



A Tradition of Stewardship  
A Commitment to Service

NAPA COUNTY HEALTH AND HUMAN SERVICES AGENCY  
Self Sufficiency Services Division

**POLICY AND PROCEDURE:**

**Teen Disincentive**

**REVIEW FREQUENCY:**

Every two years

POLICY # 2000601-1011-18

**DISTRIBUTION:**

- |  |  |
|--|--|
| <input type="checkbox"/> Employment Services | <input checked="" type="checkbox"/> Eligibility Services |
|  | <input checked="" type="checkbox"/> Quality Mgmt         |

EFFECTIVE DATE: May 1, 1997  
 ORIGINAL DATE OF ISSUE: May 1, 1997  
 LAST REVISION DATE: September 13, 2018

APPROVAL: *Israa Bautista* 9/27/18  
 Eligibility Services Manager Date

APPROVAL: *Dynora Perez* 10/18/18  
 SSSD Deputy Director Date

APPROVAL: *Mary Butler* 10/18/18  
 HHS Director Date

**POLICY STATEMENT:**

It is the policy of Napa County Health and Human Services Agency (NCHHSA) to ensure that minor parents are correctly processed and to ensure they obtain the proper services.

**ADMINISTRATION:**

Eligibility Worker (EW)

**DEFINITIONS:**

None

**END OF POLICY**

## PROCEDURE

### **I. Overview**

- A. Effective May 1, 1997, a new regulation (ACL 96-65) requires never-married pregnant or parenting minors under the age of 18 to live with a parent, legal guardian, other adult relative, or in an adult-supervised supportive living arrangement as a condition of Temporary Assistance for Needy Families (TANF) eligibility unless the minor meets a specified exemption. It also added a new WIC section 16504(b) requiring investigation by a Child Welfare Services (CWS) Social Worker within 20 calendar days as part of the aid determination process for minor parents who allege that living with their parent(s), legal guardian, or other relative would place them and/or their child(ren) at risk of abuse.
- B. Effective June 1, 1997 WIC section 16506(d) requires a referral to CWS for assessment and family maintenance services for minor parents who are found to meet an exemption and are living on their own while receiving aid. CWS will have 30 calendar days from receipt of the referral to complete an in-person safety assessment of the minor parent's living situation, the minor's ability to live independently, and services required to ensure that the health and safety of the minor parent and his/her child(ren). All minors determined capable of living independently will be provided Minor Parent Services (MPS).
- C. All the information that deals with Minor Parent Requirements (Teen Disincentive) for TANF program pertains to both parents of the minor parent. If one senior parent refuses to assist or cooperate, the minor parent must utilize the other senior parent in order to comply with the new state law.
- D. Minor Parent Services means home based services provided to the minor parent and his/her child(ren), designed to support families and provide education to minor parents about issues such as infant health and development, nutrition, parenting skills, and life skills.

### **II. Forms**

- A. Applicants will be required to complete the form at the time of application and recipients will have to complete the forms at re-determination.
- B. The EW must distribute the following forms to all applicant/recipient minor parents:
  - 1. CW 25 - Supplement Statement of Facts - Minor Parent
    - a. Document the minor parent's current living arrangement;
    - b. Refer the minor parent to CWS when the physical or emotional health or safety of the minor parent or child is an issue.
    - c. Refer the minor parent to CWS for Minor Parent Family Maintenance (MPFM) services if the minor parent meets an exemption and lives apart from his/her parent, legal guardian, or other adult relative.
  - 2. CW 25A - Payee Agreement for Minor Parent
    - a. Used to obtain an adult's consent or refusal to act as the minor's payee.
    - b. Informs adult payee of the purpose of the TANF aid payment and the payee's responsibilities.
    - c. If the adult refuses to act as a payee, the minor parent may become the payee.
- C. SAR 73 - Senior Parent Monthly Income Report
  - 1. Used to obtain verification of the senior parent's quarterly income. This is required along with the SAR 7.

### III. Exemption Criteria

- A. The minor is exempt from this regulation when he/she meets one of the following conditions:
  - 1. Deceased: The minor has no parent or legal guardian who is living, **or**
  - 2. Whereabouts Unknown: The minor parent has no parent or legal guardian whose whereabouts are known, **or**
  - 3. Not Allowed to Live in Home: The minor parent has no parent or legal guardian who will allow the minor to live in his/her home, **or**
  - 4. Health/Safety: A CWS Social Worker determines that the physical or emotional health or safety of the minor parent and his/her dependent child would be jeopardized if the minor and child lived in the home with the senior parent, legal guardian; or other adult relative, **or**
  - 5. Live Apart for 12 Months: The minor has lived apart from the senior parent or legal guardian for a period of a least twelve (12) months prior to the month of the youngest dependent child's birth or the application for aid; **or**
  - 6. Emancipation: The minor parent is legally emancipated.
- B. If the minor does not meet one of the exemptions and is not residing in an acceptable living arrangement, the minor is not eligible for TANF unless he/she moves into one of the acceptable living arrangements.
- C. If the minor moves out of an acceptable living arrangement, the EW shall have the minor complete a new CW 25 to determine if the minor still meets the minor parent requirement.

