County of Orange Social Services Agency
Family Self-Sufficiency Division

Program/Area:	CalWORKs		
Title:	Time On Aid		
Number:	100 E3	**Status:**	Signature on file
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INTRODUCTION	The CalWORKs 48-month and Temporary Assistance to Needy Families (TANF) 60-month Programs impose a cumulative time limit on the receipt of cash assistance for the parent or caretaker relative of an aided child. This policy provides definitions of the TANF 60-month time limit and CalWORKs 48-month time limit and the exemptions allowed for each type of time limit. The Time on Aid Matrix -Worker Tool 4 is available to assist staff in determining if the TANF and/or CalWORKs clocks are ticking.
TANF 60-MONTH TIME LIMIT	The TANF 60-month time clock counts any months of federal cash aid received in any state from the time that state implemented its TANF Program. California implemented the TANF Program in December 1996. TANF may have been received in another state as early as September 1996, depending on when that state implemented its TANF program. Federal law prohibits the use of TANF funds to aid a family whose head of household or spouse of head of household has reached the TANF 60-month time limit. Therefore Federal law imposes the necessity for tracking time on aid for CalWORKs recipients' TANF 60-month time clock and CalWORKs 48-month time clocks.
TRACKING THE TANF 60-MONTH CLOCK	TANF received in California beginning December 1996 is recorded in the CalWIN and WDTIP/TRAC systems. Workers will determine whether a head of household and his/her spouse received aid in another county since December 1996, or another state since September 1996, and track those months of TANF aid in CalWIN. The State Implementation Dates for TANF Program List includes the date each state implemented its TANF Program and provides a contact number.
CHANGE IN FUNDING	Separate State Program (SSP) was established in 1999, funded by the state for Two-Parent families. Effective

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OF THE SEPARATE STATE PROGRAM FOR TWO PARENT FAMILIES	October 1, 2006, the funding for Two-Parent families changed to federal. • TANF Time Clock ○ The TANF 60-month time clock started or restarted ticking for Two-Parent family cases effective October 1, 2006. ○ CalWIN and WDTIP/TRAC have been updated to count the months since October 1, 2006 in aid code 35 towards the TANF 60-month clock.
TANF EXEMPTIONS	Any month in which the head of household or his/her spouse meets one of the following conditions for any period during the month is not counted on that individual's TANF 60-month time clock: • Mandatory Welfare-to-Work Pregnant and Parenting Teen (WTW PPT)/Cal-Learn participant who is aided in his/her parent's Assistance Unit (AU) • Unaided • Former recipient receiving Supportive Services only when employed
TANF TIMED-OUT CASES	Aid codes 32 and 3W have been established for cases that include at least one aided parent, step-parent or caretaker relative who has reached the TANF 60-month time limit. Effective January 1, 2004, the state changed the funding on these aid codes to federal. As of 7/1/09, regulation changed the funding for cases with aid codes 32 and 3W from federal back to state. In summary, the TANF Clock for cases with aid codes 32 and 3W should reflect the following in CalWIN and WDTIP/TRAC: • January 1, 2004 through June 30, 2009 – Ticking • Effective July 1, 2009 – Not Ticking
CALWORKS 48-MONTH TIME LIMIT	California's CalWORKs 60-month time limit began on January 1, 1998. Effective July 1, 2011 the CalWORKs time limit for adults was reduced from 60 months to 48 months. All months on aid received in California since January 1, 1998 will count unless there is a time limit

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exemption. No aid received from any state prior to January 1, 1998, will count toward this limit. **Any month or partial month** a parent or caretaker relative receives CalWORKs aid will count toward the 48-month limit, unless exempt as outlined below.

Dependent children are not subject to the 48-month time limit, including a never married pregnant or parenting minor under 18 years of age being aided as a child.

INFORMING RECIPIENTS OF THE CALWORKS 48-MONTH TIME LIMIT

Informing notice CW 2184 - CalWORKs 48-Month Time Limit must be included in application packets, RRR packets, and when sending **any** time limit notice of action (NOA). The CW 2184 provides recipients with a description of the CalWORKs 48-month time limit regulations and includes explanations of the time limit exemptions and extenders.

