

DEPARTMENT MEMORANDUM

2024-074

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Changes to CalWORKs Family Reunification

Staff Impacted	
<input type="checkbox"/> All	<input type="checkbox"/> Adult Services
<input checked="" type="checkbox"/> CalFresh	<input checked="" type="checkbox"/> CalWORKs
<input checked="" type="checkbox"/> Child Care	<input type="checkbox"/> Children Services
<input type="checkbox"/> Foster Care	<input type="checkbox"/> General Assist
<input checked="" type="checkbox"/> Medi-Cal	<input type="checkbox"/> Office Support
<input type="checkbox"/> Refugee	<input checked="" type="checkbox"/> Welfare-to-Work

1. Introduction

This Department Memorandum (DM) informs staff of changes to the California Work Opportunity and Responsibility to Kids (CalWORKs) Family Reunification (FR) program due to the passage of Assembly Bill (AB) 135.

The changes reflected in this DM are effective January 1, 2025.

Only the changes provided in this DM supersede the information provided in [Department Policy \(DP\) 82-812](#), *CalWORKs Family Reunification*. See [DP 82-812](#) for additional information regarding FR.

This DM is revised to provide additional information regarding residency and Inter-County Transfers (ICT) for FR cases. See [Section 3.5](#) for additional information.

Every case action must be journaled in accordance with [DP 23-362](#), *Case Documentation /Journal Entries*.

1.1 In this Memorandum

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RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES

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2. Changes to Family Reunification

2.1 AB 135

Previously, FR allowed for the continuation of CalWORKs services only for the parent(s) of a child(ren) who had been removed from the home by Children's Services Division (CSD) if the CSD worker or the court determined the services are necessary for FR.

Note: The process for the issuance of FR services only (no cash aid) was not impacted by AB 135 and remains unchanged. For guidance on FR services, see [DP 82-812](#).

Effective January 1, 2025, in addition to the FR services listed in [DP 82-812](#) FR families may receive a cash payment, if otherwise eligible, and Child Care (CC) services for up to six (6) full months.

Note: Guidance regarding CC services will be provided under separate cover.

AB 135 creates two (2) distinct CalWORKs FR processes. Effective January 1, 2025, there will be FR cases that include the issuance of:

- cash aid and FR services, or
- FR services only.

Good cause may be granted to extend FR services only beyond the initial six (6) months.

Cash aid for FR cases cannot be extended beyond six (6) months.

2.2 Aid Codes and Updated Definitions

The CalWORKs FR aid codes remain 4P and 4R. Their updated definitions are as follows:

4P CalWORKs Family Reunification – All Other Families: Provides for approval of an FR cash grant for up to six (6) full months and Welfare-to-Work (WTW) services for the duration of the FR plan to all families except two (2)-parent families, when an eligible child(ren) has been removed from a CalWORKs home by CSD and is placed into out-of-home care, and the county has determined that provisions of a cash grant and/or services are necessary for FR. All WTW services, including supportive services and CC services, as well as the once every 12 months Temporary Homeless Assistance (THA) special needs payment are covered by this aid code.

4R CalWORKs Family Reunification – Two (2) Parent Families: Provides for approval of an FR cash grant for up to six (6) full months and WTW services for the duration of the CSD reunification plan for two (2)-parent families when an eligible child(ren) has been removed from a CalWORKs home by CSD and is receiving out-of-home care, and the CSD or a court has determined that provisions of a cash grant and/or services are necessary for FR. All WTW services, including supportive services and CC services, as well as the once every 12 months temporary HA special needs payment are covered by this aid code.

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Note: The 4P or 4R aid code also applies to eligible non-citizens in an FR plan when CSD or a court has determined the provision of FR services are necessary for reunification.

2.3 Temporary Absence Period

A member of the Assistance Unit (AU) may be considered temporarily absent if he or she will be absent from the home for one (1) full calendar month or less, with the exception of February, as it is less than 30 days (see the example below). See Manual of Policies and Procedures [\(MPP\) 82-812.5](#) for additional information.

Upon notification from CSD that the eligible child(ren) has been removed from the home, do **not** immediately discontinue the case. Consider the child(ren) to be temporarily absent for a period of up to a full calendar month, even though an FR plan has not yet been established.

