



A Tradition of Stewardship
A Commitment to Service

NAPA COUNTY HEALTH AND HUMAN SERVICES AGENCY
Self Sufficiency Services Division

POLICY AND PROCEDURE:

CalWORKs 48-Month Time Limit

REVIEW FREQUENCY:

Every two years

POLICY #2000601-6006-19

DISTRIBUTION:

- Employment Services
- Eligibility Services
- Quality Mgmt

EFFECTIVE DATE: July 1, 2002
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APPROVAL: Jana Bantola 10/11/19
 Eligibility Services Manager Date

APPROVAL: Teresa Brown 10/4/19
 Employment Services Manager Date

APPROVAL: Lynn Perez 10/14/19
 SSSD Deputy Director Date

APPROVAL: Christina Yumoto 10-14-19
 HHS Director Date

POLICY STATEMENT:

It is the policy of the Napa County Health and Human Services Agency (NCHHSA) to ensure that participants receive the proper notification of their time on aid and due explanation of their 48 month time limit to receive CalWORKs (CW) cash assistance.

ADMINISTRATION:

Eligibility Specialist (EW)
Employment Services Worker (ESW)

DEFINITIONS:

WDTIP – Welfare Data Tracking Implementation Project – The system in which time on aid for cash aid recipients is tracked among California counties. Other state time on aid can be input into this system as well.

END OF POLICY

PROCEDURE

I. Time Limit Requirements - General

- A. Federal law and regulations require a 60-month time limit of the receipt of cash aid and provides for exemptions to the federal 60-month time limit requirement.
- B. State law and regulations require a 48-month time limit of the receipt of cash aid and provides for exemptions/exceptions to the 48-month time limit requirement.
- C. Temporary Assistance to Needy Families (TANF): Federal 60-month time limit.
 - 1. TANF time limit applies to all adults, unless exempt. The federal 60-month time limit begins in California on December 1, 1996 or the month the first TANF funded payment is issued to the family, whichever is later. Once the federal time limit begins, the 60-month count is continuous and does not stop unless the participant meets a specified program exception.
 - a. TANF time limits started in different states in different months. Please refer to Attachment A
 - b. A month in which child care (including Stage 1 childcare) or other supportive services (no cash aid) are received will count toward the federal time limit only if the participant is not employed.
 - c. TANF 60-month time limit month only counts when the individual was receiving federally aided cash assistance.
- D. CalWORKs (CW): State 48-month time limit.
 - 1. The CW time limit applies to all aided adults, unless exempt. The state 48-month time limit begins January 1, 1998 or the month the first CW cash payment is issued to the family, whichever is later. Once the state time limit begins, the 48-month count is continuous and does not stop unless the participant meets a specified program exemption.
 - a. No individual shall be eligible for cash assistance when that individual has received aid as an adult, 18 years of age or older, for a cumulative total of 48 months, unless the individual meets the conditions of an extender.
 - b. The 48-month time limit applies both to aid received under the CW program and under another state's program funded by the federal TANF Program.
 - c. The 48-month time limit shall not apply to children
 - d. Effective July 1, 2011, CW time limits went from 60 months to 48 months, therefore some individuals may have utilized more than 48 months prior to July 1, 2011 and were still eligible to aid.
 - 2. 16 and 17 year old teens, who are referred to WTW, are not subject to the 48-Month time limit as they are not considered adults.
- E. Time limits are tracked by each individual adult in a case and not by the case.

II. Informing of CW 48-Month Time Limits and Time On Aid (TOA)

- A. An individual must be provided, in writing using the CW 2184 or orally as necessary, a description of the applicable time limit requirements, including the exemptions from the time limits and the process by which recipients can claim the exemptions. This must be provided at:
 - 1. Application
 - 2. Annual renewal (RE)
 - 3. With all TOA notices of action (NOAs)