Participants are informed of time limits requirements, exemptions, and extenders at application, at RRR and individually at regular intervals. Participants are notified via Notices of Action of their individual cumulative number of countable months:

- At application
- At RRR
- At the individual's 42nd and 46th month of aid (effective January 1, 2012)
- At the individual's 48th month of aid (effective July 1, 2011)
- When any action is taken on the case due to Time on Aid
- Upon a participant's request

RECEIPT OF AID DEFINITIONS (CW 48-MONTH TIME LIMIT)

Any month or partial month in which an adult is included in an AU that receives cash aid, will be counted toward the CalWORKs 48-month time limit unless he/she is exempt. The 48-month count is cumulative. When a client has received aid, is discontinued, and later reapplies, the count is continued from the last month of aid.

Receipt of aid includes:

- Months of regular aid payments, Special Needs, including Homeless Assistance and WTW PPT/Cal-Learn Bonus (any amount).

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Months not counted include:

- If a grant is not received because the grant is below $10.00 for any reason.
- Grant reduced to zero due to overpayment adjustment or due to application of a penalty or pro-rated initial month of aid.
- If the parent/caretaker relative receiving aid is found ineligible after the fact and then removed from the AU, any month that the parent/caretaker was overpaid due to ineligibility does not count against his/her time limits.

Sanctions and penalties are treated as follows:

- A sanctioned parent/caretaker is discontinued from the case, so he/she is no longer an AU member and his/her 48-month time clock stops. Some examples are non-cooperation with WTW and refusal to assign child support rights
- A penalized parent/caretaker's grant is reduced or his/her needs are not allowed in the grant computation, but he/she remains an AU member. His/her clock does not stop. Some examples are non-cooperation with the Child Support Services process and failure to cooperate with Immunization or School Attendance requirements.

SAFETY NET

Adults who reach the CalWORKs 48-month time limit and do not meet time limit extender criteria will be deleted from the AU and aid may continue for the eligible children under Safety Net. The timed out adult's needs are **not** included in the grant determination; however, the timed-out adult's income **is** included in determining the amount of CalWORKs paid for the children.

Effective October 2013, Aid codes 3F and K1 are assigned to cases in which all adults in the AU are drug felons/fleeing felons or have reached the CW 48 month time limit and do not meet an extender criteria.

Note: Effective April 1, 2015, an individual with a prior felony drug convictions shall be eligible for CalWORKs benefits, so long as the individual is compliant with the terms of his/her probation or parole, if applicable; these

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	cases will be coded consistent with other adult-eligible CalWORKs cases. (Refer to Worker Tool 5 (WT5) Aid Code Guide for more information)
SAFETY NET BENO	**All Other Families:** When an adult reaches the CalWORKs 48-month time limit and later, due to changes in his/her situation, the AU qualifies for a higher Maximum Aid Payment (MAP), entries made in CalWIN will make the case BENO and issue the higher MAP. **Example:** Mom reached her CalWORKs 48-month time limit and was removed from the AU. Aid continued for the eligible children under Safety Net aid code K1 . Several months later mom begins receiving SSI. Since mom is receiving SSI and meets a BENO condition, the AU now qualifies for a BENO higher MAP. Once the SSI information is entered in CalWIN, it will issue the higher MAP amount and the aid code remains K1. (Refer to CalWIN Resource Guide - Higher MAP BENO) **Two-Parent Families** **Example:** Mom and dad both reached their CalWORKs 48-month time limit and were removed from the AU. Aid continued for the eligible children under Safety Net aid code 3F. Several months later, mom begins receiving SSI. The case does not qualify for a BENO higher MAP because dad does not meet a BENO condition. Later on, dad begins receiving SSI. Since both mom and dad are now receiving SSI and both meet a BENO condition, the AU now qualifies for a BENO higher MAP. Once the SSI information is entered in CalWIN for mom and dad, the higher MAP amount will be issued and the aid code remains 3F. (Refer to CalWIN Resource Guide - Higher MAP BENO)
DISCONTINUING CASH AID FOR AN INDIVIDUAL REACHING THE CALWORKS 48-MONTH TIME LIMIT	When an individual in the AU reaches the CalWORKs 48-month time limit, CalWIN will automatically discontinue cash aid for that individual and will generate the appropriate TOA NOA. If the only child is a Maximum Family Grant (MFG) child and the parent(s) has timed out, CalWIN will automatically discontinue that individual from the AU and will generate the appropriate TOA NOA.

