

39. Time Limits (EAS 42-302)

39.1 Overview

The federal Temporary Assistance to Needy Families (TANF) program, replaced Aid to Families with Dependent Children (AFDC). The TANF program imposes a cumulative 60-month lifetime limit on the receipt of cash assistance for the aided parent or caretaker relative of an aided child, including TANF received from other states.

The “California Work Opportunity and Responsibility for Kids” (CalWORKs) program is California’s state-funded TANF program. CalWORKs replaced both the Aid to Families with Dependent Children (AFDC) and Greater Avenues for Independence (GAIN) programs. The CalWORKs program, like the TANF program, also imposed a cumulative 48-month lifetime limit.

The federal time limit of 60 months of TANF funding for California began December 1, 1996, when California’s State Plan was federally approved. However, California’s 48-month CalWORKs clock did not start until January 1, 1998.

The starting dates for the Time-on-aid (TOA) clocks are as follows:

- TANF Clock: Began December 1996 in California. (Each state has its own implementation date).
- CalWORKs: Began January 1998. (Aid received from any other state prior to January 1, 1998 does not count against the CalWORKs 48-month time limit.)

39.2 TANF 60-Month Lifetime Limit

A cumulative 60-month lifetime limit is imposed on the receipt of TANF (federal) cash assistance received from any state by:

- Any aided adult, including a stepparent or caretaker relative of an aided child, or
- An aided minor who is the head of a household or married to a head of household.

This includes the aided parent or aided caretaker relative of an SSI child or a Foster Care child. This means an individual who is an adult (18 years of age or older), or a minor who is the head of household or married to the head of household is only eligible for TANF for a cumulative total of 60 months during his/her lifetime unless that individual meets the necessary criteria to have that month be “exempt.”

[Refer to “Exempt TANF Months,” page 39-3.]

39.2.1 Start Date of TANF 60-Month Period

The TANF federal 60-month lifetime limit started with the date each state implemented TANF. Any month in which the individual received TANF from any state counts towards his/her TANF federal 60-month lifetime limit. ALL months, including partial months, count towards the TANF federal 60-month lifetime limit.

The implementation date of TANF for each state is as follows:

STATE	TANF IMPLEMENTATION DATE	STATE	TANF IMPLEMENTATION DATE
Alabama	November 15, 1996	Alaska	July 1, 1997
Arizona	October 1, 2002	Arkansas	July 1, 1997
California	November 26, 1996 (TANF funding was issued on December 1, 1996.)	Colorado	July 1, 1997
Connecticut	October 1, 1996	Delaware	March 10, 1997
District of Columbia	March 1, 1997	Florida	October 1, 1996
Georgia	January 1, 1997	Hawaii	July 1, 1997
Idaho	July 1, 1997	Illinois	July 1, 1997
Indiana	October 1, 1996	Iowa	January 1, 1997
Kansas	October 1, 1996	Kentucky	October 18, 1996
Louisiana	January 1, 1997	Maine	November 1, 1996
Maryland	December 9, 1996	Massachusetts	September 30, 1996
Michigan	September 30, 1996	Minnesota	July 1, 1997
Mississippi	October 1, 1996	Missouri	December 1, 1996
Montana	February 1, 1997	Nebraska	December 1, 1996
Nevada	December 3, 1996	New Hampshire	October 1, 1996
New Jersey	February 1, 1997	New Mexico	July 1, 1997
New York	December 2, 1996	North Carolina	January 1, 1997
North Dakota	July 1, 1997	Ohio	October 1, 1996
Oklahoma	October 1, 1996	Oregon	October 1, 1996
Pennsylvania	March 3, 1997	Rhode Island	March 1, 1997
South Carolina	October 12, 1996	South Dakota	December 1, 1996
Tennessee	October 1, 1996	Texas	November 5, 1996
Utah	October 1, 1996	Vermont	September 20, 1996

STATE	TANF IMPLEMENTATION DATE	STATE	TANF IMPLEMENTATION DATE
Virginia	February 1, 1997	Washington	January 10, 1997
West Virginia	January 11, 1997	Wisconsin	September 30, 1996
Wyoming	January 1, 1997		

39.2.2 Federal Definition of Cash Aid

The definition of cash aid is very broad and includes cases which are receiving:

- A Special Need payment only,
- A Stage 1 Child Care payment, while receiving cash aid,
- Child care or other supportive services (no cash aid) IF THE RECIPIENT IS NOT EMPLOYED (unemployed)
- A Zero Basic Grant (ZBG) due to:
 - An overpayment adjustment,
 - The imposition of a penalty, or
 - Grant entitlement of less than \$10.

