

**KERN COUNTY DEPARTMENT OF HUMAN SERVICES
POLICY IMPLEMENTATION MEMORANDUM NO. 20-32**

DATE: November 30, 2020
TO: Eligibility, Employment Services, and Child Welfare Services Staff
FROM: Shawna Mimnaugh, Assistant Program Director
RE: **CalWORKs: Family Reunification (FR) Services - AB 429**

References: ACIN 1-49-04, 1-58-08; ACL 11-04, 03-52, 02-36; Assembly Bill 429 (2001); EAS 42-177.6, EAS 82-812.68 (Temporary Absence-Family Reunification)

Obsolete: PIM 11-06

4/22/2021: This policy has been updated to include Section XII. General Assistance eligibility.

5/24/2021: Section XII. General Assistance AB429 eligibility process has been updated.

PURPOSE

This Memorandum provides the policy and procedures for parents to receive CalWORKs AB 429 Family Reunification (FR) Services when their children have been removed from the home by Child Welfare Services.

- Provide Welfare-to-Work (WTW) Employment Services, including mental health and substance abuse counseling, which offers increased support and services for parents completing a Family Reunification plan.
- The CWS Social Services Worker (SSW) and AB 429 Employment SSW assess the needs of the parent to identify the WTW activities that are necessary and beneficial for Family Reunification.

I. SERVICES FOR THE FAMILY REUNIFICATION PARENT

Welfare-to-Work (WTW) Employment Services: The FR parent is eligible to continue to participate in all currently available WTW activities, including mental health and substance abuse treatment services. The FR parent is also eligible for supportive services.

- Mental health and substance abuse services are provided through the CalWORKs Employment Services MOU between the Department of Human Services and the Kern Behavioral Health and Recovery Services.
- For mental health services, the FR parent is referred using the established Employment Services Behavioral Health referral procedure.
- For substance abuse treatment programs, the FR parent is usually referred from the Kern County Mental Health Gate Team. The parent can also be referred with the Employment Services Behavioral Health referral procedure.
- The Employment SSW can advise the Child Welfare SSW if other services, like court approved parenting classes, are available through CalWORKs FR services.

CalFresh: The FR household is eligible for Transitional CalFresh (TCF) Benefits.

Medi-Cal: The FR parent is not eligible to cash linked Medi-Cal. Medi-Cal is re-evaluated to determine if the parent is eligible for benefits under any other Medi-Cal program.

Homeless Assistance: The FR parent may be eligible to Temporary Homeless Assistance when it is determined that it is necessary for reunification to occur. See the *Homeless Assistance Handbook Section 13* for more information.

II. PARENTS ELIGIBLE/NOT ELIGIBLE FOR CALWORKS FR SERVICES

A. The following parents are not eligible for CalWORKs FR Services:

1. A parent who has timed out on the 48-month CalWORKs clock.
2. A parent who is not eligible for cash-aid due to his/her status as a SSI/SSP recipient, fleeing felon, or undocumented noncitizen.

B. Parents who meet all of the following criteria are eligible to receive CalWORKs FR services:

1. Child was removed from the parent (biological or adoptive parent).
2. Child was placed in out-of-home care and the family is expected to reunify.
3. Assistance Unit received cash assistance during the month the child was removed from the home.
4. Child Welfare and Employment Social Service Workers determine that WTW activities will help support Family Reunification.

Additional information to determine eligibility for CalWORKs FR Services:

- ⇒ **WTW or Child Support Sanction:** A parent who is currently sanctioned is eligible for services. The parent may participate immediately in WTW activities without attending Sanction Orientation.
- ⇒ **Exempt:** A parent who is exempt from participation in the Welfare-to-Work Program is eligible for services.
- ⇒ **Penalties:** A parent who has a CalWORKs penalty, such as an immunization penalty or Child Support penalty is eligible for services.
- ⇒ **Cal-Learn:** Cal-Learn teens are eligible to continue participation in the Cal-Learn program and receive Cal-Learn case management services and supportive services as part of their family reunification plan. Teens receive the \$500 graduation bonus (issued by the HST). Teens do not receive bonuses for satisfactory school attendance or penalties for failure to make adequate progress or submit report cards.