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	CalFresh: The CalWORKs 48-month time limit does not apply to CalFresh benefits. Adults reaching the CalWORKs 48-month time limit will remain members of the CalFresh household if otherwise eligible. **Medi-Cal:** The CalWORKs 48-month time limit does not apply to Medi-Cal benefits. Medi-Cal benefits will continue for discontinued adults through the normal automated Edwards process.
CASE DISCONTINUANCE DUE TO FINANCIAL INELIGIBILITY OR ELIGIBILITY FACTORS	When the entire case discontinues due to financial ineligibility upon an individual(s) reaching the CalWORKs 48-month time limit, CalWIN will generate the appropriate TOA NOA. If the case discontinues for a reason other than financial ineligibility upon an individual(s) reaching the CalWORKs 48-month time limit, CalWIN will generate the appropriate TOA NOA. **Example**: An AU includes a mother only. The only child is receiving SSI. The mother reaches her 48th month of the CalWORKs 48-month time limit in July 2014. CalWIN will automatically discontinue the case effective July 31, 2014, and generate the appropriate TOA NOA **CalFresh:** CalWIN will automatically evaluate eligibility for Transitional CalFresh (TCF) benefits when discontinuing a CalWORKs case upon discontinuance of a timed-out adult(s). **Medi-Cal:** The CalWORKs 48-month time limit does not apply to Medi-Cal benefits. Medi-Cal benefits will continue through the normal automated Edwards process.
CALWORKS 48-MONTH TIME LIMIT EXEMPTIONS	Any month in which the parent/caretaker relative meets one of the following conditions for any period during the month is not counted on their CalWORKs 48-month time limit: • Age 60 or older • Caretaking responsibilities that impair the participant's ability to be regularly employed or participate in welfare-to-work activities because he/she: ○ Provides care for an ill or incapacitated household member (Refer to Policy 100-F1 - Welfare-To-Work Exemptions)

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- Is the non-parent caretaker relative of either a dependent child of the court or a child the county determines is at risk of placement in foster care

- Verified disability expected to last at least 30 days (Refer to Policy 100-F1 - Welfare-To-Work Exemptions)
- Unaided (out of AU) for any reasons other than exceeding the CalWORKs 48-month time limit
- Victim of domestic abuse who has been granted a Domestic Abuse Waiver because the county determined good cause exists to waive the CalWORKs 48-month time limit (Refer to Policy 402 - Domestic Abuse Services)
- Eligible for, participating in or exempt from the WTW PPT/Cal-Learn Program whether in his/her parent's Assistance Unit (AU) or his/her own AU.
- Cash aid for the month is fully reimbursed by child support, whether collected in that month or any subsequent month
- Does not receive a cash payment for the month because the grant amount is less than $10.00 for any reason
- Former recipient receiving Child Care Payments only
- Overpayment month, an entire month of aid in which the AU was not eligible, that is fully repaid
- Caring for a child zero through 11 months of age due to lack of available Supportive Services (08/2009-12/2012)
- Caring for a child 12 to 23 months or 2 or more children under 6 years old (08/2009-12/2012)
- Once in a Lifetime Young Child Exemption (0 – 23 months)

(Refer to Time on Aid Matrix WT 4)

EXEMPTION REQUESTS

When a client states that he/she meets a condition that qualifies as an exemption to the CalWORKs 48-month time limit, the request shall be documented in CalWIN case comments and the client will be provided with form CW 2186A - CalWORKs and WTW Time Limit Exemption Request

The CW 2186A - CalWORKs and WTW Time Limit Exemption Request describes the exemptions to the

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CalWORKs 48-month time limits and the time limit waivers. The worker shall provide the form to clients that are seeking exemptions from the CalWORKs 48-month time limit, but it is not mandated that clients return the form to receive the exemption. An applicant or a recipient can request an exemption verbally or in writing.

The CW 2186A must be mailed to the client with the CW 61 when he/she is seeking a medical or caregiver exemption. (Refer to Policy 100-F1 - Welfare-To-Work Exemptions)

The IEES/CEES must evaluate and make a determination on all written and verbal requests and inform the client whether or not an exemption from the CalWORKs 48-month time limit was approved or denied, and the reason using form CW 2186B - CalWORKs and WTW Time Limit Exemption Determination.

The IEES/CEES must issue the CW 2186B to inform the client of the exemption determination within 15 calendar days from the date of the receipt of a verbal or written request for an exemption.

Note: The 15 calendar days can be extended in situations where completion of the determination is delayed because of circumstances beyond the worker's control. The reason for the delay must be documented in CalWIN case comments. Reasons for a delay may include the inability on the part of the client to provide the necessary verification (i.e. CW 61) or delay on the part of the treating physician to provide the necessary information.