- B. TEMP CW 2186A - CalWORKs and Welfare-to-Work Time Limit Exemption Request Form describes the exemptions to the CW 48-month time limits and the time limit waivers. This form is provided to participants:
1. At application
 2. Upon the participant's verbal or written request for exemption
 3. At any time the participant indicates he/she may have difficulty in participating in WTW activities
 4. To request an exemption for a condition the participant had in the past (on or after 1/1/98)
- C. Applicants shall be informed at the time that eligibility for aid is authorized, of the following:
1. The cumulative number of countable months that the recipient has received CW aid.
 2. The specific months that were exempt from the CW 48-month time limit.
 3. The remaining number of months that the recipient may be eligible to receive CW aid.
- D. Applicant informing is done automatically by C-IV.
1. Time limit summary page must be updated with correct TOA prior to granting of cash assistance.
- E. Recipients shall be informed at:
1. Annual Renewal
 - a. Informing is done automatically by C-IV.
 - b. Time limit summary page must be updated with correct TOA prior to authorizing the RE.
 2. At the 42nd countable month on aid
 3. At the 46th countable month on aid
 4. At the 48th countable month on aid to notify the recipient of either:
 - a. The reduction of the grant due to the expiration of the CW 48-month time limit, **or**
 - b. That the recipient will continue to receive aid beyond the 48-month time limit based on receiving a time limit extender.
 5. Anytime the participant requests information on their TOA.
- F. Upon verbal or written request for time limit information, a current or former recipient shall be informed, in writing, within 30 days from the date of receipt of the request.
1. CW 2187 is used to provide time limit information to current recipients.
 2. NOA M40-107d Time on Aid to Former CalWORKs Recipient is used to provide time limit information to former recipients.
 3. Recipient's request for time limit information is documented in the C-IV journal.
- G. When a former CW recipient applies for aid in another state and the other state requests information on the number of months of assistance provided by TANF funds, the county where the aid was last received shall promptly respond to the other state's request in writing using the CW 2188.
1. The EW shall also send a NOA M40-107d to the former CW recipient at his/her new address in the other state. The NOA shall include information on the number of months of TANF-funded assistance, excluding months that are exempt from the federal TANF 60-month limit and months that do not meet the federal definition of "assistance."
 2. Months of assistance provided by the California state-only programs, the Separate State Program for Two- Parent Families (From 10/1/99 to 9/30/06), long term sanctioned individuals moved to a K1 or 3F aid code (effective 03/01/15); and the Segregated State Program for Legal Immigrants are not subject to the Federal TANF 60-month time limit and these months of aid are NOT reported to the other state.

III. Determining CW Months Remaining

- A. Any month or partial month in which an adult is included in an AU that receives a cash grant, including a Reduced Income Supplemental Payment (RISP) and Special Needs including Homeless Assistance, shall count for purposes of the CW 48-month time limit, except as listed in section IV.
 - C.
- B. Any overpayment month, (an entire month of aid in which the recipient was not entitled to cash aid), that is fully repaid shall not count for the purposes of the 48-month time limit.
- C. NW 829 - Statement of Aid Received will be provided at screening and/or intake to obtain information from the client to identify if aid was received in another state or county.
 - 1. If aid was received in another state or county, the EW must make contact with that state or county to obtain TOA information.
 - a. Review C-IV or Legacy journal entries to ensure information was not previously obtained.
- D. C-IV is the system of record for counting months of aid. C-IV information is fed to WDTIP where the time limit information is recorded and displayed on the WDTIP screens. In order to accurately inform participants of their months remaining on their CW 48-month clock, all sources of information must be reviewed and any conflicts in information resolved. Review will include:
 - 1. C-IV for any months in which the adult was aided
 - 2. ISAWS Legacy for any months in which the adult was aided prior to March 1, 2010
 - 3. C-IV WTW Status List for any exempt or sanctioned months.
 - 4. WTW Legacy information in C-IV to ensure all exempt and sanctioned months show in C-IV.
 - 5. Indexed documents or old case file for exemption requests and/or exemption verifications that do not coincide with C-IV or ISAWS Legacy information.
- E. TANF months must also be tracked to:
 - 1. Identify TANF aid received in other states that count in the CW 48-month time limit
 - 2. Change aid code from federal to state funding when TANF time limit is reached.
- F. After reviewing all case and system records to determine which months of aid are applicable to the TANF 60-month time limit and the CW 48-month time limits, the EW will:
 - 1. Update the time limit summary page with the correct countable and non-countable months.
 - a. The NW 757 is a tool for the EW to use to help determine which months are countable and which months are non-countable.
 - 1) If the NW 757 is utilized, the document should be imaged and indexed after completion.
- G. Review WDTIP, two business days following the date updates are made into C-IV, to ensure information matches what is entered into C-IV.
 - 1. If WDTIP does not match, request the CW analyst to update WDTIP.
 - a. The following information must be provided to update WDTIP:
 - 1) Client's case number
 - 2) Client's Social Security Number (SSN) or Client Index Number (CIN).
 - 3) If adding months of aid, the months that need to be added and the aid code for each of those months.
 - 4) If adding an exemption, the months of the exemption and the reason for each exempt month.
 - 5) If adding a sanction, the months of the sanction and the reason for each sanction month.