Note: If there are two parents in the home, it is possible for one parent to receive CalWORKs FR Services even though the other parent is ineligible for services.

C. Special rules apply if not all of the children are removed from the home. [See Section V-B.](#)

III. EMPLOYMENT SERVICES LIAISON SUPERVISOR

The AB 429 Unit is assigned to the Employment Services division and determines if a parent is eligible or is not eligible for CalWORKs FR services and notifies the Child Welfare SSW.

THIS SECTION PROVIDES PROCESS TO:

NOTIFY THE EMPLOYMENT SSW AND HST WHEN A CHILD IS REMOVED FROM THE HOME

ADVISE THE CHILD WELFARE SSW IF THE PARENT IS ELIGIBLE FOR FR SERVICES

CHILD WELFARE SERVICES (CWS)	
Child Welfare Court Clerk	<ol style="list-style-type: none"> 1. Use C-IV to screen children on the "Transfer of Custody" form for an open eligibility case. 2. Complete the KCDHS 138, "Notification of Removal of Children". (Attachment 1). <ul style="list-style-type: none"> • The KCDHS 138 will include the Detention Hearing Date, if known. 3. E-mail the KCDHS 138 to the Employment Services Clerk: 138Form@kerndhs.com 4. The Child Welfare SSW will be contacted by the AB 429 Unit to advise if the parent is eligible or not eligible for CalWORKs FR services.

EMPLOYMENT SERVICES	
Employment Clerk	<p>The Employment Clerk Screens the KCDHS 138 for an open or closed Eligibility and WTW case. The 138 forms are processed daily.</p> <ol style="list-style-type: none"> 1. Use C-IV to screen for an open or closed Eligibility case. (Cash-Aid or CalFresh/Medi-Cal Only) <p style="margin-left: 20px;"><u>In the "Employment Services Use" section on the 138:</u></p> <ul style="list-style-type: none"> • If there is an open cash case, add the name of the CalWORKs HST. • If there is an open WTW case, add the name of the Employment SSW. • Complete "other program" if a CalFresh/Medi-Cal case is open. <p style="margin-left: 20px;">⇒ E-mail the KCDHS 138 for all cases (open or closed) to the designated mailbox in the Lobby Management & Continuing Services (LMCS) division. The LMCS clerk will forward to the appropriate HST(s) (and "cc" to Human Services Supervisor(s)) E-mail: Eligibility138@kerndhs.com</p> <p style="margin-left: 20px;">⇒ E-Mail the KCDHS 138 to the Employment Services Family Reunification liaison (for cases with a CalWORKs tab).</p> 2. Transfer e-mail with KCDHS 138 attachment to the appropriate on-line folder maintained by Employment Clerical staff.

Employment Services Liaison Supervisor	<p>When the KCDHS 138 is received from the Employment Clerk:</p> <ol style="list-style-type: none"> 1. Ensure cases (both parents) are screened for CalWORKs FR services. 2. If parent is eligible for services: <ul style="list-style-type: none"> • Bakersfield: Assign the case in C-IV to an AB 429 Employment SSW. • Districts: Assign the case in C-IV to a District AB 429 Employment SSW. E-mail the Employment SSW with "cc" to the Employment Services Supervisor. 3. If parent is <u>eligible</u> for CalWORKs FR Services - The assigned AB 429 Employment SSW contacts the Child Welfare SSW. If parent is <u>not eligible</u> to CalWORKs FR Services - The Employment Services Liaison Supervisor contacts the Child Welfare SSW. 4. If there is no information in the C-IV case to show the children are in protective custody, the ES Liaison Supervisor provides the HST with the name and telephone number of the Child Welfare SSW.
---	---

ELIGIBILITY SERVICES	
Eligibility OSS	<p>The Eligibility OSS or designee will process 138 forms daily. When the KCDHS 138 is received in the designated mailbox:</p> <ul style="list-style-type: none"> • Forward the e-mail to the assigned CalWORKs and AB 429 HST's and "cc" to the CalWORKs and AB 429 Human Services Supervisor's. <p>Note: Amended 138's will also be received for these cases.</p>

