AUs hours of participation. The Cal-Learn parent's participation towards the AU's 35-hour requirement would be counted as the actual hours of participation, if actual hours are available. When actual hours are not available, it is county policy to deem the Cal-Learn participant 20 hours per week when the participant is making satisfactory progress and submitting quarterly reports.

WTW Parent

The WTW parent must meet any remaining required hours of participation, and is subject to all CalWORKs WTW requirements, including CalWORKs federal standards. As a best practice, the WTW parent should sign a plan for 30 hours.

[Refer to "Cal-Learn Program," page 15-1] for Cal-Learn policy.]

43.4 Two Parents with Different Time-on-Aid Periods

If one parent in a two parent household times out of CalWORKs before the second parent, the remaining aided parent must meet the hours of participation. The second parent is then required to participate 35 hours per week.

43.5 Child Care Authorization

Child care will be authorized for the parent needing the least amount of hours based on rules for authorizing child care. Continue to follow the child care procedures for authorizing child care for two parent households. Prior to authorization the CWES worker must review both parent's hours of participation.

43.5.1 Participation Problem

A "Participation Problem/Cause Determination And Compliance Notice" (NA 840) will be issued to the first parent and the WTW 4 to the second parent when hours of participation fall below the required hours for failing to participate.

When one parent is participating in CWES and the second parent wants to cure the sanction the assigned CWES worker will be responsible to cure the sanction and conduct an individualized Orientation.

43.6 Sanction/Noncompliance

If either of the parents fails to participate, then each parent has their own sanction/noncompliance process. [[Refer to "Non-Compliance Process," page 36-1](#)] for more information.]

43.7 Penalty

A second parent serving a penalty (e.g. child support) must comply with CWES requirements if the individual is still in the Assistance Unit (AU).

43.8 Closing Case

The WTW program should not be closed if one parent remains eligible for CWES services.