Important Note: This information supersedes the information in [DP 40-105/63-505](#), *Reporting Responsibilities and Mid-Period/Year Reports and Actions*.

During this time, CSD determines whether a continuation of a CalWORKs cash grant and services to the AU is necessary for the family to reunify and develops an FR plan, immediately notifying the CalWORKs worker when an FR plan has been established.

If all eligible children are placed in out-of-home care and the temporary absence period of one (1) full calendar month ends without the CalWORKs worker receiving notification from CSD about the necessity of FR, discontinue the case with adequate notice. As a reminder, timely notice is not required if a child(ren) is removed from the home as a result of a judicial determination or voluntarily placed in FC by his or her parent(s) or legal guardian(s). However, adequate notice must be sent no later than the effective date of the discontinuance. See [DP 70-012A](#), *Providing Adequate and Timely Notice*, for additional information.

Example: One (1) parent and one (1) child are aided on CalWORKs. The child is removed from the home on January 9, 2025, and the Eligibility Technician (ET) is notified of the removal on January 10, 2025. The month of January 2025 is not considered part of the temporary absence period as the child was not absent for the entire month of January. Although, the initial temporary absence period begins on February 1, 2025, February is not counted, as it is not considered a full calendar month. In this example, the temporary absence period ends on March 31, 2025, as March is the only full calendar month in which the child is absent. During the temporary absence period, the CalWORKs ET is notified that an FR plan has been developed and a continuation of the CalWORKs cash grant and services is necessary for the family to reunify. The family is transitioned to a 4P aid code on April 1, 2025. The six (6) months of FR eligibility begin in April 2025.

2.4 Existing FR Plans

Existing FR plans prior to January 1, 2025, must have their plans amended to include the provision of cash aid before cash aid in FR may be approved.

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In these cases, CSD may grant a good cause extension to allow the family to receive a full six (6) months of FR cash aid if:

- cash aid is specified by the FR plan, and
- the family is otherwise eligible for CalWORKs cash aid.

For existing FR cases whose plans do not include the provision of cash aid, staff must reach out to CSD to inform them of the availability of cash aid in FR, and to discuss potentially amending the FR plan to include the provision of cash aid, if appropriate.

3. Eligibility for Family Reunification

3.1 Eligibility for Cash Payments and Services

Effective January 1, 2025, all individuals who were members of the CalWORKs AU when the eligible child(ren) was removed from the home are eligible for the FR cash grant, CC and FR services for up to six (6) full months when **all** the following conditions apply:

- **all** CalWORKs eligible children were removed from the home and temporarily placed in out-of-home care by CSD
 - For the purposes of CalWORKs FR eligibility, this includes families in which a parent is either receiving aid as a Pregnant Person Only (PPO) or receiving aid in an existing CalWORKs FR family and a newborn is removed from the home. See [Section 3.3](#) for additional information.
 - Out-of-home care is any placement of the child(ren) after removal and is designed to protect children who cannot safely remain in their home due to abuse or neglect. CSD must consider non-custodial parents, relatives, and extended family members first for out-of-home placement. For additional information on CalWORKs eligibility for children placed with the non-custodial parent or other relatives see [Section 4.5](#).
- the AU was receiving CalWORKs cash aid when the child(ren) was removed (see [Section 3.2](#) for additional information), and
- the CSD or court has determined that the provision of cash aid, CC and/or FR services are necessary for reunification and an FR plan is in effect or in development.

There is no lifetime limit for FR. Eligible families can receive up to six (6) full months of FR cash aid and/or services, even if they have previously received FR.

Note: When the removal of a child(ren) and the recommendation for FR services occur in the month following a CalWORKs discontinuance due to not completing a SAR 7, *Eligibility Status Report*, or Redetermination (RD), evaluate whether good cause exists to rescind or restore the CalWORKs case.

If good cause cannot be applied, the case remains discontinued, and the family is not eligible for FR. See [DP 40-181/63-017](#), *Semi-Annual Report*, and [DP 40-181.2/63-504.6](#), *Redetermination and Recertification*, for additional information regarding good cause.

3.2 Parent/Needy Caretaker Relative

At least one (1) parent or needy caretaker relative must have been aided at the time of the child(ren)'s removal to be eligible for FR services, CC and cash aid.