Case managers can use the telephone numbers below to locate a case manager working with the family:	
⇒	Call <u>661-631-6294</u> to find out if client has an Eligibility and/or WTW Employment Services case. <ul style="list-style-type: none"> • Introduce yourself as a CPS SSW • Provide: Clients Name, Date of Birth, SSN and Names of Children
⇒	Call <u>661-631-6165</u> to find out if a client has a current CPS SSW. <ul style="list-style-type: none"> • Introduce yourself as an Employment SSW or HST • Provide: Client's Name, Date of Birth, SSN and Names of Children

V. AB 429 AND CALWORKS HST RESPONSIBILITIES

A. CalWORKs HST - All Children Removed from the Home

When a child(ren) is temporarily removed from the home by Child Welfare Services (CWS), the child(ren) is considered temporarily absent pending a detention hearing (the detention hearing takes place within **72 business** hours of the children being removed).

- Once the detention hearing has taken place and it is determined the family **will not** receive FR services, CalWORKs must be discontinued. The discontinuance of benefits will be the end of the month following the detention hearing, with a timely 10-day notice.
- If the family is eligible for and receiving Family Reunification services the CalWORKs HST will transfer the CalWORKs case to the AB 429 HST.

B. AB 429 HST

Upon notification that the family will receive Family Reunification services, the AB 429 HST will **transfer the CalWORKs case to a Family Reunification aid code the first of the following month.**

- The case will remain active with a zero based grant (ZBG).
- The family is eligible to Transitional CalFresh (TCF).

EXAMPLES

SCENARIO 1

⇒ A KCDHS 138 is received stating the children have been removed from the home on 9/29. The detention hearing is scheduled for 10/1. The AU will receive a CalWORKs grant for October and the case will become a zero basic grant (ZBG) case effective 11/1. There is no overpayment.

SCENARIO 2

⇒ A KCDHS 138 is received stating the children have been removed from the home on 9/29 and the detention hearing is scheduled for 9/30. The case is updated to a ZBG effective 10/1, but because there was no timely 10-day notice, there is an overpayment for the October benefits.

SCENARIO 3

⇒ A KCDHS 138 is received stating the children have been removed from the home on 9/15 and the detention hearing is scheduled for 9/17. The case will become a ZBG case effective 10/1 with timely 10-day notice issued.

C. AB 429 HST – Establishing the FR Case

If all children are removed from the home and the family is eligible to FR services, the CalWORKs program must be transferred to a Family Reunification aid code and remain active with a zero basic grant (ZBG) benefit.

The following steps provide guidance how to update CIV when all child(ren) have been removed from the home and the family is receiving FR services.

