



A Tradition of Stewardship
A Commitment to Service

NAPA COUNTY HEALTH AND HUMAN SERVICES AGENCY
Self Sufficiency Services Division

POLICY AND PROCEDURE:

Cal-Learn Referral

REVIEW FREQUENCY:

Every two years

POLICY # 2000601-3018-18

DISTRIBUTION:

- Employment Services
- Eligibility Services
- Quality Mgmt

EFFECTIVE DATE: July 1, 2012
 ORIGINAL DATE OF ISSUE: December 10, 2012
 LAST REVISION DATE: September 13, 2018

APPROVAL: Jana Bantoka 9/27/18
 Eligibility Services Manager Date

APPROVAL: Teresa Brown 9/23/18
 Employment Services Manager Date

APPROVAL: Lynette 10/18/18
 SSSD Deputy Director Date

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

POLICY STATEMENT:

It is the policy of the Napa County Health and Human Services Agency (NCHHSA) to provide case management services to assist pregnant or parenting teens in completing his/her High School Diploma or equivalent.

ADMINISTRATION:

- Eligibility Worker (EW)
- Employment Services Worker (ESW)

DEFINITIONS:

None

END OF POLICY

PROCEDURE

I. Cal-Learn Criteria

- A. The Cal-Learn (CL) program is a mandatory program for teens that are under the age of nineteen (19) years old if they meet the following criteria:
 - 1. Resides with his/her child in the same Assistance Unit (AU) or is pregnant and the pregnancy is verified, **and**
 - 2. Is receiving CalWORKs (CW), **and**
 - 3. Has not yet obtained a high school diploma or its equivalent
- B. Teens who are nineteen (19) years old may participate in the CL program voluntarily until the age of 20 if they meet the following criteria:
 - 1. Is between the age of 19 years old and 20 years old
 - 2. Was participating or had participated in the CL program prior to their 19th birthday
 - a. If the case is an Inter-County Transfer, the EW should identify if the client received Cal-Learn services in the prior county at any point and document this in the C-IV Journal.
 - 3. Has not obtained a high school diploma or its equivalent
 - 4. Is attending high school or an equivalent program on a full-time basis, as defined by the school, unless the county determines that the teen had good cause for not complying with this requirement; **and**
 - 5. Resides with his/her child in the same AU or is pregnant and the pregnancy is verified.
- C. In a two parent household, if one parent meets the CL criteria, that parent will qualify for CL and the second parent will participate in the regular WTW program
- D. If senior parent deeming results in ineligibility for the minor parent, and therefore the minor parent is not included in the AU, that minor parent is NOT eligible to CL.

II. Cal-Learn Program

- A. Teens who meet the Cal-Learn criteria are eligible to CalWORKs at any time during the teens pregnancy as long as the teen has provided proof of pregnancy.
 - 1. These teens do not have to wait until the third trimester to qualify for CW.
- B. Teens who do not meet the CL criteria are only eligible for CW effective the second trimester.
- C. Cal-Learn teens are mandatory participants for the WTW program; however he/she does not have to follow the regular WTW flow.
- D. CL teens' only allowable activity is satisfactory school progress towards obtaining a high school diploma or equivalent.
- E. CL teens are to receive intensive case management.
- F. CL teens are eligible to receive bonuses for good report cards and graduation and are sanctioned for poor school progress, not attending school, or failing to provide a report card.

III. Identifying Cal-Learn teens

- A. During CW Intake the EW shall:
 - 1. Identify if the pregnant or parenting teen has obtained a HS Diploma or Equivalent.
 - a. If **yes**, the EW shall:
 - 1) Update the Degrees List Page with the HS Diploma or GED information.
 - 2) Document in C-IV Journal that HS Diploma or GED has been received
 - b. If **no**, the EW shall:
 - 1) Enter school information if currently attending school

- 2) Identify if client meets the CL criteria
 - i. Meets Cal-Learn criteria:
 1. Complete a Cal-Learn Referral – Refer to Section IV
 2. Document in C-IV Journal that client meets the CL criteria and has been referred.
 - ii. Does not meet Cal-Learn criteria:
 1. Document in C-IV Journal that client does not meet CL criteria and reason.
- B. Upon receipt of a new Welfare-to-Work case, the ESW shall review all new participants to determine if they meet the CL criteria.
 1. If a participant meets the CL criteria, the ESW shall:
 - a. Complete the CL Referral – Refer to Section IV.
 - b. Document in C-IV Journal that client meets the CL criteria and has been referred.

IV. Referral to Cal-Learn

- A. When a teen is identified as a CL teen, complete the following steps:
 1. Provide the teen with a copy of the PUB 367 – Reach for Your Dreams with Cal-Learn Brochure
 2. Complete the SSSD 2050 – Cal-Learn Referral
 3. Forward the SSSD 2050 to the CalWORKs Analyst
 - a. Referral should be sent immediately following the intake – CW does not need to be authorized
 4. Identify if the case is an Inter-County Transfer
 5. Once the case is granted – open the CL program, if not already opened.
 - a. C-IV will not automatically create a CL program for pregnant or parenting teens who are 19 years of age.
 6. Close the WTW program, if it is opened
 - a. Status = Deregistered
 - b. Status Reason = Application Opened in Error
 7. Document in the C-IV journal all actions taken.

REFERENCES:

ACIN [I-23-13](#) – PUB 367 Brochure
 ACL [12-60](#) – End of the FY 2011-12 Cal-Learn Suspension
 C-IV Job Aid – Add a Program to an Existing Case
 MPP [42-762](#) through [42-769](#)

FORMS

PUB 367 – Reach For Your Dreams with Cal-Learn Brochure
 SSSD 2050 – Cal-Learn Referral

CONTACT PERSON(S):

Shanna Gardner, Staff Services Analyst

END OF PROCEDURE

REVISION HISTORY:

Revision	Date	Description of Change	Requested By
0.0	12-10-12	Procedure Created	S. Gardner, SSA
0.1	02-13-14	Procedure released in final draft. Included requirement to provide PUB 367	S. Gardner, SSA
1.0	09-01-16	Biennial Review – no changes	S. Gardner, SSA
2.0	09-13-18	Biennial Review. Updated to change referral form to SSSD 2050. Removed case management by outside agency.	S. Gardner, SSA