39.2.3 Exempt TANF Months

If any one of the following conditions is met during any month, that month does NOT count towards an individual’s TANF federal 60-month lifetime limit.

- The individual is living in Indian country, as defined by federal law, or an Alaskan native village, in which at least 50 percent of the adults living in the Indian country or in the village are not employed.
- The individual is an adult or minor who is NOT the head of household or married to the head of household AND who is receiving federal funded aid in his/her parent’s AU.
- The individual is REMOVED from the AU as the result of a sanction.



Note:

If an individual is penalized (i.e. he/she remains in the AU but his/her needs are not allowed), the **penalized month counts towards the federal 60-month time limit.**

39.3 CalWORKs 48-Month Lifetime Limit

Effective January 1, 1998, the CalWORKs program imposed a cumulative 60-month lifetime limit on the receipt of cash assistance by any aided adult.

Effective 7/1/2011, Senate Bill (SB) 72 reduced the amount of months in the CalWORKs program from 60 months to a 48 month lifetime limit for all aided adults including a stepparent or caretaker relative of an aided child. This includes the aided parent or aided caretaker relative of an SSI child or a Foster Care child. All aided adults who have reached or exceeded the 48-month time on aid limit must be discontinued.

39.3.1 Start Date of CalWORKs 48-Month Period

The CalWORKs program began January 1, 1998. Any month (January 1998 or later) in which the individual received cash aid from any state and did not have a time limit exemption counts towards his/her CalWORKs cumulative 48-month lifetime limit.

Months prior to January 1998 are NOT counted towards the CalWORKs 48-month time limit, including those months when cash aid was received from another state.

39.3.2 Informing Requirements

In accordance with State regulations, counties are required to provide individuals aided as adults, a description of the 48-month lifetime limit regulations in writing and orally.

Informing notice “CalWORKs 48-Month Time Limit” (CW 2184) must be given to all CalWORKs applicants at the point of Intake. CW 2184 must also be given to CalWORKs recipients any time a TOA Notice of Action (NOA) is provided and at their annual redetermination (RD).

A NOA indicating the balance of the client’s CalWORKs Time on Aid (TOA) must be issued at the following intervals:

- When CalWORKs is approved,
- At the client’s annual CalWORKs RD,
- When the client reaches between their 42nd and 46th CalWORKs month, and
- At the client’s (or former client’s) request.



Note:

Client requests for TOA information **MUST** be documented on the **Maintain Case Summary** window.

39.3.3 Approval of CalWORKs

The Eligibility Worker is **required to provide all adults approved for CalWORKs with a TOA NOA** indicating the number of CalWORKs months used to date and the potential amount of CalWORKs months remaining. In addition, if the client was exempt from the time limits in any months, these months must be listed.

39.3.4 Annual Redeterminations

Eligibility Workers are **required to issue a TOA NOA for each active adult** at the time of their annual redetermination. The TOA NOA provides the client with the following information:

- Date of their last time limit notice,
- Total number of CalWORKs months used,
- Additional months used since last time limit notice,
- Months that did not count against their time limit, and
- Number of months remaining on their CalWORKs time limit.

39.3.5 CalWORKs Time Limit Balance Requests

Whenever an active adult or former adult recipient makes a request to know the balance of their CalWORKs TOA, the appropriate NOA must be generated, completed by the EW and sent to the requestor. The adult's request for TOA information **MUST** be documented **Maintain Case Comments** window.

39.3.6 During 42nd through 46th Countable Months

Each recipient must be informed of their TOA balance via a NOA. The NOA **must be provided in any of the months between his/her 42nd and 46th month on aid.**

39.3.7 Notice of Action (NOA) NOT Required

A TOA NOA is not required in only two situations:

- Within 3 months of when a previous TOA NOA was provided,
- Once an exemption for individuals who are 60 years of age or older has been established.

39.3.8 Federally Funded TANF and State Funded CalWORKs 48-Month Lifetime Limits

The TANF 60-month time-limited federal program (TANF) began in California effective December, 1996. The State CalWORKs program began January 1, 1998.