### IV. Services

- A. There are two categories of CWS referrals:
  - 1. Effective 5/1/97 if a minor parent indicates that living with his/her senior parent(s), legal guardian, or other adult relative would place them or their child(ren) at risk of abuse. CWS will have 20 days in which to complete an in-person investigation on the allegation.
  - 2. Effective 6/1/97, any minor parent who is found to meet an exemption criteria will be referred for assessment and services. CWS has 30 days from receipt of the referral to complete an in-person safety assessment, assess if the minor is able to live independently, and to identify the need for any services required to ensure the health and safety of the minor parent and his/her child(ren).
- B. Definitions
  - 1. FM – Family Maintenance services are provided to families when children remain in their own home, either as dependents of the juvenile court or on a voluntary basis. Family Maintenance Services can be provided for up to one year.

### V. Referral to Services Process

- A. EW is to complete the CW 25 - Supplement Statement of Facts - Minor Parent
  - 1. If referral to CWS is indicated (when the physical or emotional health or safety of the minor parent or child is an issue)
    - a. Image the original into C-IV and index the document.
    - b. Make two copies of the CW 25.
    - c. Original and two copies are forwarded to the ER supervisor at CWS.
    - d. EW to set a task for 20 days to monitor response from CWS.
      - 1) Program = CalWORKs
      - 2) Due Date = 20 days from current date

- 3) Type = Other
  - 4) Long Description = Review to ensure CW 25 received from CWS
2. If referral to CWS indicates that MPFM Services are needed (the minor parent meets an exemption and lives apart from his/her parent, legal guardian or other adult relative).
    - a. Image the original into C-IV and index the document.
    - b. Make two copies of the CW 25.
    - c. Original and two copies are forwarded to the ER supervisor at CWS.
    - d. EW to set a task for 20 days to monitor response from CWS.
      - 1) Program = CalWORKs
      - 2) Due Date = 20 days from current date
      - 3) Type = Other
      - 4) Long Description = Review to ensure CW 25 received from CWS
- B. CWS is to respond within required time frames and provide appropriate services
1. Following receipt of a referral alleging a health or safety factor preventing the minor parent from living with the senior parent or legal guardian, CWS must conduct an in-person investigation within 20 calendar days of receipt of referral.
    - a. If referral is unfounded, the CWS shall document the factors contributing to this determination and
      - 1) Return original CW 25 to EW.
      - 2) File copy in case folder.
      - 3) Forward copy to Fiscal.
    - b. If referral is founded, CWS shall document the factors contributing to this determination, provide MPS and
      - 1) Return original CW 25 to EW.
      - 2) File copy in case folder.
      - 3) Forward copy to Fiscal.
  2. IF EW determines the minor meets exemption criteria, CWS must complete an in-person assessment within 30 days to determine whether or not the minor parent and his/her child(ren) are capable of living independently.
    - a. If minor parent is unable to live on his/her own, CWS social worker shall complete an investigation, assessment and case plan per 31-125-325 and
      - 1) Return original CW 25 to EW.
      - 2) File copy in case folder.
      - 3) Forward copy to Fiscal.
    - b. If minor parent is able to live on his/her own, CWS shall document the factors contributing to this determination, develop a safety plan and
      - 1) Return original CW 25 to EW.
      - 2) File copy in case folder.
      - 3) Forward copy to Fiscal.
  3. Minor parent services shall include, but are not limited to
    - a. Face-to-face in-home visits with the minor parent and child.
    - b. Education regarding infant health and development, nutrition, parenting techniques, and other relevant life skills.
    - c. Referrals to community service providers as appropriate.
    - d. Development of a safety plan.
- C. When CW 25 is received from CWS, the EW will:

1. Take appropriate case action based on finding.
2. Document actions in C-IV Journal Entry.
3. Image and index returned CW 25.

#### **VI. Income and Aid Determination**

- A. In cases where the minor parent lives with his/her parent(s), the income and needs of the senior parent(s) shall be considered.
- B. Unless the minor parent is exempt from the Minor Parent requirement, aid must be paid on behalf of the minor parent to the adult living in the home or to the Group/Maternity home. If an adult living in the home refuses to act as a payee for the minor, the minor parent may become the payee. If the minor parent refuses or fails to cooperate in obtaining verification of the adult's consent or refusal to act as a payee on his/her behalf, the entire AU is ineligible for TANF. For recipients, this rule will take effect no later than the next re-determination.

#### **REFERENCES:**

[ACIN I-57-96](#) – Minor Parent Requirement (Teen Pregnancy Disincentive)

[ACIN I-26-97](#) – Questions and Answers

[ACL 96-65](#) – Minor Parent Requirement (Teen Pregnancy Disincentive) for the AFDC Program

[ACL 97-17](#) – Questions and Answers

[ACL 97-26](#) – Minor Parent Services (Teen Pregnancy Disincentive)

[EAS 89-200](#)

#### **FORMS**

CW 25 – Supplement Statement of Facts – Minor Parent

CW 25A – Payee Agreement for Minor Parent

SAR 73 – Senior Parent Monthly Income Report

#### **CONTACT PERSON(S):**

Shanna Gardner, Staff Services Analyst

#### **END OF PROCEDURE**

**REVISION HISTORY:**

<b>Revision</b>	<b>Date</b>	<b>Description of Change</b>	<b>Requested By</b>
0.0	07-23-09	Biennial Review – Changed into new procedure format	S. Gardner, SSA
1.0	08-23-11	Biennial Review – Updated to reflect documents being imaged rather than filed. Made updates from CWS.	S. Gardner, SSA
2.0	10-21-14	Biennial Review	S. Gardner, SSA
3.0	10-27-16	Biennial Review – No changes	S. Gardner, SSA
4.0	09-13-18	Biennial Review – No Changes	S. Gardner, SSA