The IEES/CEES will make appropriate CalWIN entries in Data Collection

(Refer to Policy 100-F1 - Welfare-To-Work Exemptions)

CALWORKS 48-MONTH TIME LIMIT EXTENDERS

Once an individual has been aided as an adult for a cumulative total of 48 months on CalWORKs, that adult will no longer be eligible unless **all** aided parents, stepparents, and/or caretaker relatives living in the home of the aided child meet any of the following CalWORKs 48-month time limit extender conditions:

- Age 60 or older
- Disabled **and** receiving;
  - State Supplemental Program (SSP)
  - In-Home Supportive Services (IHSS)

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- State Disability Insurance (SDI)
- Temporary Disability Insurance (TDI) Benefits
- Workers Compensation Temporary Disability Insurance
- Veteran's Disability Compensation (VDC)

And the disability significantly impairs the recipient's ability to be regularly employed or participate in WTW activities.

Note: a doctor's note or CW61 is not required to grant the TOA extender based on the disability criteria mentioned above, once an individual has reached 48 months.

- Caretaking responsibilities that impair the participant's ability to be regularly employed or participate in welfare-to-work activities because he/she:

  - Provides care for an ill or incapacitated household member (Refer to Policy 100-F1 - Welfare-To-Work Exemptions).
  - Is the non-parent caretaker relative of either a dependent child of the court or a child the county determines is at risk of placement in foster care (Based on the recommendation of the Children and Family Services Social Worker).

- Victim of domestic abuse who has been granted a Domestic Abuse Waiver because the county determined good cause exists to waive the CalWORKs 48-month time limit (Refer to Policy 402 - Domestic Abuse Services).
- Unable to maintain employment or participate in WTW activities based on assessment of the individual and he/she has a history of participating and fully cooperating in WTW activities. (Refer to Policy 206 - CalWORKs Time Limits).
- Not in the assistance unit (AU) for any reason other than reaching the 48-month time limit.

EXAMPLE #1: Both parents were discontinued from the AU due to reaching the CalWORKs 48-month time limit. Aid has continued for the eligible children. Several months later, mom starts receiving State Disability Insurance, and the disability significantly impairs her ability to be regularly employed or to participate in WTW activities. Dad is

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looking for a job, but currently has no income. Since **all** parents of the aided children do **not** meet an extender condition, aid may not be granted for mom.

EXAMPLE #2: Dad has been unaided for several months due to a WTW sanction. Mom was discontinued from the AU due to reaching the CalWORKs 48-month time limit. Aid has continued for the eligible children. Several months later, Dad is still WTW sanctioned and excluded from the AU for reasons other than exceeding the time limit. Mom starts receiving State Disability Insurance, and the disability significantly impairs her ability to be regularly employed or to participate in WTW activities. The sanctioned adult is not in the AU and the only remaining parent in the AU meets an extender criteria, therefore, the extender may be granted.

(Refer to Time on Aid Matrix WT 4)

48-MONTH TIME LIMIT WAIVER

When an individual has been aided as an adult for 48 months, aid may continue for that adult when he or she is a victim of domestic abuse, and the Domestic Abuse Senior Social Worker (DASSW) has determined that good cause exists for waiving the 48-month time limit. Other aided adults do not have to meet the above criteria for the domestic abuse victim to receive the extension. The months will not count towards the CW 48 month time limit. If the individual has already timed out, follow the Extraordinary Client Circumstances Policy D-V.7 for Safety-Net CalWORKs adults.

EXTENDER REQUESTS

An extender can be requested verbally or in writing. A former recipient may request a time limit extender at any time, not only when that individual reaches his/her 48-month time limit.

Upon a verbal or written request by a client for a time limit extender, form CW 2190A - CalWORKs 48-Month Time Limit Extender Request shall be used to inform the client of the process by which he/she can claim the time limit extender.

The CW 2190A - CalWORKs 48-Month Time Limit Extender Request describes the CalWORKs 48-month time limit extenders and time limit waiver.

When a client states that he/she meets a condition that qualifies as an extender to the CalWORKs 48-month time

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limit, the worker will:

- Document the request in CalWIN case comments and provide the client with the CW 2190A form.
- Give a 15 calendar day deadline for return of the form. It is not mandatory that the client returns the form if all required information to make the determination on the request is available to the county.
- Response time may exceed 15 calendar days in situations where completion of the determination is delayed beyond the control of the county. In these instances, the reason for delay must be documented in CalWIN case comments.