Updating CalWORKs to a FR aid code & Zero Basic Grant																					
Step	Action																				
1	<p>On the Household Status List page:</p> <ul style="list-style-type: none"> Update the children's status to Permanently Out of the Home 																				
2	Run CalWORKs and CalFresh EDBC																				
3	<p>In CalWORKs EDBC Summary, select <u>Override Program Configuration</u>:</p> <ul style="list-style-type: none"> EDBC Override Reason: CalWORKs Family Reunification Aid Code: <i>Select the appropriate FR aid code</i> <ul style="list-style-type: none"> ⇒ 4P = All Families (except two-parent) ⇒ 4R = Two Parent Families Program Status: Active Reporting Type: SAR 																				
4	<p>Program Configuration: Override each family member</p> <table border="1" data-bbox="464 743 1479 1031"> <thead> <tr> <th rowspan="2">Override Options</th> <th colspan="2">Override Selections</th> </tr> <tr> <th>FR Child(ren)</th> <th>FR Adult(s)</th> </tr> </thead> <tbody> <tr> <td>Role:</td> <td> <ul style="list-style-type: none"> UP </td> <td> <ul style="list-style-type: none"> MEM </td> </tr> <tr> <td>Role Reason:</td> <td> <ul style="list-style-type: none"> CalWORKs Family Reunification </td> <td> <ul style="list-style-type: none"> Blank </td> </tr> <tr> <td>Status:</td> <td> <ul style="list-style-type: none"> Active </td> <td> <ul style="list-style-type: none"> Active </td> </tr> <tr> <td>Status Reason:</td> <td> <ul style="list-style-type: none"> Blank </td> <td> <ul style="list-style-type: none"> Blank </td> </tr> <tr> <td>Adult Child Code:</td> <td> <ul style="list-style-type: none"> Blank </td> <td> <ul style="list-style-type: none"> Adult </td> </tr> </tbody> </table> <ul style="list-style-type: none"> Click Save and Return 	Override Options	Override Selections		FR Child(ren)	FR Adult(s)	Role:	<ul style="list-style-type: none"> UP 	<ul style="list-style-type: none"> MEM 	Role Reason:	<ul style="list-style-type: none"> CalWORKs Family Reunification 	<ul style="list-style-type: none"> Blank 	Status:	<ul style="list-style-type: none"> Active 	<ul style="list-style-type: none"> Active 	Status Reason:	<ul style="list-style-type: none"> Blank 	<ul style="list-style-type: none"> Blank 	Adult Child Code:	<ul style="list-style-type: none"> Blank 	<ul style="list-style-type: none"> Adult
Override Options	Override Selections																				
	FR Child(ren)	FR Adult(s)																			
Role:	<ul style="list-style-type: none"> UP 	<ul style="list-style-type: none"> MEM 																			
Role Reason:	<ul style="list-style-type: none"> CalWORKs Family Reunification 	<ul style="list-style-type: none"> Blank 																			
Status:	<ul style="list-style-type: none"> Active 	<ul style="list-style-type: none"> Active 																			
Status Reason:	<ul style="list-style-type: none"> Blank 	<ul style="list-style-type: none"> Blank 																			
Adult Child Code:	<ul style="list-style-type: none"> Blank 	<ul style="list-style-type: none"> Adult 																			
5	<p>On EDBC Summary Page scroll down to Aid Payment</p> <ul style="list-style-type: none"> Select Override Payment Override Reason: CalWORKs Family Reunification Override Amount: \$0.00 																				
6	<ul style="list-style-type: none"> ✓ Save and Return ✓ Accept ✓ Save and Continue 																				
7	<ul style="list-style-type: none"> Update the CalWORKs redetermination due date for six-months out from the date the children were removed. <i>(See Section G below for more information)</i> <p>Example 1: <i>The current CalWORKs redetermination is due in June. Children are removed from the home in April and the case becomes an FR case in May. The CalWORKs redetermination due date will be updated to October (6-months from the month the children were removed).</i></p> <p>Example 2: <i>The current CalWORKs redetermination is due in November. Children are removed from the home in May and the case becomes an FR case in June. The November CalWORKs redetermination due date will not change since the</i></p>																				

	<i>redetermination due date is already scheduled for 6 months from time the children were removed).</i>
8	Process Transitional CalFresh eligibility.

D. AB 429 HST – Processing TCF Eligibility in FR Cases

FR CalWORKs families receiving a Zero Based Grant due to all children being temporarily removed from the home are eligible to receive Transitional CalFresh benefits.

The system will not recognize TCF eligibility when the CalWORKs program is active. An EDBC override is needed. Follow the steps outlined below to issue TCF:

Step	Action
1	In the EDBC list page – Select the “not accepted” CalFresh Program
2	In the CalFresh EDBC Summary: <ul style="list-style-type: none"> • Select Override Program Configuration • Override Reason: CalWORKs Family Reunification
3	In the user override section update the following: <ul style="list-style-type: none"> • Aid Code: 0F - TCF • Program Type: Transitional
4	In the program override configuration, override the children from discontinued to “Active” status <ul style="list-style-type: none"> • Role: MEM • Status: Active • Adult Child Code: Blank ✓ Save and Continue
5	Review TCF benefit to verify the benefit amount is correct: <ul style="list-style-type: none"> ✓ Save and return ✓ Accept ✓ Save and Continue
6	Enter detailed journal entry regarding TCF override: <ul style="list-style-type: none"> • Short Description: <i>CalFresh Override to TCF for CalWORKs Family Reunification Case</i> • Long Description: <i>HH is receiving CalWORKs Family Reunification Services effective xx-xx (date). HH is eligible to TCF, CalFresh override completed to issue TCF benefits for HH of “xx” (include number of TCF members).</i>

E. FR Eligibility and Special Needs

CalWORKs FR parents are not eligible to special needs payments such as Pregnancy Special Needs (PSN).