2. WDTIP updates needed for time in another California county must be completed by the county of record.

IV. Time Limit Exceptions and Exemptions

- A. Once a time limit begins, the month(s) in which aid was not received by the adult may not count for the time limit, nor does a month or months for which there is an acceptable exception or exemption.
- B. Months that do not count toward the TANF 60-month time limit include:
 1. A month in which the adult is unaided due to:
 - a. Discontinuance
 - b. Suspend
 - c. Sanction
 - d. Receipt of SSI/SSP benefits
 - e. Full month overpayment is repaid
 - f. Drug or Fleeing Felon
 - 1) Drug Felons will be aided and have time count towards their time limit effective April 1, 2015.
 - g. Undocumented Non-citizen
 - h. Received cash assistance through state funded only program
 - i. Separate State Program for Two Parents (10/01/99 to 09/30/06)
 - j. Non-needy Caretaker Relative
 2. Those months in which one of the following federal exception criteria is met:
 - a. Aid to an adult or minor who is NOT the head of household or married to the head of household and receiving TANF funded aid in his/her parents assistance unit.
 - b. An individual living in Indian country, as defined by federal law, or Alaskan native village with a 50 percent unemployment rate. EW will obtain the required information on unemployment rates through the governing body of each tribal land.
- C. Months that do not count towards the CalWORKs 48-month time limit include:
 1. A month in which an adult is unaided due to:
 - a. Discontinuance
 - b. Suspend
 - c. Sanction
 - d. Receipt of SSI/SSP benefits
 - e. Full month overpayment is repaid
 - f. Drug or Fleeing Felon
 - 1) Drug Felons will be aided and have time count towards their time limit effective April 1, 2015.
 - g. Undocumented non-citizen
 - h. Non-Needy Caretaker Relative
 - i. Eligible only to zero basic grant amount
 - j. Receipt of child care, case management or supportive services only for former CW recipients
 2. A month in which at least one of the state exemptions is met such as:
 - a. Age under 18
 - b. Physical or Mental Disability that will last over 30 days
 - c. Age 60 or older