Parents or caretaker relatives who began receiving federally funded cash aid (TANF) in any month from any state PRIOR TO January 1998 will have different beginning dates to determine their federal 60-month time limit and CalWORKs 48-month time limit. These two periods overlap.

For all parents or caretaker relatives who began receiving cash aid in January 1998 or later (from any state), the federal and CalWORKs periods have the same beginning date and run concurrently.

The federal TANF 60-month time limit applies to adults **and minors** (under age 18) who are the **head of household or married to a head of household**.

The State CalWORKs 48-month time limit applies to all adults, age 18 or older.

39.3.9 State Funded CalWORKs

Once a recipient has received **federal TANF** for the cumulative 60-month lifetime limit (including cash aid received from another state), **state funding** continues until the recipient has received 48-months of cash aid under the CalWORKs 48-month lifetime limit. This can happen when CalWORKs months have not been counted due to a CalWORKs exemption.

If a recipient is not eligible for federal TANF and receives state funded CalWORKs, the federal TANF 60-month time clock does not start until there is federal eligibility.



Example:

A non-citizen caretaker relative has been receiving CalWORKs for his/her two citizen children since May 1998. The non-citizen caretaker relative becomes a naturalized citizen in August 2001. The case would be changed from a CalWORKs aid type to a TANF federal aid type effective September 2001. The caretaker relative would be entitled to TANF from September 2001 until the end of August 2006.

39.3.10 Countable Months - CalWORKs 48-Month Time Limit

The CalWORKs 48-month lifetime limit includes months when the AU:

- Received a partial or full month of cash aid under CalWORKs,
- Received only a Special Need payment,
- Contained an individual who was penalized, but remained in the AU,
- Received a Diversion Payment [[Refer to "Diversion," page 39-16](#)] for complete information.], or
- Received TANF federal cash aid from another state since January 1998.

39.3.11 CalWORKs from Other Counties

When an adult is requesting cash assistance and has received CalWORKs in another county, the **EW must contact the previous county to verify that the information listed in WDTIP/TRAC is correct.**

The workers must use the **Collect Individual Time Limit Clock Detail** window in CalWIN to record Out of County CalWORKs event records. [Refer to “Add New Time Clock Information,” page 8-1] in the **Time on Aid Handbook**, for more information.)

For contact information in other California counties, go to <http://www.wdtip.ca.gov/county.shtml>.

39.4 Determining Countable TANF Months from Another State

Most CalWORKs time limit exemptions apply only to aid received in California. In determining the number of countable TANF months from another state (for the federal 60-month time limit), only the following exemptions apply:

- The month is not counted because the individual is living in Indian Country or an Alaskan native village with at least 50% unemployment.
- The month is not counted, or is later deducted from the count, because all aid for that month was reimbursed by child support collected.

Obtaining Out of State TOA History

If any adult received cash aid in another state, the Eligibility Worker (EW) must contact the other state to determine how many months were paid to the applicant. This information is to be thoroughly documented on the **Maintain Case Comments** window. The out of state information must then be added by the EW to the adult’s TOA record on the **Collect Individual Time Limit Clock Detail** window. (Refer to the OLUM for instructions).

If the individual’s record is not sent to TRAC after two days, complete an “Request for Online Transaction” (SC 1296) to request the MTO to add the record to TRAC.

39.5 TRAC Report of Recipients Approaching Time Clock Limits

The “**TRAC 101-TRAC Report of Recipients Approaching Time Clock Limits**” report is distributed to EWs on a monthly basis. This report identifies clients in their 42nd through 48th CalWORKs months. **EWs are required to ensure the informing NOA to clients is auto-generated and sent by CalWIN between their 42nd and 48th CalWORKs month.** *If not* auto-generated, the M40-107c NOA must be manually generated by the EW. [Refer to “MRH026R- CalWORKs 48 Month Clock,” page 3-5] in the Time on Aid Handbook for further information.]

39.5.1 TRAC Report of Recipients Exceeding Time Clock Limits

The “TRAC 102-TRAC Report of Recipients Exceeding Time Clock Limits” report is distributed to EWs on a monthly basis. This report identifies the month and year a client reached their TANF or CalWORKs 48-month lifetime limit. EWs are required to ensure CalWIN auto-discontinues cash aid for individuals who have reached their CalWORKs 48-month time clock unless they are granted as an extender. Any payments made in excess of the 48th month period must be declared as an overpayment. [Refer to “TRAC 103- TOA Exception Report,” page 3-7] in the Time on Aid Handbook for further information.]