Note: If the worker becomes aware that an individual meets an extender condition, the worker must initiate a contact with that individual to determine if eligibility exists and complete a case narrative.

Example: The parent was discontinued from the AU due to reaching the CalWORKs 48-month time limit. Aid has continued for the eligible children. The SAR7 is received indicating the parent is no longer working and is now receiving State Disability Insurance (SDI). The worker must contact the parent to determine if the disability significantly impairs his/her ability to be regularly employed or participate in WTW activities and take appropriate action. There is no need to wait for the parent to request the extender.

Extender Notices of Action

- NOA M40-107f - CalWORKs 48-Month Time Limit - Extended Beyond 48 Months of Aid informs the recipient at the 48th month of aid (prior to timing out) that he/she reached the 48 month time limit but continues on aid because he/she meets a time limit extender condition.
- NOA M40-107f1 - CalWORKs 48-Month Time Limit - Extender Met After 48th Month informs the timed-out individual that the grant amount has changed because he/she meets a time limit extender condition and is now eligible to receive aid.
- NOA M40-107f2 - CalWORKs 48-Month Time Limit - Extender Ended Notice informs the recipient that the grant is reduced because he/she no longer

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meets the extender conditions. NOA must be sent timely.

- CW2190B – CalWORKs 48-Month Time Limit – Extender Determination Denial**,** explains to the recipient that his/her aid is not extended and the reason the extender request is denied. Also used to deny an extender request when the CW2190A is not returned within the 15 calendar days.

APPLICATION APPROVALS AFTER 48 MONTHS ON AID

An applicant shall be approved for CalWORKs after the 48-month time limit if the IEES/CEES determines that he/she meets an extender condition.

- NOA M40-107j1 - CalWORKs 48-Month Time Limit- After 48 Months on Aid informs the previously timed-out individual of the application approval and that he/she is now eligible to receive cash aid.

When the IEES/CEES determines that an applicant does not meet an extender condition, aid shall be approved for the eligible members of the AU

- NOA M40-107j (Application Partial Approval, After-CalWORKs 48-Month Time Limit - Timed-Out Adult) informs the previously timed-out individual of the partial application approval.

CHILD SUPPORT REIMBURSEMENT

Any month in which cash aid is fully reimbursed as a result of child support collection, whether in that month or any subsequent month, shall be exempt from the CalWORKs 48-month time limit.

The cumulative child support will be applied to each month of aid, starting with the earliest month of aid on or after January 1998, and moving forward as each month's grant is reimbursed.

The child support exemption month is automatically "un-ticked" in CalWIN and this information is sent to WDTIP/TRAC via the interface process.

On WDTIP/TRAC, any month that is exempt due to child support reimbursing aid paid will appear on the KCAL

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screen as an “E” in the calendar section. On the ESUM screen, the entries are identified as “Reimbursed Child Support.”

For K1/3F aid codes cases, since child support collected will not be used to reimburse aid paid to the family, the clock will no longer untick and adult’s time on aid, unless arrearages are collected and retained by the county that are used to reimburse full months of aid paid to that AU.

CHILD SUPPORT NOTICE OF ACTION ADDENDUM

The Child Support Addendum **M40-107 Addendum 1** CalWORKs 48-Month Time Limit – Child Support Addendum 1 (No Previous NOA Issued) or **M40-107 Addendum 2** CalWORKs 48-Month Time Limit – Child Support Addendum 2 (Previous NOA Issued) must be sent along with the time limit informing notice of action for recipients in cases with child support collected.

M40-107 Addendum 1 CalWORKs 48-Month Time Limit – Child Support Addendum 1 must be used when No Previous time on aid NOA was Issued to inform an adult recipient of the number of months that are exempt due to child support collection reimbursement of aid.

M40-107 Addendum 2 CalWORKs 48-Month Time Limit – Child Support Addendum 2 (Previous NOA Issued) must be issued at redetermination or at application (when the individual was previously aided and issued a time on aid NOA) to inform an adult recipient of the total number of months that are exempt due to child support collection reimbursement of aid.

The child support notice of action addendum must include:

- The total amount of child support collected
- The total number of months and amount of aid paid that was fully reimbursed by child support collected
- The remaining amount of child support collected to be applied to future months of aid

Note: The child support notice of action addendum must be added as the last page of the time limit informing notice of action. Both the child support notice of action addendum and the time limit informing notice of action must be mailed together.