- d. Victim of domestic violence and the EW/ESW has chosen to make this an exemption (refer to Domestic Violence Procedure)
 - e. Cal-Learn Teen
 - 1) With the temporary suspension of Cal-Learn from July 1, 2011 through June 30, 2012, eighteen and nineteen year old teens (who would otherwise qualify for Cal-Learn), who are not receiving aid in a senior parent's assistance unit, will remain exempt until they turn age 20 or graduate from high school or its equivalent.
 - f. Living in Indian Country with a 50 percent unemployment rate
 - g. Grant amount is less than \$10.00
 - h. Caring for an ill or incapacitated person residing in the home.
 - 1) Caretaking responsibilities must impair the individual's ability to be regularly employed or to participate in WTW activities.
 - i. Being the non-parent caretaker of either a dependent child of the court, a Kin-GAP child, or a child who is at risk of placement in foster care.
 - 1) The caretaking responsibilities must be beyond those considered normal day-to-day parenting responsibilities so that they impair the individual's ability to be regularly employed or to participate in WTW activities.
 - j. Aid is fully reimbursed for the month due to child support collection (Refer to Child Support Reimbursement Procedure)
 - k. Being a parent or caretaker relative who is providing care to one child who is from 12 to 23 months of age.
 - 1) This exemption is only effective from August 1, 2009 through December 31, 2012.
 - l. Being a parent or caretaker relative who is providing care for two or more children who are under the age of six years of age.
 - 1) This exemption is only effective from August 1, 2009 through December 31, 2012.
 - m. A participant is excused from participation for good cause due to lack of necessary supportive services.
 - 1) This exemption is only effective from August 1, 2009 through December 31, 2012.
 - n. Once-in-a-lifetime exemption for a parent or caretaker relative who has primary responsibility for personally providing care to one child from birth through 23 months of age.
 - 1) This exemption is effective January 1, 2013.
- D. Diversion payments count toward the CW 48-month time limit unless they are recouped or unless all or part of the diversion period is exempt per section IV. C.
- 1. The month in which a lump sum diversion payment is made counts as one month toward the 48-month time limit unless the diversion recipient applies for CW during the diversion period and is determined to be eligible for CW.
 - a. If the diversion recipient applies for cash aid during the diversion period and is determined eligible, the recipient shall have the option to:
 - 1) Have the diversion payment recouped from the CW cash aid; **or**
 - 2) Count the diversion payment toward the 48-month time limit
 - i. The number of months counted toward the 48-month time limit is calculated by dividing the total diversion payment by the MAP for the apparently eligible AU at the time the diversion payment was made. The month(s) resulting from this calculation, less any partial month, is counted toward the 48-month limit.

1. Do not count the initial month as it has already been counted in the 48-month time limit

V. Requesting Exemptions and Exceptions

- A. An applicant or recipient can request an exemption/exception verbally or in writing.
- B. When an individual states that he/she meets a condition that qualifies as an exemption or exception to the 48-month time limit the EW/ESW will document the request in the C-IV journal and provide the recipient with the exemption/exception request form, CW 2186A or the CW 2190A – CalWORKs 48-Month Time Limit Extender Request Form.
 1. A completed exemption/exception request by the applicant/recipient can be a verbal request if all required information to make a determination on the request is available to the county.
 - a. Verbal requests must be documented in the C-IV journal.
 2. Exemption/exceptions that do not require a written request include, but are not limited to, 60 years of age or older, aid reimbursed by child support collected, grant amounts less than \$10, and receiving only supportive services.
- C. The EW/ESW shall inform the individual in writing of the exemption/exception determination no later than 15 calendar days from the date of completed request for exemption/exception.
 1. The CW 2186B CalWORKs and Welfare-to-Work Time Limit Exemption Determination form is used to respond to the CW 2186A request.
 - a. If denied, a reason for the denial shall be included.
 2. The CW 2190B CalWORKs 48-Month Time Limit Extender Determination Denial Form is used to respond to the CW 2190A request.
 - a. If denied, a reason for the denial shall be included.
 3. The 15 calendar day time frame may be exceeded in situations where completion of the determination is delayed because of circumstances beyond the control of the EW/ESW.
 - a. These instances shall be documented in the C-IV journal and must specify the cause for the delay.
 - b. These instances include:
 - 1) Inability on the part of the recipient to provide the necessary verification.
 - 2) Delay on the part of the examining physician to provide the necessary information.
 4. The EW/ESW shall first research all available and relevant case records before requesting additional verification from the recipient, and shall assist the applicant/recipient in obtaining the necessary records to verify the exemption/exception, if requested.
- D. The onset date of the condition is considered in determining the effective date of the exemption/exception.
- E. If it is determined that the individual meets an exemption/exception criteria, C-IV is updated as appropriate:
 1. Work Registration Detail Page is updated
 2. Cash Aid Time Limit Month Detail page is reviewed and updated as necessary.
 3. WDTIP is checked to see that the exempt months are not counted and manual adjustments requested as necessary.