Note: A needy caretaker relative is only eligible for FR if they were a member of the same AU as the parent(s) and child(ren) when the child(ren) was removed from the home. Additionally, CSD must determine that providing FR cash aid and services to the needy caretaker relative is necessary for reunifying the parent(s) and child(ren) and include the needy caretaker relative in the FR plan.

Unaided parents/caretaker relatives, such as Supplemental Security Income/State Supplemental Payment (SSI/SSP) recipients, undocumented non-citizens, Non-Needy Relatives (NNR), or timed-out parents who do not qualify for an extender, are not eligible to receive FR cash aid or FR services for themselves or their child(ren) because they are not eligible to cash aid.

Families with existing immunization, school attendance and child support penalties are eligible for FR cash aid and services, if otherwise eligible. Evaluate the case for potential good cause. See [Section 6.2](#) for additional information.

WTW sanctioned parents may participate in FR services if CSD or a court has determined that such services are necessary for FR but are not eligible for cash aid until the sanction or penalty has ended and the parent has been added back to the AU. Children in an FR plan remain eligible for cash aid even if the adults are in WTW sanction status.

3.3 Pregnant People Only and Family Reunification

For PPO cases where the newborn is removed at birth, CalWORKs remains active during the temporary absence period. See the chart below for actions to take following the temporary absence period.

Does CSD Recommend FR?	Action
Yes	FR begins the first of the month after the temporary absence period. Note: As a reminder, the CW 8A, <i>Statement of Facts to Add a Child(ren) Under Age 16</i> , must be completed to add the newborn to the existing case and the existing processes to add a child to the AU mid-period remain applicable.
No	Discontinue CalWORKs at the end of the temporary absence period.
No Recommendation	CalWORKs remains active until the end of the Semi-Annual Period (SAP). Discontinue CalWORKs at the end of the SAP unless FR has been recommended or the child(ren) has been returned to the home.

3.4 Time on Aid

The CalWORKs time clock continues to tick while an FR parent(s) is receiving an FR cash grant. The CalWORKs time clock will not tick once FR cash aid is terminated or transitions to a Zero Basic Grant (ZBG) case. ZBG cases are eligible for a grant under \$10 time on aid exemption.

Note: The Temporary Assistance for Needy Families (TANF) time clock does not tick when FR cash aid is received as cash aid for FR cases is state-funded.

Parent(s) who reach their CalWORKs 60-month time limit while participating in FR are no longer eligible for any FR services. If the parent(s) reaches the 60-month CalWORKs time limit while in FR and does not meet an extender, remove the parent(s) from the AU with timely and adequate notice. In a two (2) parent household, when one (1) parent reaches the 60-month time limit and is not eligible to an exemption or extender, remove the timed-out parent from the FR grant calculation. In one (1) parent households where the adult reaches the 60-month time limit and is not eligible to an exemption or extender, discontinue the FR cash aid.

Timed out parents whose CalWORKs time clocks are adjusted to add additional months of aid may be eligible for FR for the remaining months of their FR temporary absence period if recommended in their FR plan. Eligibility for FR services for these parents is effective the date the time clock is adjusted.

See [DP 42-300](#), *Time Limit Requirements, Exemptions and Extenders*, for additional information.

3.5 County of Responsibility

The county in which the parent(s) or caretaker relative currently resides and intends to remain is responsible for the issuance of FR cash aid and/or services. Staff must follow current CalWORKs residency and ICT rules for FR families. See [DP 42-400/63-401.1](#), *CalWORKs and CalFresh Residency*, and [DP 23-202](#), *Inter-County Transfers*, for additional information.

3.6 Juvenile Detention

Minors involved with the juvenile justice system whose parents are CalWORKs recipients are considered permanently absent from the home when the minor is, on the first of any month, expected to remain at a correctional facility for one (1) full calendar month or more. In these cases, if the family reports or the County becomes aware that the minor is permanently absent due to confinement in a juvenile correction facility, take mid-period action to remove the minor from the AU at the end of the month with timely and adequate notice. See [MPP 82-812.61](#) for additional information.