39.5.2 TRAC Report of TOA Exceptions

The “TRAC 103-TOA Exception Report” is distributed to EW’s on a daily basis. This report is a listing of clients whose time on aid clocks have an exception. These exceptions must be cleared/corrected in order for the clock to reflect accurate time on aid information. [Refer to “TRAC 103- TOA Exception Report,” page 3-7] in the Time on Aid Handbook for further information.]

39.6 CalWORKs Individual Time Limit Exemptions

Any month in which the parent or caretaker relative meets one of the following conditions is NOT counted towards the individual’s 48-month CalWORKs time limit. The individual is:

- Sixty (60) years of age or older.
- Disabled as determined by a doctor’s verification, and
 - Is actively seeking appropriate medical treatment, and
 - The disability is expected to last at least 30 days, and
 - The disability significantly impairs the individual’s ability to be regularly employed or to participate in self-sufficiency activities.
- Head of Household eligible for, and participating in or exempt from, the Cal-Learn program.



Note:

A Nineteen (19) year-old teen parent who does NOT volunteer for Cal-Learn is not eligible for this exemption. These individuals are NOT considered “eligible for” or “participating in” Cal-Learn.

- An individual living in Indian country, as defined by federal law, or an Alaskan native village, in which at least 50% of the adults living in the Indian country or in the village are not employed.
- A nonparent caretaker relative:

- Who has primary responsibility for providing care to a child who is a dependent or ward of the court, or at risk of placement in Foster Care, AND
- Who has caretaking responsibilities beyond those considered normal in day-to-day parenting, so that the caretaker's ability to be regularly employed or to participate in self-sufficiency activities is impaired.
- Caring for an ill or incapacitated person residing in the home and the ability to be regularly employed or to participate in self-sufficiency activities is impaired.
- A victim of domestic abuse *and it has been determined that good cause exists* for waiving the 48-month time limit.
- Excluded from the AU for any reason other than reaching the 48-month time limit (i.e., sanctioned).



Note:

Months in which an individual is under penalty (i.e. The individual remains in the AU but that person's needs are removed) count towards the 48-month CalWORKs time limit.

39.6.1 Exempt CalWORKs Months

Exemptions only apply to individuals who have NOT reached their CalWORKs 48-month lifetime limit. The exemption will stop the ticking of the time on aid clock.

When an individual is included in an AU which meets one of the following conditions, that month is an Exempt month and does NOT count towards the individual's 48-month CalWORKs time limit:

- The cash aid for a month is fully reimbursed by child support, whether collected in that month or any subsequent month. This includes child support reimbursements for months of aid from other counties and states.
- The individual is a former recipient of cash aid and is only receiving child care, case management, or supportive services.
- A Diversion Payment was made for a month within the Diversion period and the individual reapplies during that Diversion period, is determined eligible and repays the Diversion Payment. [\[Refer to "Diversion," page 39-16\]](#) for complete information.]
- There is no cash aid payment made for the month because the grant amount is \$10 or less. This includes the Zero Basic Grant months unless either of the following exist:
 - Grant reduced below \$10 as a result of overpayment recoupment or imposed penalty or
 - Recipient received a non-recurring special need for the month such as Temporary Homeless Assistance (THA) payments.

39.7 Extenders - After the 48-Month CalWORKs Time Limit

Once an individual has reached the CalWORKs 48-month time limit, an extender to that time limit may be granted if **ALL PARENTS OR CARETAKER RELATIVES** of an aided child(ren) meet one of the following conditions.

The individual is:

- Sixty (60) years of age or older.
- Caring for an ill or incapacitated person residing in the home and the ability to be regularly employed or to participate in self-sufficiency activities is impaired.
- A non-parent caretaker relative:
 - Who has primary responsibility for providing care to a child who is a dependent or ward of the court, or at risk of placement in Foster Care, AND
 - Who has caretaker responsibilities beyond those considered normal in day-to-day parenting, so that the caretaker's ability to be regularly employed or participate in self-sufficiency activities is impaired.
- Receiving State Supplemental Program (SSP), In-Home Supportive Services (IHSS), State Disability Insurance (SDI), or Worker's Compensation Temporary Disability Insurance Benefits (TDI), if the disability significantly impairs the recipient's ability to be regularly employed or participate in self-sufficiency activities.
- A victim of domestic abuse and it has been determined by a CalWORKs Social Worker that good cause exists for adding the individual back into the Aid Unit (AU).
- Incapable of maintaining employment or participating in self-sufficiency activities based on the assessment of the individual and the individual has a history of participation and full cooperation with Employment Services.
- Not included in the AU.

