

57. Cal Learn [EAS 42-762]

The Cal Learn program was established to help CalWORKs teen parents become self-sufficient. To encourage these teen parents to stay in school, or to return to school, a case manager works with the teen parent, providing extensive supportive services. The Cal Learn program allows bonuses or penalties to the teen parent's AU, based upon the teen parent meeting the Cal Learn program requirements.

57.1 Cal Learn Program Requirements [EAS 42-763]

The major requirements of the Cal Learn program are:

- Each teen parent or pregnant teen is required to attend a full-time school program which leads to a high school diploma or its equivalent. The teen remains in the Cal Learn program until a high school diploma or its equivalent is earned or the age of 19 is reached.



Note:

This requirement is mandatory and enrollment in a vocational training program does not meet the Cal Learn requirements.

- An AU with a teen parent may receive up to four \$100 bonuses in a 12-month period, if the teen parent makes satisfactory progress.
- The teen parent who receives a high school diploma or its equivalent 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.



Note:

Penalties and bonuses will not be applied until the teen has participated in Cal Learn for 90 calendar days.

- An AU with a teen parent may be penalized for \$100 up to four times in a 12-month period, if 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 are provided by the Cal Learn Case Manager.

**Note:**

When a pregnant or parenting teen is 18 at the time of application, but turns 19 prior to aid being approved, the EW must review to determine how old the teen was on the beginning date of aid. If the teen was under 19 on the beginning date of aid, refer him/her to Cal Learn. The teen will have the option of continuing in Cal Learn as a volunteer.

57.1.1 EW Action

The CalWORKs EW must take the following immediate action when they receive notification that a pregnant or parenting teen is in the AU or it is discovered a mandatory Cal Learn teen was not referred to the program.

- Enter and verify the pregnancy or the date of birth
- Enter and verify school enrollment status, and
- Run exemption to register client to Cal Learn.

57.1.2 Referrals

The Cal Learn teen parent is referred to the Cal Learn service provider by the CWES Cal Learn Worker.

When it is discovered at a later date that a teen parent should have been referred to the Cal Learn program but was not, the EW must follow up with a phone call to the Cal Learn message line. The phone number for the Cal Learn message line is (408) 928-3562. When calling, the EW must provide the following information:

- The teen's name
- The teen's social security number, and
- The date the teen should have been referred.

The Cal Learn case manager will review the case and determine if the Cal Learn teen was eligible for any retroactive bonuses and/or supportive services based upon the date the teen should have begun participating in the Cal Learn program.

57.1.3 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.

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

57.1.4 Exemptions

A teen parent 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 a 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 and caretaker relative payee when applicable,
- 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.

Exempt Cal Learn teen parents are not eligible for Cal Learn supportive services, sanctions/bonuses, and case management services.

57.1.5 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 made 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 will 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 completes the Cal Learn School Enrollment Verification form (SC 72) and forwards to the CWES Cal Learn Worker.

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.

57.1.6 Participation Requirements

The Cal Learn pregnant or parenting teen must:

- Participate in the Cal Learn program until the end of the month in which the teen parent turns 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 date it is issued.

57.1.7 Break in Participation

When a teen parent has a break in aid of 90 days or more or is exempted from the Cal Learn program for 90 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 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.

57.1.8 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 exempt from school attendance.

57.2 Mandatory Participants

A pregnant or parenting teen is a MANDATORY Cal Learn participant if that teen parent:

- 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 teen parents who:

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

57.3 Voluntary Participants

Pregnant or parenting teens may continue to participate in the Cal Learn program from the age of 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
- 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 CalWORKs Employment Services (CWES) if no other exemptions apply.

A 19-year old teen, who previously participated in Cal Learn, but is not currently receiving Cal Learn, can volunteer for Cal Learn participation, 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 if she meets the other criteria for a voluntary participant.

57.3.1 19-Year-Old Volunteer Continued Participation

Once a teen 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.

**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 not good cause and notifies the CWES Cal Learn Worker. The CWES Cal Learn Worker applies the appropriate penalty.