Cases where the only eligible child(ren) is in a juvenile correctional facility are not eligible for FR. However, if there is another child(ren) in the AU who has been placed in out-of-home care, the family may be eligible for FR, if recommended by CSD.

4. Cash Aid and FR Actions

4.1 FR Plan

Upon notification that CSD or the court recommends FR and the FR plan includes a recommendation for the provision of cash aid, start FR in accordance with the FR plan and continue the CalWORKs cash grant for a maximum of six (6) months if the family is otherwise eligible. A court order is not necessary to initiate FR.

Note: Existing FR plans that do not already include a recommendation for the provision of cash aid **must** be amended prior to cash aid approval.

4.2 AU Members

All individuals who were members of the CalWORKs AU when all eligible children were removed from the home remain members of the AU and continue to be aided when the FR plan recommends the provision of cash aid. This includes any eligible child(ren) who was removed and any eligible parent(s). If no parent was aided at the time of the child(ren)'s removal from the home, the family is not eligible for any FR services or cash aid.

Exception: When the parent(s) is WTW sanctioned, the parent(s) may be eligible for FR services only, if CSD or a court has determined that such services are necessary for reunification. If both parents are sanctioned, they are not eligible for FR cash aid until their sanction is cured. In a two-parent AU, if one (1) parent is WTW sanctioned and the other is not, the non-sanctioned parent and the child(ren) who was removed would be eligible for FR cash aid and services, if CSD or a court has determined they are necessary for reunification.

4.3 AU Composition

Once a child(ren) has been removed from the AU, establish whether there is another CalWORKs eligible child(ren) in the AU to maintain the case after the full month of temporary absence ends. If an eligible child remains in the home, implement a mid-period county-initiated action to remove the child(ren) who is no longer in the AU from the case and issue an adequate NOA. See [DP 70-012A](#) for additional information.

4.4 Cash Aid Discontinuance

Upon expiration of the temporary absence period, if CSD or a court has not recommended cash aid or FR services, discontinue the CalWORKs case with timely and adequate notice. Rescind the discontinuance if the child(ren) is returned to the home or CSD or a court recommends cash aid or reunification services within 30 calendar days of the discontinuance date. Aid must be restored for the full month. See [Section 2.3](#) for additional information regarding the temporary absence period.

Discontinue FR cash aid at the end of the sixth month of receipt. If CSD or a court authorizes a good cause extension to the six (6)-month FR temporary absence period, FR services may continue, but cash aid must be discontinued. If CSD does not authorize an extension to the

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FR temporary absence period, FR services must also be discontinued at the end of the sixth month. Additionally, cash aid for FR cases must be discontinued if the:

- AU becomes financially ineligible
- parent(s) reaches 60 months of aid and does not qualify for an extender, or
- reunification plan is revoked by CSD or a court.

If CSD or a court determines the provision of cash aid and FR services are necessary for reunification after the CalWORKs case has been discontinued, the case may be restored for the entire AU (including the child(ren) who was removed), effective the date the recommendation for FR cash aid and/or FR services is received, if restoration is appropriate pursuant to existing case restoration policy. Any missed RDs and/or SAR 7s must be processed prior to restoring the case.

4.5 CalWORKs Eligibility

When FR cash aid is approved, the needs of all CalWORKs eligible child(ren) that were removed from the home are included in the FR cash aid amount. If the removed child(ren) are placed with the other parent or another caretaker relative who then apply for CalWORKs, the removed child(ren)'s needs may not be included as part of the other CalWORKs case. However, the other parent or needy caretaker relative may be eligible for cash aid for themselves.

Example: One (1) parent and one (1) child are receiving CalWORKs. The child is removed from the home by CSD and an FR plan is established stating cash aid is needed for reunification. The CalWORKs case transitions to an FR case with an AU of two (2). The child is placed with the other parent, who applies for CalWORKs. The family is otherwise eligible, and CalWORKs is approved for an AU of one (1). The child included in the FR cash aid amount cannot receive CalWORKs on this case as they are already aided on the FR case.

Relative caregivers of children who have been removed from their home and whose parent(s) are receiving FR cash aid can apply for Aid to Families with Dependent Children – Foster Care (AFDC-FC) or the Approved Relative Caregiver (ARC) Program to receive support for the children. This is not considered duplicate benefits. The AFDC-FC program provides cash and Medi-Cal benefits for children placed into FC. ARC provides payments to a relative caregiver when the relative caregiver or child has been denied FC funding.