VI. Exceptions (Extenders) After Reaching the CW 48-Month Time Limit

- A. When an individual has been aided as an adult for 48 months, additional months may be provided to that adult when all parents, aided stepparents, and/or caretaker relatives residing in the home of

the aided child(ren) meet any of the following conditions. This can occur at the point the adult reaches the CW 48-month time limit or any time thereafter. Conditions are:

1. The individual is 60 years of age or older
2. The individual is exempt from WTW participation requirements due to:
 - a. The need to care for an ill or incapacitated person in the home and the caretaking responsibilities impair the individual's ability to be employed or to participate in WTW activities
 - b. Being a non-parent of either a dependent child of the court, a Kin-Gap child or, a child at risk of placement in foster care
 - 1) For this exemption to apply the EW/ESW must determine that the caretaking responsibilities are beyond those considered to be normal day-to-day parenting responsibilities so that they impair the individual's ability to be regularly employed or to participate in WTW activities
3. The individual is receiving benefits from State Disability Insurance, Worker's Compensation Temporary Disability Insurance, In-Home Supportive Services, or SSP, and the disability significantly impairs his/her ability to be employed on a regular basis or to participate in WTW activities.
4. The individual is a victim of domestic abuse and the EW/ESW has determined that good cause exists for waiving the 48-month time limit
5. The EW/ESW determines that the individual is unable to maintain employment or participate, based on a current assessment and the EW/ESW's finding that the individual has a history of participation and full cooperation in WTW activities.
 - a. An individual shall be found to have a history of participation and full cooperation in WTW activities if the individual meets the following criteria:
 - 1) The participant has not failed to meet satisfactory participation, attendance and progress requirements, without good cause, as evidenced by no instances of non-compliance that resulted in a financial sanction to a mandatory WTW participant
 - i. A non-compliance received while the individual was a volunteer shall not be considered a WTW sanction.
 - 2) The recipient has an instance or instances of non-compliance that resulted in sanction; however, the individual has also maintained a sustained period or periods of WTW participation despite the presence of an impairment or combination of impairments, as determined by a mental health or substance abuse assessment, physical disability or domestic abuse situation
 - i. Six months or two or more periods of WTW participation within a consecutive 24-month period, including participation in orientation, appraisal, job search, assessment/evaluations and post assessment activities, that total six months or more shall be considered a sustained period
 - ii. A significant impairment is one not so severe that it meets the WTW exemption or waiver requirements but nevertheless limits an individual's ability to perform the physical and/or mental functions necessary to maintain employment or participate in WTW activities
 - b. Once it is determined that the individual has a history of participation and full cooperation in WTW, the EW/ESW shall assess the individual's current ability to maintain employment or participate in WTW activities.

- 1) An individual who is fully participating in his/her WTW assignment upon reaching the 48-month time limit shall be considered able to maintain employment or participation unless the individual's required WTW activity has been modified and it is only because of this significant modification of the hours that the individual has maintained participation
 - i. An individual is fully participating if he/she is meeting their 20, 30 or 35 hours of participation requirement or successfully participating in unsubsidized employment and/or other welfare-to-work activities for the number of hours an appropriate activity is reasonably available.
 1. Example 1 - Individual is able to maintain employment and is participating less than the required 20, 30, or 35 hours per week: Due to a business slowdown, a participant who has received 46 countable months of aid, had his/her hours of unsubsidized employment reduced from 35 hours to 20 hours per week. As part of the plan the participant must participate in community service. However, an appropriate community service placement does not become available before the participant reaches his/her 48-month time limit. His/her job is as a retail clothing sales clerk and this is consistent with his/her Welfare-to-Work participation and employment goal. Although the participant is not participating for the required number of hours, he/she is considered able to maintain employment and does not meet the criteria for an exception/extender.
 2. Example 2 - Individual may be considered incapable of work and is participating for the required 20, 30, or 35 hours through a modification of his/her Welfare-to-Work activities: Participant has a documented physical impairment, chronic back pain following surgical treatment and history of substance abuse. Upon reaching his/her 48-month time limit, his/her Welfare-to-Work participation consists of substance abuse treatment, pain management classes and community service as a clerical assistant. Because he/she is considered unable to maintain employment or participate, he/she does meet the criteria for an exception/extender.
- 2) The EW/ESW's determination that an individual is incapable of maintaining employment or participating in WTW activities shall be based on but not limited to, one of the following:
 - i. The individual has a documented impairment or combination of impairments as described in section VI.A.5.a above and the impairment(s) have been determined to be of such severity that the individual is incapable of successfully maintaining employment or participation in WTW activities for 20 hours or more per week
 - ii. The individual currently has a documented impairment and is maintaining his/her participation in Welfare-to-Work activities only through a significant modification of the activities
 1. A significant modification includes but is not limited to: mental health counseling, substance abuse treatment, domestic abuse services, a supported work environment which is characterized by close supervision, graduated performance expectations and peer support, or additional time to complete an activity