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. The 19-year old participant cannot stop a voluntary participation.

57.4 Confidentiality

The Cal Learn Case Managers may contact the Eligibility Worker (EW) if specific concerns arise concerning the teen parent's CalWORKs case. If contacted, the EW 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.

57.5 Definitions [EAS 42-762.3]

57.5.1 Adequate Progress

Adequate Progress is when the teen parent makes a “D” grade point average (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 made by the Cal

Learn case manager at PPMM. If a Cal Learn teen parent makes adequate progress, there is no change in the CalWORKs grant (there is no bonus or penalty applied).

57.5.2 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 CWES Cal Learn Worker who authorizes the payment.

57.5.3 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. 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.

57.5.4 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 for CalWORKs and received his/her Cal Learn program notification from the Cal Learn provider.

57.5.5 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 by the Cal Learn case manager. Verification must be provided to the CWES Cal Learn Worker prior to the current CL 8 report card due date.

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 supportive services. A teen with good cause may receive case management and supportive services and is not subject to penalties or bonuses.

57.5.6 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 or failure to make progress. This determination is made by the Cal Learn case manager based on school progress information or failure to provide the school progress information based on the CL 8 due date. This is solely a financial penalty. The teen parent is not removed from the AU.

57.5.7 Report Card/Progress Report

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

57.5.8 Satisfactory Progress

Satisfactory Progress means that the teen parent has made at least a “C” (2.0) grade point average on his/her report card/progress report. This determination is made by the educational service provider and is submitted by the Cal Learn case manager.

57.5.9 Supportive Services

Supportive Services are the transportation, child care, ancillary expenses and other supplemental services needed by a teen parent to attend his/her educational program. Approval for these payments are made by the Cal Learn case managers. The support service is assigned and authorized by the CWES Cal Learn Worker.

57.5.10 Teen Parent

A Teen Parent is a pregnant or parenting teen who must:

- Be a CalWORKs recipient under the age of 19 or 19 years of age and continuing Cal Learn participation on a voluntary basis and will complete high school or equivalent program by age 20, 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.



Exception:

The Cal Learn program does not apply to teen parents who are receiving Foster Care, who are excluded from the AU, or who are determined ineligible for CalWORKs.

57.6 Federal Eligibility [EAS 42-762.7, 82-836.15]

A pregnant Cal Learn teen with no other children (AU OF ONE) is federally eligible for CalWORKs during her first two trimesters.

- This teen parent is claimed as federally eligible during the entire pregnancy.
- A federal Pregnancy Special Need is paid during her first and second trimesters as well as in the third trimester.

57.7 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 contacts the teen parent and meets with the teen parent at least once every three months and assists the teen parent in reaching their goal of self-sufficiency.

57.8 Cal Learn Procedures [EAS 42-766]

57.8.1 Initial Determination

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

IF...	THEN...
The teen parent does not have his/her high school diploma or its equivalent,	This teen parent must be registered for Cal Learn.
The teen parent 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 CWES, or is exempt.



Reminder:

If it is discovered at a later date that a pregnant or parenting teen, who is currently 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 teen to the Cal Learn program. [Refer to “Referrals,” page 57-2]

57.8.2 Action By Planned Parenthood Mar Monte (PPMM)

The Cal Learn case manager at PPMM must take the following steps:

STEP	ACTION
1.	Send the Cal Learn participant and the 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 the caretaker relative payee with both a written and oral description of the Cal Learn program.
3.	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): <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>

STEP	ACTION
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>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 CWES Cal Learn Worker with a completed "Cal Learn Communication" (SC 62), notifying them that a bonus must be issued or a penalty applied.
8.	Provide the CWES Cal Learn Worker the appropriately completed forms necessary to pay supportive services.

57.8.3 Receipt of Cal Learn Communication (SC 62)

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

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

If...	Then the CWES Cal Learn Worker...
The SC 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 SC 62. Issues the appropriate "CW Cal Learn Approval" Notice of Action in CalWIN.
The SC 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.

