

## 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.

CalWORKs requirements differ in that there is no longer a core requirement within The WTW 24-Month time-limited activities. However, by following the existing flow process when developing WTW Plans, clients will make the best of their time because their WTW 24-Month Clock will not be triggered. Any

month in which the family meets Federal participation requirements (core hours/activities), which are achieved by following the existing flow process, will not count towards the WTW 24-month limit. In the event the client exhausts the WTW 24-month time limit, and the client has time remaining on the CalWORKs 48-month time on aid, the client will be required to meet Federal work participation requirements, unless he/she meets a criteria that stops or extends the time limit. Failure to then meet Federal work participation requirements may affect the cash aid amount.

**Note:**

Non-compliance will not be initiated if a participant is not meeting federal WPR or the CalWORKs federal standards, as long as they are meeting the minimum CalWORKs hourly requirement of 20/30/35 hours per week during the 24-month time-limited period.

### 43.1.1 Households with Two-Parents

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 for the purpose of work participation requirements.

[Refer to “Federal WPR for Two-Parent Assistance Units,” page 1-4] for various examples of participation requirements pertaining to the WTW 24-Month Time Clock.]

### 43.1.2 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, preferably to meet core activity/hour requirements for time not to count towards the WTW time clock. The Cal-Learn parent receives a WTW 24-Month Time Clock exception for time not to count.

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

[Refer to “Both Parents Aided/Mandatory,” page 1-16] for example of two aided adults for counting time towards WTW time clock.]

---

## 43.2 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. [Refer to “[Second Parent Timed Out](#),” page 1-17] for additional information.]

---

## 43.3 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.

### 43.3.1 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.

---

## 43.4 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.]

For counting participation hours associated to the WTW 24-Month Time Clock for two-parent families [Refer to “[Second Parent Sanctioned](#),” page 1-18].]

---

## 43.5 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).

---

## 43.6 Closing Case

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