- iii. The individual has a documented impairment or combination of impairments as described in section VI.A.5.a above and due to labor market conditions there is a lack of employers that could reasonably accommodate the individual's physical and/or mental limitations
 - 3) Individual's that are determined to be incapable of maintaining employment shall have their condition reviewed at least once every 12 months, unless the condition(s) is expected to improve at an earlier date.
 - 4) For individuals with a learning disability which has been documented, the EW/ESW shall review the individual's employment status and the impact of any newly-developed coping skills, strategies, and accommodations on the individual's ability to maintain employment, ability to cope with his/her impairment and shall not require reevaluation of the documented learning disability
- 6. A recipient can request an exemption/exception verbally or in writing, as outlined in section V.

VII. Treatment of Income of Timed Out Adults

- A. Income and needs of adults living in the home who have been removed from the assistance unit (AU) due to exceeding the 48-month time limits shall be treated as follows:
 - 1. Parents otherwise required to be in the AU - Net non-exempt income of timed out parents who are otherwise required to be in the AU shall be considered available to the AU. The needs of these parents shall not be considered when calculating the grant for the aided AU members
 - 2. Non-parent caretaker relatives – Timed out non-parent caretaker relatives living in the home are no longer eligible to be optional AU members, and their income and needs shall not be considered when calculating the grant for the aided AU members
 - 3. Stepparents not required being in the AU – Timed out stepparents not required to be in the AU and living in the home are no longer eligible to be optional AU members, and their net non-exempt income and needs shall be treated in accordance with the provisions of 44-133.51 & .511.

VIII. Continuing Actions and Time Clocks

- A. C-IV time limit summary shall be updated upon discontinuance of cash assistance.
 - 1. Child support reimbursement calculation shall also be completed. (Refer to Child Support Reimbursement Procedure).
- B. C-IV time limit summary shall be updated prior to sending an inter-county transfer (ICT).
 - 1. Child support reimbursement calculation shall also be completed prior to sending the ICT. (Refer to Child Support Reimbursement Procedure).
- C. C-IV will automatically set a task when the case is approaching the 42nd month as well as when it is approaching (at around 46th month) or exceeding the 48 month limit.
- D. EW's should monitor and process all WDTIP alerts. (Refer to C-IV Job Aid – WDTIP Alerts – Process)
- E. EW's should monitor the Courtesy Month List to confirm or remove any months entered by other counties' as courtesy months. (See Cash Aid Time Limits – Courtesy Job Aid)
- F. EW and ESW should review for time limit extenders, on any participant who has timed out, anytime the participant's situation changes. See section VI.
- G. ESW shall monitor entered exemptions when exemption begins and ends to ensure the Cash Aid Time Limit Month Detail page is updating correctly.

- H. EW's who are reviewing and correcting time on aid for previous years and an aid code change is required, shall make changes as follows:
1. Any time on aid correction after July 1, 2011, shall be processed by re-running EDBC in C-IV and authorizing the corrected month(s).
 2. Any time on aid corrections prior to July 1, 2011, the EW shall update the TOA spreadsheet and submit to the fiscal department.