4.6 Newborns in Active FR Cases

If a CalWORKs parent with an active FR plan has his or her newborn removed from them upon birth the newborn's needs must be added to the family **if**:

- the CSD or court adds the newborn to the existing FR plan, and
- all verifications have been provided under existing CalWORKs rules.

As a reminder, the CW 8A must be completed to add the newborn to the existing case and existing processes to add a child to the AU mid-period remain applicable.

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If a CalWORKs parent with an active FR plan has a newborn that is not removed from the home, the family is no longer eligible to FR. The case must transition from FR to CalWORKs. The newborn and any other mandatory AU members must be added to the case, and the child(ren) who has been removed from the home is not included in the grant calculation.

5. Reporting and Redetermination Requirements

5.1 Semi-Annual Report

While the family is in FR and receiving an FR cash grant, Semi-Annual Reporting (SAR) requirements apply and the AU must still complete and submit a SAR 7 during the established cycle. Do not change the AU's SAR reporting cycle. FR cash aid must be discontinued at the end of the six (6)-month temporary absence period, or earlier if the family is found to be financially ineligible based on the information submitted on the SAR 7, or if the FR plan is terminated.

If FR services only are approved after cash aid discontinuance, a SAR 7 is not required as long as the FR plan remains in place. See [DP 40-181/63-017](#) for additional information.

5.2 Mid-Period Reports

All mandatory and voluntary reports and county-initiated mid-period changes remain in effect while an FR case is receiving a cash grant. As a reminder, SAR AUs are not required to report mid-period changes to household composition. Cash aid for FR cases must be discontinued if the family is found to be financially ineligible based on a mid-period report of income exceeding the Income Reporting Threshold (IRT), or if the FR plan is terminated. See [DP 40-105/63-505](#) and [DP 44-105/63-509](#), *Income Reporting Threshold*, for additional information.

5.3 Redetermination

While the family is in FR and receiving an FR cash grant, the regular annual RD requirements apply, and the AU's existing RD cycle will not change. Cash aid for FR cases must be discontinued at the end of the six (6)-month temporary absence period, or earlier if the family is found to be financially ineligible based on the information submitted at RD, or if the FR plan is terminated. See [DP 40-181.2/63-504.6](#) for additional information,

FR cases receiving FR services only must be subject to a six (6)-month CalWORKs eligibility RD. Additionally, an RD must be completed when an AU is reunified. See [DP 82-812](#) for additional information regarding completing an RD for an FR case receiving FR services only.

5.4 Failure to Complete SAR 7 or RD

For families receiving FR cash aid, failure to complete a SAR 7 or RD will result in FR cash aid and FR services to discontinue.

Note: Good cause may be granted for failure to submit a complete SAR 7 or RD timely, if applicable. See [DP 40-181/63-017](#) and [DP 40-181.2/63-504.6](#) for additional information.

6. Welfare-to-Work and Supportive Services

6.1 WTW Participation

Engage families as soon as possible when CSD or a court determines that FR is necessary and upon notification from CSD that the child(ren) has been removed from the home.

Use the CSD developed FR plan or Linkages case plan in lieu of a WTW plan whenever possible. When using an FR plan in lieu of the WTW plan, no additional WTW activities are required and new WTW sanctions cannot be imposed. When not using an FR plan in lieu of a WTW plan, all existing rules pertaining to WTW apply to the FR case, including non-compliance and sanction for failure to fulfill WTW participation requirements outside their FR plan. See [DM 2021-013](#), *Linkages*, for additional information.

Note: Grant good cause if participation in activities required under the FR plan temporarily prevents or significantly impairs an individual's ability to comply with the WTW hours of participation requirement.

CalWORKs recipients who are exempt from WTW participation, who then become involved with CSD, may voluntarily participate and receive the WTW services necessary to assist them in reunifying.