(Refer to Time Limit Forms and Notices of Action)

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TRACKING TIME ON AID	Information from CalWIN and TRAC will be used to complete the time limit informing notices of action. In order for the information on the notices of action to be accurate: • The CW 48-month time clock and TANF 60 month time clock total must be compared on CalWIN and TRAC • Exempt months must be identified and compared on CalWIN and TRAC • Time limit information from other counties and other states must be verified and added to CalWIN Time limit totals on CalWIN and TRAC must be reviewed, compared and discrepancies resolved: • At application • At RRR • At month 42 and 46 of the CalWORKs time clock (Effective January 1, 2012) • Before discontinuing any person or case for any time limit reason • Before sending any time limit notice of action • At client's request The periodic review and comparison between CalWIN and WDTIP/TRAC is critical to ensure that time clocks are accurate so that time limit informing notices of action are sent and persons are discontinued at the appropriate times.
INTAKE EMPLOYMENT AND ELIGIBILITY SPECIALIST (IEES)ACTIONS	IEES are required to review and update TANF 60-month time limit and CalWORKs 48-month time limit in CalWIN: • For all new applications and Inter-County Transfers (ICTs). • Upon receipt of the TOA 101 Report (CalWORKs Recipients Approaching Time Clock Limits). The TOA 101 Report is a tool to assist staff in identifying those individuals who will be timing out. (Refer to Time on Aid (TOA) 101 Report) **Applicants Previously Aided in Orange County** It is essential that IEES reviews, and compares information appearing on both CalWIN and

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WDTIP/TRAC. If information is missing, or incorrect, or discrepant the worker will manually enter or correct it in CalWIN. This information will be sent to WDTIP/TRAC via the interface process. If information entered in CalWIN is not successfully sent via the interface, the IEES will complete the TOA Corrections Request Form F063-35-75 to add or correct Orange County time on aid and submit it to the SSSI for review when approving the case.

(Refer to Time on Aid Modification Request Processing Guide)

Applicants Previously Aided Out of County

The IEES must review MEDS and WDTIP/TRAC screen prints for prior months of cash aid in another county. Determine if any TANF months should be added to CalWIN or if exemptions should be applied to the CalWORKs 48-month time limit.. Aid received in other counties must be verified prior to adding the months in CalWIN. When contacting other counties about time on aid, specific months of TANF, CalWORKs and exempt months must be inquired about and verified. The TOA Contact List on the FSS Intranet can be used to determine the appropriate person to contact in the other county.

Applicants Previously Aided Out of State

Out of State aid must be verified and added to CalWIN. Contact the other state(s) to determine the number of months of TANF aid since September 1996 (Refer to National Human Services Directory Out of State Contacts). If the client cannot provide enough information to contact the other state, use client's statement. Add months of out of state aid for TANF (aid received since September 1996) to CalWIN, and apply exemptions as appropriate. Out of state aid received since January 1998 or thereafter will also count towards the CalWORKs 48-month time clock and must be added to CalWIN.

Diversion

CalWIN automatically calculates time on aid when a Diversion payment is made. The month in which the Diversion Payment is issued counts as one month towards the CW 48-month time limit, unless the Diversion recipient meets an exemption from the 48-month time

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limit. If the Diversion recipient does not return to receive aid within the Diversion period, only this month will count. If the recipient returns to receive CW extended benefits within the Diversion period, the recipient has the option to have the Diversion payment recouped from the CW grant or have the payment counted towards the CW 48-month time limit.

If the Diversion recipient opts to have the Diversion payment counted, each month in the Diversion period is counted against the CW 48-month time limit. (Refer to CW Diversion Policy 100-E1 for more information)

If the client reapplies during the Diversion period and chooses to count months of time on aid, a Diversion record shall be added to CalWIN (See Diversion Payments section of this policy).

Adding a Person to the AU

IEES/CEES are responsible for reviewing TOA when adding new persons to the AU.

CONTINUING EMPLOYMENT AND ELIGIBILITY SPECIALIST (CEES)

The CEES will ensure that changes in client's circumstances are entered timely in CalWIN to maintain accurate records. The CalWORKs and TANF 60 month Time Clocks must be reviewed, compared and discrepancies resolved:

- At RRR
- At month 42 and month 46 of the CalWORKs 48-month time limit
- At participant's 48th month of aid
- Before sending any time limit notice of action
- Upon client's request
- Upon receipt of the TOA 101 Report (CalWORKs Recipients Approaching Time Clock Limits). The TOA 101 Report is a tool to assist staff in identifying those individuals who will be timing out.