REFERENCES:

[ACL 97-65](#) – Implementation of Certain CW Eligibility Provisions
[ACL 98-37](#) – Questions and Answers
[ACL 99-90](#) – Tracking Time Limits for CW & TANF – includes Q&A
[ACL 00-48](#) – Tracking Diversion Payments & State-Only Funded Programs (Includes Diversion w/TOA examples)
[ACL 01-66](#) – CW Recipients who reach TANF 60-month Limit (Definition of Aid Codes)
[ACL 02-33](#) – CW Regulations for 60-Month Time Limit Procedures
[ACL 02-66](#) – Aid Codes for Implementation of the 60-Month Time Limit & Safety Net
[ACL 02-74](#) – Tracking Child Support Collection & Overpayments for 60-Month Time Limit
[ACL 03-01](#) – Retaining Records for purposes of Tracking TOA (2001 letter)
[ACL 03-21](#) – CW Revised Regulations for 60-Month Time Limit Procedures
[ACL 11-33](#) – CW New 48-Month Time Limit for CW Adults
[ACL 11-57](#) – CW and CF Frequently Asked Questions (Time Limit Extenders)
[ACL 11-66](#) – Questions and Answers for the New 48-Month Time Limit
[ACL 12-72](#) – New Young Child Exemption
[ACL 16-76](#) – Revised TOA forms - Change to use of CW 2190B
[ACL 16-99](#) – CW WTW Participation Requirements for Teens
[ACL 18-43](#) – Revised NOA Messages
[ACIN I-52-99](#) – CW 60-Month Time Limit Regulations
[ACIN I-47-02](#) – CW 60-Month Time Limit Procedures for Informing Recipients of their Time on Aid
[ACIN I-95-02](#) – Implementation of the 60-Month Time Limit and Safety Net Program
[ACIN I-40-03](#) – 60-Month Time Limit and Safety Net Q&A
Case Documentation Procedure
Child Support Reimbursement Procedure
C-IV Job Aid – Cash Aid Time Limits – Adding Exceptions
C-IV Job Aid – Cash Aid Time Limits – Courtesy
C-IV Job Aid – Cash Aid Time Limits - Manual
C-IV Job Aid – Cash Aid Time Limits – Out of State
C-IV Job Aid – Cash Aid Time Limits – Tribal TANF
C-IV Job Aid – Cash Aid Time Limits – Updating Manual Clocks that do not match rules
C-IV Job Aid – Time Limit Aid
C-IV Job Aid – Time Limit Record – Remove
C-IV Job Aid – WDTIP Alerts - Process
MPP [40-107\(a\)\(4\)](#) - Informing
MPP [42-302](#) – 60-Month Time Limit Requirement for Adults

MPP [44-133.5](#) – Income & Needs in Cases in Which a Person is Excluded

MPP [44-133.8](#) – Income and Needs of Timed-Out Adults

Senate Bill 72

Time Limit Matrix

W&I Code 11454; 11454.2; and 11454.5

FORMS

CW 2184 – CalWORKs 48-Month Time Limit on Aid

CW 2186a – CalWORKs and Welfare-to-Work Time Limit Exemption Request Form

CW 2186b – CalWORKs and Welfare-to-Work Time Limit Determination

CW 2187 – Your CalWORKs 48-Month Time Limit

CW 2188 – Verification of Aid for the Temporary Assistance for Needy Families (TANF)

CW 2190A – CalWORKs 60-Month Time Limit Extender Request Form

CW 2190B – CalWORKs 60-Month Time Limit Extender Determination Denial Form

M40-107a – CalWORKs 60-Month Time Limit

M40-107b – CalWORKs 60-Month Time Limit, Time on Aid at Redetermination or Application

M40-107c – CalWORKs 60-Month Time Limit, Time on aid at 54th and 58th Months

M40-107d – TANF 60-Month Time Limit, Time on Aid to Former CalWORKs Recipient

M40-107e – 60th Month on Aid

M40-107f – Extended Beyond 60 Months of Aid

M40-107g – 60th Month on Aid – Family no longer eligible

M40-107h – 60th Month on Aid – MFG child Only

M40-107i – 60th Month on Aid, No eligible Child

NW 757 – 60-Month Clock Calculations

NW 829 – Statement of Aid Received

CONTACT PERSON(S):