6.2 WTW Sanctions, Overpayments and Penalties

Any sanctions, penalties or Overpayments (OP) previously established for a CalWORKs case remains in effect while the family is participating in FR, unless they are resolved in accordance with existing policy. For penalties such as immunization, school attendance or child support, evaluate for potential good cause. If good cause is granted, remove the penalty from the FR cash grant. See [DP 40-105A](#), *CalWORKs Immunizations*, [DP 40-105B](#), *CalWORKs School Attendance*, and [DP 82-500](#), *Child Support Requirements*, for additional information.

WTW participants in sanction status may still utilize FR services; however, all existing CalWORKs rules pertaining to sanctions (including curing sanctions), penalties, and OPs remain unchanged while the family is in FR. Actively engage FR parents who are in sanction status and assist them with curing their sanction(s). This includes screening them for an appropriate exemption and/or good cause. See [DP 42-722](#), *Curing or Rescinding WTW Sanctions*, for additional information.

6.3 Supportive Services

Supportive services must be provided for the duration of the FR plan when CSD or a court has determined they are necessary for reunification, or whenever a reunification parent(s) needs those services to participate in their FR plan.

The exception to this is the diaper supportive service, for which a parent(s) is required to maintain care and control of the child; therefore, FR cases are not eligible for diaper benefits.

See [DP 42-750](#), *Supportive Services*, for additional information.

7. Additional Program Information

7.1 CalWORKs Temporary Homeless Assistance

FR families experiencing homelessness may be eligible for THA if CSD or a court determines that THA is necessary for reunification. FR families are subject to the general rules and regulations that apply to THA, including the once every 12 months limit. When determining the daily rate for THA for reunification cases, include the child(ren) who was removed from the home. For additional information, see [DP 44-211A](#), *CalWORKs Homeless Assistance*.

7.2 Housing Support Program

The Housing Support Program (HSP) provides housing-related support to eligible CalWORKs recipients, including families eligible for cash aid in FR, who are experiencing or at risk of homelessness. For a family in FR to be eligible for HSP, first determine that the provision of HSP services is necessary for the family to reunify. For additional information regarding HSP, see [DP 42-749H](#), *Housing Support Program*.

7.3 CalFresh

FR cases may continue to be eligible for CalFresh (CF) benefits if all other eligibility requirements are met. The FR cash grant is considered unearned income for CalFresh eligibility purposes. The initial report of the child(ren)'s removal from the home is considered Verified Upon Receipt (VUR). See [DP 40-105/63-505](#) for additional information.

CalWORKs AUs receiving an FR cash grant are not eligible to Transitional CalFresh (TCF). See [DP 63-504.1](#), *Transitional CalFresh (TCF) Benefits*, for additional information.

7.4 Medi-Cal

FR families are not eligible for cash-linked Medi-Cal (MC). Follow the referral process in [DP 40-184/MC 027](#), *Denied and Discontinued CalWORKs Individuals Referred to Medi-Cal*.

MC staff re-evaluate MC eligibility for all FR participants if there was no prior re-evaluation. Move the parent(s) into aid code 38 to maintain their MC eligibility while a separate MC determination is completed. The MC aid code will be the primary aid code and the FR aid code will be the secondary aid code.

8. CalSAWS Changes

8.1 System Change Request

Previously, CalSAWS managed FR through a manual process by overriding the CalWORKs Eligibility Determination and Benefit Calculation (EDBC).

System Change Request (SCR) CA-233160, released on November 25, 2024, updated the FR process in CalSAWS as of January 1, 2025, by:

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- adding a new Temporarily Out of the Home reason of “Child removed by CWS” on the Household Status Detail page
- creating a new Family Reunification List page, located under Eligibility/Customer Information/Non-Financial
- updating EDBC to allow for the provision of FR cash aid if all requirements are met, and
- creating a batch EDBC sweep to discontinue FR cash aid at the end of the sixth month or earlier if an end month is listed on the Family Reunification List page.

SCR CA-281424, scheduled for release on January 26, 2026, has been opened for future enhancements including automation of the temporary absence period and updates to display additional FR information.