57.8.4 Issuance of Cal Learn Bonus

The bonus must be issued by the CWES Cal Learn Worker to the:

- Caretaker relative, when the bonus is for satisfactory school progress (the \$100 bonus by EBT).
- Teen parent, when the bonus is for graduation from high school or its equivalent (the \$500 bonus by warrant).

A teen parent may not receive bonuses for both satisfactory school attendance and graduation for the same report card period.

A Cal Learn bonus may not be used to offset an existing overpayment.

Retroactive bonuses will be reviewed on a case-by-case basis by the CWES Cal Learn Worker. Payment requires CWES manager approval.



Note:

As a rule, the \$100 bonus is to be issued in the name of the caretaker relative. However, 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.

57.8.5 Applying The Penalty

When the SC 62 is received noting that a penalty must be applied, the CWES Cal Learn worker will take the following steps:

STEP	ACTION
1.	Send a timely and adequate NOA to the caretaker relative payee, prior to applying the penalty.
2.	<p>Apportion the penalty equally over the next two consecutive months following the timely NOA, except when the AU receives a grant of less than \$10.00, no penalty is applied for that month.</p> <p>Example: A teen parent's penalty of \$100 is to start in July. The teen parent's AU is eligible for a grant of \$8 in July. No penalty can be applied in July. In August the AU is eligible for \$58. The EW applies the second apportioned \$50 penalty and the AU receives a grant of \$8 in August. No portion of the penalty for July is carried into September</p> <p>When the grant amount, prior to the application of the penalty, is less than the amount of the apportioned penalty, the grant amount must be reduced to zero. No remainder of the apportioned penalty can be applied to subsequent months.</p> <p>Example: An AU is eligible for a grant of \$35 in August. The teen parent's apportioned penalty amount is \$50. Since the grant amount is less than the apportioned penalty amount, the grant will be zero. In September, the AU is eligible for \$75. The second apportioned penalty amount (\$50) is applied and the AU is eligible for \$25 in September. No remainder of the first month's apportioned penalty is applied to the second month's payment.</p>

STEP	ACTION
3.	<p>Apply one apportioned penalty amount for each teen parent per month when there are multiple penalized teen parents in the AU.</p> <p>Example: An AU contains two teen parents. They both fail to achieve adequate grades for the report card period ending in June. The CWES Cal Learn worker is notified on July 10th that each teen parent has a penalty. The CWES Cal Learn Worker applies a \$50 penalty for each teen parent (totaling \$100) in both August and September.</p>
4.	<p>Apply overlapping penalties for individual teen parents consecutively.</p> <p>Example: A teen parent fails to achieve adequate grades for the report card period ending in June. The Cal Learn case manager is not aware of this situation until October 1st and on October 5th the CWES Cal Learn worker is notified that a penalty is due. On October 10th the CWES Cal Learn worker is notified that the same teen parent has a penalty for the report card period ending in September. The CWES Cal Learn worker applies a \$50 penalty in November, December, January and February.</p>
5.	<p>Apply the penalty to the AU in which the teen parent is a member at the time the penalty is applied.</p> <p>Example: A teen parent moves out of her parent's home and establishes an AU of her own. The teen parent is discontinued from the mother's AU the end of June and is eligible in her own AU effective July 1st. On July 10th the CWES Cal Learn worker receives notification of a penalty for the report card period ending June 30th. The CWES Cal Learn worker applies the penalty to the new AU in the months of August and September.</p>



Reminder:

No retroactive penalties will be applied to a teen who failed to make adequate progress in school during the period he/she should have been enrolled in the Cal Learn Program, since he/she was not properly notified nor paid supportive services.

57.8.6 Treatment For Other Calculations

The EW must not include the Cal Learn bonus or penalty in the calculation of an overpayment adjustment, or Homeless Assistance (HA) payment.



Note:

Retroactive payments for bonuses and/or supportive services are not considered income or property in the month received or the following month.

57.9 Time Limits

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 Cal-WORKs clock.

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