Shanna Gardner, Staff Services Analyst

END OF PROCEDURE

REVISION HISTORY:

Revision	Date	Description of Change	Requested By
1.0	06-09-11	Biennial Review. Updated with SB 72 changes to 48-months. Also updated with C-IV system information. Renamed Procedure.	S. Gardner, SSA
2.0	04-07-15	Biennial Review. Updated w/new young child exemption; ending of temporary exemptions; new state funded long term sanction cases; and re-aiding of drug felons.	S. Gardner, SSA
3.0	06-15-17	Biennial Review. Incorporated ACL 16-76	S. Gardner, SSA

4.0	09-24-19	Biennial Review. Incorporated ACL 16-99 and ACL 18-43.	S. Gardner, SSA
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State Implementation Dates for TANF Program

STATE	DATE SUBJECT TO TANF
Alabama	November 15, 1996
Alaska	July 1, 1997
Arizona	October 1, 1996
Arkansas	July 1, 1997
California	December 1, 1996
Colorado	July 1, 1997
Connecticut	October 1, 1996
Delaware	March 10, 1997
District of Columbia	March 1, 1997
Florida	October 1, 1996
Georgia	January 1, 1997
Hawaii	July 1, 1997
Idaho	July 1, 1997
Illinois	July 1, 1997
Indiana	October 1, 1996
Iowa	January 1, 1997
Kansas	October 1, 1996
Kentucky	October 18, 1996
Louisiana	January 1, 1997
Maine	November 1, 1996
Maryland	December 9, 1996
Massachusetts	September 30, 1996
Michigan	September 30, 1996
Minnesota	July 1, 1997
Mississippi	October 1, 1996
Missouri	December 1, 1996
Montana	February 1, 1997
Nebraska	December 1, 1996
Nevada	December 3, 1996
New Hampshire	October 1, 1996
New Jersey	February 1, 1997
New Mexico	July 1, 1997
New York	December 2, 1996
North Carolina	January 1, 1997
North Dakota	July 1, 1997
Ohio	October 1, 1996
Oklahoma	October 1, 1996
Oregon	October 1, 1996
Pennsylvania	March 3, 1997
Rhode Island	March 1, 1997

STATE	DATE SUBJECT TO TANF
South Carolina	October 12, 1996
South Dakota	December 1, 1996
Tennessee	October 1, 1996
Texas	November 5, 1996
Utah	October 1, 1996
Vermont	September 20, 1996
Virginia	February 1, 1997
Washington	January 10, 1997
West Virginia	January 11, 1997
Wisconsin	September 30, 1996
Wyoming	January 1, 1997

Description	Aid Code Before Time Limits	TANF Timed-Out Aid Code	Safety Net Aid Code (CW Timed Out)
All Other Families	30 / 3P	32	K1
Two Parent Families	35	35	3F (Once both parents are timed out)
Legal Non-Citizen <ul style="list-style-type: none"> • “All Other Families” • No one is federally eligible 	3L	N/A – Adult never received federal TANF. Remains coded as 3L	K1
Legal Non-Citizen – Mixed <ul style="list-style-type: none"> • “All Other Families” • 1 fed adult / 1 non-fed person 	3E	3W	K1
Legal Non-Citizen – Mixed <ul style="list-style-type: none"> • “All Other Families” • 1 fed person / no federally eligible adult 	3E	N/A – Adult never received federal TANF. Remains coded as 3E	K1
Legal Non-Citizen <ul style="list-style-type: none"> • Two-Parent • No one is federally eligible 	3M	N/A – Adult never received federal TANF. Remains coded as 3M	3F
Legal Non-Citizen – Mixed <ul style="list-style-type: none"> • Two-Parent • 1 fed child / 1 non-fed adult 	3U	N/A – Adult never received federal TANF. Remains coded as 3U	3F
Zero Parent	33 / 3G / 3H	N/A – Adult never received federal TANF. Remains coded as 33 / 3G / 3H	N/A – Adult never received state aid. Remains coded as 33 / 3G / 3H