8.2 Setting Up an FR Case

To establish an FR case, eligibility staff take the steps below:

Step	Action
1	After the temporary absence period, update the Household Status Detail page by selecting: <ul style="list-style-type: none">• Change Reason: “Child in Foster Care/Kin-GAP”• Living in the Home Status: “Temporarily Out of the Home” with the reason of “Child Removed by CWS”.<ul style="list-style-type: none">○ the Status reason above must be entered for EDBC to make an accurate FR determination.
2	Update the Family Reunification page, located under Eligibility/Customer Information /Non-Financial, by entering the Begin Month and Year. <u>Important Note:</u> The FR plan will indicate if the case qualifies for cash aid or FR services only. If the case only qualifies for FR services, check the Family Reunification Services Only box. This will ensure that cash aid is not issued.
3	Run EDBC <u>selecting all applicable programs</u> (CalWORKs, CF and MC). <ul style="list-style-type: none">• The CalWORKs benefit amount remains unchanged, unless the Family Reunification Services Only box was checked. If the Family Reunification Services Only box was checked, no cash aid will be issued. The status for the FR child(ren) should be FSO – CalWORKs Family Reunification.• The child will be removed from the CF Household (HH) with 10-day notice.• MC will auto-test.
4	Accept EDBC results.
5	Ensure the generated NOAs are correct. If the correct NOAs do not generate, manually generate them. See Section 9.1 for additional information regarding NOAs.
6	Once EDBC is accepted: <ul style="list-style-type: none">• the aid code on the CalWORKs detail page changes to 4R or 4P• the CF aid code does not change; however, the child(ren) are removed, and• MC will auto-test. Follow the referral process in DP 40-184/MC 027.

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8.3 Discontinuing an FR Case

If FR eligibility ends prior to the sixth month, enter the applicable end date on the Family Reunification page. SCR CA-233160 added a monthly batch EDBC sweep when the following apply, FR:

- must be active as of the batch run date, **and**
- begin and end months exist, and the FR end month is the batch month, **or**
- cash aid has reached the sixth month of eligibility.

The FR batch sweep runs monthly on the batch 10-day cutoff date to automatically discontinue the FR case.

8.4 Tasks

Active FR cases that began five (5) or more months ago and the Good Cause to Extend Services field is not selected receive the following task:

- Task Type: Review
- Task Sub-Type: Family Reunification
- Long Description: An Active CalWORKs Program has a Family Reunification record that began five (5) or more months ago and the Good Cause to Extend Services field is not selected. Review the Family Reunification Detail page.

Review the case to determine if the Good Cause to Extend Services field should be selected.

If the Good Cause to Extend Services field is selected, FR will continue past the sixth month for FR services only.

If the Good Cause to Extend Services field is not selected, the FR case will be discontinued by batch in the sixth month of eligibility.

9. Notices of Action

9.1 Family Reunification Forms and NOAs

The following forms and NOAs have been created or modified due to the FR changes.

Form/ NOA	Title	Use	Staff Use
WTW 4A	<i>Notice to Other Parent</i>	<p>To inform the second parent they may be required to participate in WTW. A separate notification will be sent if the second parent must participate.</p> <p>This form differs from the WTW 4 by removing the reference that children are eligible to cash aid if both parents are sanctioned.</p>	ESC

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Form/ NOA	Title	Use	Staff Use
WTW 34	<i>Family Reunification Participant Plan</i>	<p>To indicate the agreed pathway chosen to receive CalWORKs WTW services and reunify the child(ren) with the family.</p> <p>This form has been revised to inform the family that they will not be sanctioned if the pathway that utilizes the FR plan is used. Additionally, the form has been revised by removing the reference that the family's cash aid was reduced.</p>	ESC
M82-812A	<i>Start of Cash Aid for Family Reunification Case</i>	<p>To inform families in an FR plan that they will start receiving cash aid for up to 6 months. As a reminder, cash aid can begin for FR families once the FR plan is amended to include cash aid. A court order is not needed for FR families to start receiving cash aid.</p> <p>The 6-month timeframe for cash aid will begin on the first of the month after the temporary absence ends and the FR plan is established that includes cash aid.</p> <p>This NOA message can be used for families entering an FR plan or for existing families in an FR plan.</p>	ET
M82-812B	<i>End of Cash Aid Following Family Reunification Discontinuance – Child Returned to Home</i>	To inform FR families that their FR case is being discontinued because the child(ren) have been returned to the home. This NOA message also informs FR families that the county will assist them in determining their CalWORKs eligibility using a separate notice.	ET
M82-812C	<i>Family Reunification – End of Cash Aid</i>	<p>To inform FR families that their cash aid is ending.</p> <p>The reason for this could be because the FR family has reached the maximum 6 months of cash aid during their reunification period or they have received income exceeding their IRT regardless of whether the FR family has reached their 6-month timeframe for cash aid.</p> <p>As a reminder, the FR case will remain open if good cause exists, and families will continue to be eligible for supportive services.</p>	ET
NA 816A	<i>Family Reunification –</i>	When an FR parent in a 2-parent AU on a WTW plan is determined to be noncompliant. It also	ESC