  (Refer to Time on Aid (TOA) 101 Report Processing Guide)

The CEES must:

- Review and compare the CalWORKs 48-month time clock and TANF 60-month time clock in CalWIN and WDTIP/TRAC to ensure that the time

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clocks are complete and accurate. Take corrective action as necessary to resolve discrepancies. (Refer to Time on Aid Modification Request Processing Guide)

- Add out of county and out of state months of TANF and CalWORKs aid to CalWIN as appropriate.
- Review for exemptions that are not in CalWIN.
- Ask parent(s)/caretaker relative(s) if they have received aid in another state since September 1996. Refer to State Implementation Dates for TANF Program) for TANF start dates in other states. Out of state aid must be verified and added to CalWIN.
- Contact the other state(s) to determine the number of months of TANF aid since September 1996 received by the family. (Refer to National Human Services Directory Out of State Contacts). If client cannot provide enough information to contact the other state, use client's statement.
- Add months of out of state aid for TANF (aid received since September 1996) to CalWIN, and apply exemptions as appropriate. Out of state aid received since January 1998 or thereafter will also count towards the CalWORKs 48-month time clock and must be added to CalWIN.

Recipient Inquiries about Time Limit Notices of Action

If a recipient contacts the worker to obtain information about the time limit informing notice of action, the worker must complete a review of the case within 30 calendar days in order to address the recipient's concern. The worker must research and resolve any discrepancies.

WTW CASE MANAGER (CM) ACTIONS	The Case Manager (CM) shall notify the CEES immediately when an exemption or extender is requested and/or when any other changes affecting the time limits occur. Refer to CalWORKs Policy 206 - CalWORKs Time Limits, for case management strategies.
RETAINING TIME LIMIT TRACKING RECORDS	Time limit tracking records must be retained from the date that the TANF/CalWORKs programs were implemented: • December 1, 1996 for the Federal TANF 60-month time limit. • January 1, 1998 for the CalWORKs 60-month time limit.

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- July 1, 2011 the CalWORKs 60-month time limit changed to 48 months.

Specifically, the workers are required to:

- Retain all time limit informing notices of action including special needs payments.
- Retain appropriate documentation in order to support time limit informing notices including child support notice of action addendums, exemptions, extenders, sanctions and domestic violence good cause waivers.
- Retain documentation that verifies the months in which TANF/CalWORKs was received in other counties and states.

All above documentation is to be imaged in the case under the Admin Review Acco for life retention.

TOA INFORMATION REQUEST FROM OTHER COUNTIES/STATES	Upon receipt of a time on aid inquiry from other counties or states, workers will complete Time on Aid Verification Worksheet F063-30-954, respond to the request and image the form. Request of time on aid information for closed cases should be referred to FSS Program.
RESOURCES	F063-30-WT4 Time On Aid Matrix State Implementation Dates for TANF Program CalWORKs Policy 100-F1 - Welfare-To-Work Exemptions CalWORKs Policy 206 - CalWORKs Time Limits CalWORKs Policy 402 - Domestic Abuse Services Extraordinary Client Circumstances Policy D-V.7 TOA Contact List National Human Services Directory Time on Aid (TOA 101) Processing Guide Time on Aid Modification Request Processing Guide Time on Aid Timeline
FORMS	CW 2184 - CalWORKs 48-Month Time Limit CW 2186A - CalWORKs and WTW Time Limit Exemption Request CW 2186B - CalWORKs and WTW Time Limit Exemption Determination CW 2190A - CalWORKs 48-Month Time Limit Extender Request CW2190B – CalWORKs 48-Month Time Limit – Extender Determination Denial

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	TOA Corrections Request Form F063-35-75 Time Limit Forms and Notices of Action
RESOURCE GUIDES (RGs)	TOA - Viewing/Inquiring on Individual Time Clock Resource Guide Higher MAP BENO Resource Guide
REFERENCES	ACL 98-44, 99-90, 03-01, 06-45, 02-74, 11-33, 11-40, 11-57, 14-100 ACIN I-52-99, I-58-02, I-29-03, I-48-04 EAS 40,107.141, 42-302

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