The following is an example of how the extender criteria are applied to a Two-Parent household:

Example 1 Mom reaches her 48-month CalWORKs lifetime limit on September 1st. She meets extender criteria because she has caretaker responsibility for her disabled child. Dad has already reached his 48-month CW lifetime limit, and does not meet an extender criteria. **Both** adults in a two-parent household must meet extender criteria in order to continue to be aided. Mom must be removed from the AU at the end of the month after a timely and adequate 10-day Notice of Action (NOA) is given.

- Example 2** A husband and wife are both timed-out and receiving CalWORKs aid for their common child in an Annual Reporting/Child Only (AR/CO) AU. They have provided verification of the husband's disability which qualifies him as unable to maintain employment and documentation to verify the wife is needed to provide care for the husband which impairs her ability to be regularly employed. The husband had a history of participation and full cooperation in WTW when he was aided. Both individuals are timed-out and eligible to time extenders and will be added to the AU the first of the following month.
- Example 3** An AR/CO AU consists of unmarried couple with a common child. The mother is timed-out and the father is an ineligible non-citizen. The mother turns 60 next month, at which time each parent will meet an exception to the 48-month time limit rule; the mother will meet the advanced age criteria and the father is unaided for a reason other than exceeding the time limit. Only the mother is eligible to a time extender and will be added to the AU the next month as the father is ineligible to CalWORKs.
- Example 4** A Semi-Annual Reporting (SAR) AU consists of an unmarried couple with a common child. The father is timed-out and turns 60 next month. The mother is a long-term WTW sanctioned individual. Each parent meets an exception to the time limit rules. The father will be added to the AU the next month as there is no reported change in household income. However, if the mother cures her WTW sanction, she will no longer meet the unaided exception and the father will be removed from the AU with a timely notice the same month the mother is added. The father will be eligible for an extender when the mother meets another exception criteria.
- Example 5** A SAR AU consists of a married couple with a common child and a separate child. The father is timed-out and the mother has a CalWORKs clock stopper due to her disability, which was previously verified as an unable-to-participate in WTW activities exception. The father becomes disabled and provides verification of State Disability Insurance (SDI) benefits. Both parents meet the exception criteria. If adding the father's SDI income decreases the CalWORKs grant, he will not be added mid-period and will be added at the start of the next payment period as a mandatorily included individual.
Same scenario in example 5, except the mother is providing care for a child under 24 months and has elected to take the once-in-a-lifetime CalWORKs 48-month time limit exemption. In this situation, the father is not eligible for a time extender as the mother's clock stopper does not meet the exception criteria for providing care as listed as one of the conditions that meet the exception criteria.
- Example 6** A SAR AU consists of an unmarried couple with a common child. The father is timed-out and the mother is currently aided. The father is a past victim of domestic abuse and good cause was determined to waive the time limit program requirement. It is not required for the mother to meet an exception condition. The father will be added back to the AU the month the waiver was granted.

39.7.1 Adding an Individual to an AU Based on Extender Criteria

In order to add an individual back into an AU based upon Extender Criteria, the client must first make a verbal or written request for the extender. It is NOT necessary or even recommended that client’s file fair hearings to be evaluated for the extender criteria. Clients simply need to make a verbal or written request to the county. Individuals are added back into the AU based on Beginning Date of Aid (BDA) rules. [Refer to “Adding a Person to the AU,” page 4-1] and [Refer to “Beginning Date of Aid,” page 3-1]

The following are examples of rules to follow when adding a person back into an AU:

An aided mom with two children reaches her 48-month time limit and is removed from the AU in March. On June 5th, she informs her EW that she is disabled. The EW provides her with the request form CW 2186A and a CW 61 to verify the disability. On June 15th, she submits the CW 2186A. However, she does not provide the completed CW 61 until August. The CW 61 indicates that she became disabled in August. The verification provided by the client states that her disability impairs her ability to work and that she is currently receiving benefits from SDI. Mom is considered a mandatory AU member and must be added back into the AU according to Beginning Date of Aid (BDA) rules [Refer to “Beginning Date of Aid,” page 3-1] and [Refer to “Adding a Person to the AU,” page 4-1] of the CalWORKs HB.