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	<i>Sanction of Other Parent After Failed Compliance Plan</i>	<p>informs the participant that the other parent may contact the county to determine if they can receive cash aid.</p> <p>This NOA differs from the NA 816 by removing the reference that WTW supportive services will no longer be provided if sanctioned and removing the reference to the CalWORKs grant calculation.</p> <p>This NOA must be manually generated using the required language and regulations outlined in the CalWORKs Family Reunification Manual Notice of Action.</p>	
NA 817B	<i>Family Reunification – Sanction of Participant in Two-Parent AU After Failed Compliance Plan</i>	<p>When an FR family participant in a 2-parent AU on a WTW plan is determined to be non-compliant.</p> <p>This NOA differs from the NA 816A and NA 817A as only 1 parent is cash aided and maintains the reference to the CalWORKs grant calculation.</p>	ESC
NA 840B	<i>Family Reunification – Sanction of Participant in Two-Parent AU After Failed Compliance Plan</i>	<p>When an FR family participant in a 2-parent AU on a WTW plan is determined to be non-compliant.</p> <p>This NOA must be manually generated using the required language and regulations outlined in the CalWORKs Family Reunification Manual Notice of Action.</p>	ESC
NA 840C	<i>Family Reunification – Welfare to Work Plan in a Two-Parent AU</i>	<p>When scheduling a Cause Determination appointment for an FR participant in a 2-parent AU when the first parent has failed or refused to comply with WTW program requirements.</p> <p>This NOA differs from the NA 845A as neither parent is currently sanctioned and by removing the reference that WTW supportive services will no longer be provided if sanctioned and maintains the reference to the CalWORKs grant calculation.</p>	ESC
NA 840D	<i>Family Reunification – Determination of Good Cause/No Good Cause</i>	<p>After a Cause Determination appointment for an FR participant.</p> <p>Use this NOA when the county determined good cause for not complying with WTW program requirements or the participant agreed to sign a compliance plan. Also, use this NOA if the</p>	ESC

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		participant attended the Cause Determination appointment and the county determined the participant did not have good cause for not complying or signed a compliance plan. This notice differs from the NA 840A by referencing the NA 840C , NA 840D and NA 845A .	
NA 845A	<i>Family Reunification – Welfare to Work Plan for Other Parent</i>	When scheduling a Cause Determination appointment for an FR participant in a 2-parent AU when the second parent has failed or refused to comply with WTW program requirements. This NOA differs from the NA 840C as the first parent is currently sanctioned and by removing the reference that WTW supportive services will no longer be provided if sanctioned and removes the reference to the CalWORKs grant calculation. This NOA must be manually generated using the required language and regulations outlined in the CalWORKs Family Reunification Manual Notice of Action.	ESC

SCR CA-233160 automates the M82-812A, M82-812B and M82-812C in CalSAWS.

SCR CA-280229, not yet scheduled for release, adds the [WTW 4A](#), [WTW 34](#), [NA 816A](#), [NA 817](#), [NA 817B](#), [NA 840B](#), [NA 840C](#), NA 82-812C, M82-812A, and M82-812B to the CalSAWS Template Repository. Until SCR CA-280229 is released, manually generate the appropriate NOAs/forms from Policies and Forms.

10. Questions and References

10.1 Questions

For questions regarding this DM, refer to [DPSS 4714](#), *Self-Sufficiency Division Contact Information for Policy Clarification*.

10.2 References

All County Letters (ACL) 23-94, 24-48, 25-05; SCR CA-233160, CA-280229; California Department of Social Services (CDSS) emails dated February 13, 2025 and February 21, 2025, [AB 135 Q&A with CDSS](#)

JMF:jmf

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