- FR families **are eligible** to Temporary Homeless assistance, if otherwise eligible, and it is determined by CWS and AB 429 Employment SSW that homeless assistance is necessary for reunification to occur.
- FR families **are not** eligible to Permanent Homeless assistance.

F. CalWORKs HST - Not Eligible for FR Services

If it is determined that a family whose child(ren) have been removed from the home is not eligible to Family Reunification services, the CalWORKs case must be discontinued. The following steps should be taken:

Step	Action
1	With timely 10-day notice, discontinue CalWORKs at end of the month following the detention hearing. The children are removed from the home with the designated Notice of Action. (Attachment 2)
2	Discontinue Medi-Cal. (Evaluate for other Medi-Cal eligibility)
3	Parent is eligible for Transitional CalFresh benefits. (After Transitional CalFresh ends, household may apply for NA CalFresh. The household will be deferred from FSET due to “severe family crisis”.)
4	Journal all actions taken to discontinue the case.

G. Some Children Remain in the Home

When some children are temporarily removed from the home but some children remain with the parents, eligibility for Family Reunification services is as follows:

- **Eligible** for CalWORKs FR services: Remaining AU members have income that results in financial ineligibility for a cash grant due to the reduction in MAP when a child(ren) is removed from the home.
- **Not eligible** for CalWORKs FR services: Some children are removed from the home, but remaining family members remain financially eligible for a cash grant. All the regular Eligibility and Welfare-to-Work rules will apply to the case.

H. FR Reporting Requirements

1. Semi Annual Reporting Requirement (SAR 7)

The FR family is not required to submit a SAR 7 for the CalWORKs program while receiving FR services. If the FR family has an active CalFresh case, a SAR 7 would continue to be required for that program, as otherwise required per CalFresh program rules.

2. 6-Month Eligibility Redetermination

A CalWORKs redetermination is required 180 days (six-months) after becoming a Family Reunification case and/or when the child(ren) are returned to the home.

- The redetermination is processed in accordance with current policy and processing standards.
- CalWORKs will be discontinued if redetermination is not completed.
- A late redetermination may be completed when Good Cause is determined.

IF	THEN
The redetermination is scheduled to be due after the children are removed from the home but before the six-month court review:	<ul style="list-style-type: none"> • Push the redetermination date out six-months to coincide with the scheduled court review.
If the children are returned to the home before the scheduled six-month redetermination:	<ul style="list-style-type: none"> • Complete the redetermination upon notification of the children being returned and restore aid the first of the following month. • Redeterminations will be completed annually moving forward.
The court review is held and the children are returned to the home:	<ul style="list-style-type: none"> • Complete the redetermination and restore aid the first of the following month. • Redeterminations will be completed annually moving forward.
The court review is held during the redetermination due month and it is determined that additional time is needed and FR services will continue:	<ul style="list-style-type: none"> • Complete the six-month redetermination • The next redetermination will be due in six-months.
There is no court-ordered reunification plan established and the children are not returned to the home	<ul style="list-style-type: none"> • Discontinue CalWORKs with timely 10-day notice.

H. Child(ren) Returned to the Home

CalWORKs FR cases are considered recipient families. When the child(ren) are returned to the home, the CalWORKs status will change from the assigned FR aid code to the appropriate cash aid code.

- The CalWORKs redetermination must be completed and cash aid restored the first of the following month.
- The FR family is not required to submit a new SAWS 1 to restore cash aid.

VI. AB 429 EMPLOYMENT SSW RESPONSIBILITIES

- A. Contact the CWS SSW to discuss the FR case plan and appropriate WTW services for the parent.

Guidelines to help determine if WTW activities and supportive services should be part of the individual's FR case plan:

- Parent can benefit from CalWORKs mental health, substance abuse and/or domestic abuse services.
- Parent needs assistance with transportation or ancillary items (such as interview clothes or uniforms) for employment or job search. Determine if the parent will receive bus passes from Child Welfare Services prior to issuance.
- Parent is participating in a training/education program or job search activity.
- Childcare assistance is needed for any children remaining in the home.