If the budget calculation results in . . .	Then the BDA is . . .
an increase to the CalWORKs grant,	the first of the month AFTER the change is reported and all necessary verification provided.
a decrease to the CalWORKs grant,	the first of the month of the next payment period AFTER the change is reported and all necessary verification provided.

An aided non-parent caretaker relative with two aided grandchildren reaches the 48-month time limit and is removed from the AU in September. On November 15th, she becomes age 60 and informs the worker that she would like to receive aid. The EW must add her back into the AU according to BDA rules. [Refer to “Adding a Person to the AU,” page 4-1]

If the budget calculation results in . . .	Then the BDA is . . .
an increase to the CalWORKs grant,	the first of the month AFTER the change is reported and all necessary verification provided.
a decrease to the CalWORKs grant,	the first of the month of the next payment period AFTER the change is reported and all necessary verification provided.

County Specific Extenders to the 48-Month Time Limit

An extender to the 48-month time limit is given to a client when he/she has received 48 months of CalWORKs, but because of certain criteria is eligible to continue to receive CalWORKs. The determination of whether a client is eligible for a county specific extender will be made by the Assessment Counselor Supervisor or the Program Unit. These individuals will include:

1. Learning and/or developmentally disabled individuals who cannot access services,
2. Persons pending an SSI determination who appear to have emotional and/or psychiatric barriers, and
3. Individuals who did not receive WTW Employment Services.



Note:

All parents or caretaker relatives DO NOT have to qualify for an exemption or extender in order to be eligible for a county specific extender to the 48-month lifetime limit. Extenders to a client's 48-month lifetime limit will be granted on an individual basis.

39.8 Exemption/Extender Request Forms

39.8.1 “CalWORKs and Welfare-To-Work Time Limit Exemption Request Form” (CW 2186A)

The CW 2186A is a required form that must be given to a client when they indicate they may have a condition or circumstances that would prevent them from participating in CalWORKs Welfare-To-Work activities. The CW 2186A must be completed and signed by the client.



Note:

Until the CW 2186A is revised by the State, please use the TEMP CW 2186A (10/09), which is available in the DEBS Forms intranet site.

39.8.2 “CalWORKs and Welfare-To-Work Time Limit Exemption Determination” (CW 2186B)

The EW will provide a CW 2186B to the client notifying them whether or not they are exempt from the time limits as they requested in the CW 2186A. The CW 2186B also indicates the exemption requested and if it has been granted or denied.

39.8.3 “County-Specific Exemption/Extender Review Form” (SCD 1725)

The SCD 1725 is completed by the CWES Worker and sent to the EW after the CWES Assessment Counselor Supervisor and or Program Unit have reviewed and approved the exemption/extender.

39.8.4 Exemptions/Extenders Known to the County

The EW shall not require a request form for an exemption/extender by the applicant or recipient if all of the required information to grant the exemption/extender is available to the county.

39.9 Safety Net Program

California applies time limits to adult recipients only. Therefore, aid will continue under the State’s Safety Net program for children who remain otherwise eligible for CalWORKs when all adults in the AU have been discontinued due to timing out.

39.10 Time On Aid (TOA) Reviews

39.10.1 When To Review

The appropriate time to complete a TOA Review is in the following instances:

- When clients apply or reapply for CalWORKs,
- When a case is received from another District Office,
- Upon receipt of the monthly TRAC reports, and
- When TOA is requested by other counties or states and the case has never been reviewed.

39.10.2 Review Guidelines

Print current [TSUM] and [PSUM] screens from TRAC for each adult in the case. Compare the following information on these screens with the information available on the **Display Individual Time Limit Clock Summary** window and the [Time on Aid] tab in the **Inquire on Individual Details** window with the data on these screen:

- Name,
- Date of Birth (DOB),
- Social Security Number (SSN),
- Client Index Number (CIN) number, and

- Aid Type.

IF THE NAME, DOB, SSN, OR CIN ON THE DISPLAY INDIVIDUAL TIME LIMIT CLOCK SUMMARY WINDOW...	THEN...
Reflects the same information as TRAC records,	<ul style="list-style-type: none"> • No further action is necessary.
Does not match TRAC records and CalWIN records are incorrect,	<ul style="list-style-type: none"> • Make corrections as necessary.
Does not match TRAC records and the record in TRAC is incorrect,	<ul style="list-style-type: none"> • Submit a SC 1296 to the MTO to request that corrections be made on TRAC.