- B. Verify the case has an open WTW program in C-IV. Open the WTW program if needed.
- C. Complete and send the WTW 34 Notice. ([Attachment 3](#))
- The WTW 34 informs parents that the county has determined that they may continue to participate in WTW activities and receive supportive services to help the family reunify.
 - These services will be provided as part of the Family Reunification plan. Check the first box on the Notice.
 - The WTW 34 is located on MyDHS: *EFS Employment Services/Case Management Forms*.
- D. Review the FR case plan provided by the Child Welfare SSW and the minutes from the Disposition hearing for the services to be provided to the parent in the Child Welfare Family Reunification plan.
- The Child Welfare Family Reunification plan is used as the Welfare-to-Work Activity Assignment Plan.
 - Discuss family reunification services with parent(s) and assign appropriate WTW activities.
 - A WTW Activity Assignment Plan (WTW2) is only signed if the individual is participating in a WTW activity that is not part of the Family Reunification plan.
- E. WTW services that are part of the individual's Family Reunification plan are provided until the FR services are terminated.
- The FR parent is not sanctioned for failure to participate in assigned WTW activities.
- F. For Journal entries:
- For general entries, use "WTW AB 429" to begin the Short Description.
 - For the results of the court hearing, use "WTW AB 429 Court Hearing" to begin the Short Description.

VII. CHILD WELFARE SSW RESPONSIBILITIES

- A. The Child Welfare SSW and AB 429 Employment-SSW work together to determine the WTW Employment Services that will be included as part of the Family Reunification plan.
- B. The Child Welfare SSW contacts the AB 429 Employment SSW as needed to discuss progress in WTW activities, if additional services are needed and if there are any barriers to participation.
- C. The Child Welfare SSW contacts the AB 429 Employment SSW with the results of the court hearings.

VIII. COURT REVIEW HEARINGS (TO DETERMINE IF CHILDREN WILL BE RETURNED TO PARENT)

- A. After a Court Review hearing, the Family Services SSW will contact the Employment SSW with the result of the hearing. The Court will order one of the following actions:

IF	THEN
FR services are extended	<ul style="list-style-type: none"> • CalWORKs FR services continue. Another court review hearing will be scheduled. • Employment SSW amends WTW activities if needed. • The CalWORKs redetermination will be completed and new six-month redetermination assigned.
Children are returned to the home	<p><u>Eligibility</u></p> <p>⇒ See Section IX-A for instructions when advised that the children have been returned to the home.</p>
	<p><u>Employment</u></p> <p>⇒ See Section IX-B for instruction when advised that the children have been returned to the home.</p>
Children will not return to the home	<ul style="list-style-type: none"> ✓ CalWORKs FR services are discontinued by the Employment SSW. ✓ The CalWORKs case will discontinue the end of the month with timely 10-day notice.

- B. The AB 429 SSW will complete a journal entry with the results of the hearing. For Journal entries, use “WTW AB 429 Court Hearing” to begin the Short Description.
- C. The AB 429 Employment SSW will e-mail the assigned AB 429 HST and HSS with the result of the hearing.

IX. INSTRUCTIONS WHEN CHILDREN ARE RETURNED HOME

A. AB 429 HST Instructions

When the child(ren) are returned home, CalWORKs and Medi-Cal will be restored. Family Reunification cases are considered **recipient cases** and are not required to submit a new SAWS 1 to reapply for aid.

The following will be the process for restoring cash aid to these cases:

STEP	ACTION
1	<p>The AB 429 Employment Services worker will notify the assigned AB 429 Eligibility HST and HSS by e-mail that the child(ren) are being returned.</p> <p>⇒ Bakersfield Office: A designated HST is assigned all AB 429 cases. Refer to the DHS Bureau chart located on MyDHS - Employee Resources for the current worker assignment. <i>(If unable to locate the assigned FR worker, contact Lobby Management and Continuing Services OSS (LMCS).</i></p> <p>⇒ Districts: The HST assigned to the CalWORKs case will also maintain the AB 429 case.</p>
2	<p>Upon notification, the AB 429 HST will:</p> <p>⇒ Schedule the CalWORKs redetermination interview appointment.</p> <ul style="list-style-type: none"> • Appointments should be scheduled as soon as administratively possible while allowing the family sufficient time to receive the appointment.
3	<p>Review journal comments to determine the number of months of Supportive Services. Update the TANF 60-month time clock only on the Time Limits Detail page to reflect the number of months that services were received.</p> <p>⇒ The journal Short Description should read AB 429 Supportive Services for easy identification</p>
4	Run EDBC – Review results prior to authorizing benefits.
5	Journal all actions taken.
6	<p>Upon completion of the redetermination:</p> <p><u>Bakersfield:</u></p> <ul style="list-style-type: none"> • Follow established procedures to reassign the case to an ongoing CalWORKs Worker. • If CalWORKs is not approved, the AB 429 HST will retain the case following established timeframes to transfer to a CF/MC processing team. <p><u>Districts:</u></p> <ul style="list-style-type: none"> • The assigned HST will retain the case. • If the family has relocated to another District or Bakersfield, follow established procedures to transfer the case.

B. AB 429 Employment SSW Instructions

STEP	ACTION
1	<p>Notify Eligibility by e-mail that the child(ren) are being returned home as follows:</p> <ul style="list-style-type: none"> ⇒ Bakersfield: A Designated AB 429 HST will maintain the Family Reunification case. <i>(Refer to the Bureau chart on MyDHS for current assignment. Contact LMCS OSS if unable to locate assigned worker).</i> ⇒ Districts: The HST assigned to the CalWORKs case will also maintain the AB 429 case.
2	<p>Complete a journal entry listing the months the unemployed parent received Supportive Services (HST will update the number of months used on the TANF 60-month time clock).</p> <ul style="list-style-type: none"> • Begin the Short Description with AB 429 Supportive Services for easy identification
3	<p>If parent is mandatory for the Employment Services program:</p> <ul style="list-style-type: none"> • Regular WTW rules apply. Must meet 20/30/35 hours per week and core/non-core requirements. • Parent is assigned to the same AB 429 Employment SSW who provided the AB 429 FR services. Case is assigned to AB 429 SSW's regular WTW caseload. <p>If parent is exempt from the Employment Services program and chooses to participate as an exempt volunteer:</p> <ul style="list-style-type: none"> • Volunteer rules apply • Parent is assigned to the same AB 429 Employment SSW who provided the CalWORKs FR services. Case is assigned to SSW's regular WTW caseload.

X. TIME PERIOD FOR PROVIDING CALWORKS FR SERVICES

- A. CalWORKs Family Reunification services are initially provided for 180-days from the date the child is removed from the home.
- B. The 180-day period can be extended for good cause in the following situations:
1. When the Court first approves the Family Reunification plan, an extension is needed for the number of days between the date of the child's removal from the home and the date the Court orders the reunification plan.
 2. Any court-ordered extension to complete the Family Reunification plan.

XI. TIME CLOCKS

A. *CalWORKs 48-Month Time Limit:*

1. The 48-month clock **will** tick when the FR parents receive Temporary Homeless Assistance benefits.
2. Months on the CalWORKs 48-month time clock do not count for parents who receive CalWORKs FR services and supportive services only.

B. *TANF 60-Month Time Limit*

1. TANF 60-Month clock counts: When supportive services are provided to an unemployed FR parent. These payments are considered “assistance”.
2. TANF 60-Month clock does not count: When supportive services are provided to an employed FR parent or an FR parent in a CalWORKs State-only funded program. These payments are not considered “assistance”.

XII. GENERAL ASSISTANCE ELIGIBILITY

When a GA application is received by a parent(s) who are currently receiving Family Reunification services with an open AB 429 case, the assigned GA intake HST will contact GA policy for guidance regarding these applications.

XIII. DOCUMENTING CASE INFORMATION

Human Services Technicians, Employment Social Services Workers, and CWS Social Service Workers will follow established procedures to document case actions and communications.

XIV. ATTACHMENTS

1. [Notification of Removal of Children \(KCDHS 138\)](#)
2. Eligibility Family Reunification/Zero Grant NOA
 - [English](#)
 - [Spanish](#)
3. WTW Family Reunification Plan Notice (WTW34)
 - [English](#)
 - [Spanish](#)
4. [Family Reunification: Questions & Answers](#)