39.10.3 TRAC Screens

Tracking Recipients Across California (TRAC) is the name for the Welfare Data Tracking Implementation Project (WDTIP) application located on the same mainframe as the MEDS application.

From TRAC, print a [PSUM], [TSUM], [KCAL], and [TCAL] screen for each aided adult in the AU. Compare the information on these screens with the information available on the **Display Individual Time Limit Clock Summary** window and the **Inquire on Individual Details** window.

IF...	THEN...
The [PSUM], [TSUM], [KCAL], and [TCAL] screens reflect the same information as the Display Individual Time Limit Clock Summary and Inquire on Individual Details windows,	No further action is necessary.
There is a discrepancy between CalWIN and the TRAC records,	<ul style="list-style-type: none"> • Determine which information is correct. • Correct the CalWIN records if TRAC records are correct. • Review CalWIN and TRAC records to determine the discrepancy and take appropriate action. [Refer to “Mismatch Records,” page 8-48] in the Time on Aid Handbook.]

39.11 Out of State Inquiries- Closed Case

Occasionally EWs will be contacted by other states inquiring as to the number of Federal TANF months received by a former California recipient. These requests should be handled like any other request for information on a closed case. The designated person will review the former recipient’s **Display Individual Time Limit Clock Summary** and **Inquire on Individual Details** windows and provide the available information to the other state’s representative. The “Verification of Aid for Temporary Assistance for Needy Families Program” (CW 2188) must be sent to the other state within 2 working days. In addition, the **NOA, “TANF 60-Month Time Limit, Time on Aid to Former CalWORKs Recipient” (M40-107D)** must be generated, and completed by the EW and sent to the former

recipient at their new address. The M40-107D NOA informs former recipients that we have provided TANF information to the state in which they are now applying for cash assistance.

If a TOA review was never completed on the closed case, a TOA review must be completed as soon as possible. TOA reviews will be assigned according to District Office procedures. It will be the responsibility of the person doing the TOA review to contact the other state with the TANF information. They are also **required to send the “Verification of Aid for Temporary Assistance for Needy Families Program” (CW 2188)** to the contact person in the other state and **M40-107D NOA to the former client** at their new address.

39.12 Diversion

The month in which the Diversion Payment is made counts towards the TANF federal cumulative 60-month time limit.

The month in which the Diversion Payment is made counts towards the CalWORKs 48-month time limit unless the individual or assistance unit (AU) meets one of the exceptions for that month. [\[Refer to “CalWORKs Individual Time Limit Exemptions,” page 39-8\]](#) and [\[“Exempt CalWORKs Months,” page 39-9.\]](#)

Only the Diversion month counts towards the CalWORKs 48-month time limit as long as the individual does NOT return to receive aid within the Diversion period. If the recipient reapplies during the Diversion period and is eligible, he/she has the choice of either:

- Having the Diversion Payment recouped from the cash grant and having no months counted (including the initial month), or
- Having all the months of the Diversion period applied towards his/her CalWORKs 48-month lifetime limit.



Note:

If after 2 working days the Diversion months are not counted in TRAC an SC 1296 must be completed by the EW and data entered by the MTO.

39.12.1 Diversion Payment Recoupment Option

If the individual chooses to have the Diversion Payment recouped from the grant, then the previously counted month (i.e. the month in which the Diversion Payment was issued) is to be removed from the CalWORKs 48-month lifetime limit.

**Note:**

If after 2 working days the Diversion months are not deleted in TRAC an SC 1296 must be completed by the EW and data entered by the MTO.

39.12.2 Counting the Diversion Months Option

If the individual chooses to have the Diversion Payment counted, then all of the months in the Diversion period (including the month in which the Diversion Payment was issued) are counted towards the CalWORKs 48-month time limit.

To determine the number of months in the Diversion period, divide the Diversion Payment/service by the appropriate Maximum Aid Payment (MAP) for the apparently eligible AU at the time of receipt. [\[Refer to "Diversion Period \[EAS 81-215.1; 81-215.43\]," page 32-1\]](#)

**Note:**

If after 2 working days the Diversion months are not modified in TRAC an SC1296 must be completed by the EW and data entered by the MTO.

