

GAIN: THE BRIDGE TO INDEPENDENCE

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2110 OVERVIEW

With the passage of Welfare Reform in 1996, time limits for receiving Temporary Assistance to Needy Families (TANF) were implemented to restrict federally funded TANF for adults to five years in a lifetime. Effective July 1, 2011, adults will only be eligible to receive CalWORKs for a maximum of 48 countable months. All countable months of time-on-aid received in California and/or from other states (TANF) since January 1, 1998, count towards the new 48-month time limit.

Adult participants who exhaust their 48-month CalWORKs time clock, referred to as “timed-off,” become ineligible for the regular GAIN Program. Timed-off participants may volunteer for Post-Time Limit (PTL) services, which gives participants the opportunity to continue to engage in GAIN activities and receive the supportive services necessary to obtain self-sufficiency. Some participants may qualify for exemptions that stop their 48-month time clock, or if already timed-off, extend their time on aid.

2111 KEY POINTS

- After the adult participant has timed off and been deleted from the CalWORKs Assistance Unit (AU), the participant becomes ineligible for the standard GAIN Program activities and services; but may volunteer for PTL services.
- Participants who are Victims of Domestic Violence ([see Chapter 1200, Section 1250](#)) or qualify for Exemption Codes [04](#), [05](#), [07](#), or [14](#) ([See Chapter 400](#)) prior to timing off, are granted clock stoppers.
- Timed off participants may be granted Time Limit Extenders if they meet certain criteria ([see Section 2112.8](#)).
- Participants who are granted clock stoppers or extenders do not qualify for PTL services and are referred to regular GAIN services.
- All parents, aided stepparents, and/or caretaker relatives residing in the home must qualify for an extender in order for any adult in the AU to receive an extension of aid.
- Prior to timing off participants shall be encouraged to attend Time Limit Workshops where they can learn about the benefits of PTL services and/or request time clock reviews.
- Both employed and unemployed timed-off participants may participate in

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WtW activities and receive supportive services through PTL for up to 12 months from the date the participant times-off.

- Upon timing off CalWORKs, participants who do not volunteer for PTL services will have all components and supportive services stopped and will be deregistered from GAIN.
- Community Services participation, hereafter referred to as “Job Intern (JI)” is a State requirement for PTL services. However, JI activities will be limited or waived when/if the JI participation conflicts with the participant’s Specialized Supportive Services (SSS) needs, physical health, employment, approved GAIN activities, or the participant has a Good Cause (e.g., homeless) reason.

2112 POLICY

.1 Post-Time Limit (PTL) Services

GAIN registered participants approaching their 48-month time limit are encouraged to volunteer for PTL prior to timing off. The offer of PTL services to this group is provided to ensure a seamless transition from GAIN services/activities to PTL services/activities. Participants may volunteer for PTL services at any point within 12 months after timing off.

.11 PTL Services Offer

The Regional Director has the discretion to designate staff to perform the PTL outreach efforts to contact adults who are at risk of timing-off or are timed-off from CalWORKs cash assistance:

.111 CalWORKs Participants at Risk of Timing Out

A report listing participants whose time clock is greater than or equal to 39 countable months is used by GSW’s and PTL workers to offer PTL services and invite participants to Time Limit Workshops.

.112 Time Limit Workshops

During the Workshops, the benefits of PTL services are explained and participants are encouraged to volunteer for PTL services.

Participants may request a review of their 48-month time clock for any possible clock stoppers or time limit extenders

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during the Time Limit Workshop.

.113 Post-Time Limit Services Request/Waiver

The PTL services offer is made by the case-carrying GSW or designated PTL worker during outreach monthly contact. The GN 105, Post-Time Limit Services Request/Waiver is mailed or given to the participant as early as two months prior to the CalWORKs time-off date.

.114 GSW Appointment Letter

The GN 60103, GSW Appointment Letter (Discuss Assignment/Supportive Services), is generated 30 calendar days prior to the participant's time-off date to schedule an appointment 15 calendar days prior to the time-off date, to discuss the opportunity to transition to PTL services.

.115 Missed Appointment

A missed appointment is followed up within three workdays with a phone call, the mailing of a second GN 105, and a second GN 60103-appointment set for a date prior to the participant's expected time-off date. A ten-workday control is set for receipt of the completed GN 105.

.116 PTL Case Deregistration

The case is deregistered from GAIN after ten workdays from the participant's time-off date, if the participant waives PTL services or does not return the GN 105.

.117 GEARS Screen Maintain Post Time Limits (MPTS) Updates

GEARS screen MPTS is updated to record GN 105 data:

- (a) Within three workdays of receipt of the completed GN 105 if the participant's eligibility status reflects code A601, CalWORKs ineligible due to time limits.
- (b) Within three workdays of the participant's eligibility status code change to code A601 if GN 105 was received prior to the participant timing off CalWORKs.

.118 GEARS Screen Maintain GAIN Participant Activity Comment

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(MGPA) Updates

The GSW updates GEARS screen MGPA on the 11th workday following mailing of the GN 105 to document no response to the PTL services offer from the participant.

.12 PTL Services Eligibility

An adult participant becomes eligible for PTL services when he/she is deleted from the CalWORKs AU due to timing off the 48-month time clock.

.121 Aided CalWORKs Participants

Participants receiving cash aid or on a time limit extender are **included** in the AU; therefore, they are not eligible for PTL services. Consequently, these participants are referred to regular GAIN services and subject to minimum mandatory participation requirements, unless exempt.

.122 Participants in Terminated CalWORKs Cases

Timed-off participants whose CalWORKs case is terminated are neither eligible for PTL nor regular GAIN services.

(a) Timed-off participants who are employed may be eligible for PES (see [Chapter 1000](#)) following CalWORKs termination.

(b) The receipt of PTL employment services is not a factor in determining PES eligibility.

.123 Time Limits on PTL Services

A timed-off participant is eligible for GAIN participation in PTL activities and services for up to 12 months from the time-off date.

.13 PTL Services and Activities

PTL services and activities include, but are not limited to:

.131 Continued case management;

.132 Employment services;

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- .133 Earned Income Tax Credit (EITC) counseling;
- .134 Vocational and Career Assessment;
- .135 Education (Self-Initiated Programs, Remedial, Vocational, and Job Skills Training (JST));
- .136 Work Experience;
- .137 Supportive Services (transportation, ancillary expense payments, and child care, etc.); and
- .138 Specialized Supportive Services (Clinical Assessment, Substance Abuse and/or Mental Health)

Note: Participants who request Substance Abuse and/or Mental Health services may be referred to a Clinical Assessment at any point after timing off. However, access to supportive services (transportation, ancillary expense payments, and child care, etc.) is limited to those participants within the 12-month PTL period. Participants requesting Substance Abuse and/or Mental Health must be evaluated for a time limit extender.

.14 PTL Services and Participation Requirements for Timed-Off Adults

The State considers timed-off participants “work eligible;” therefore, they shall be encouraged to meet the same weekly participation requirements as mandatory participants.

.141 PTL Participation Requirements

Unless exempt, the timed-off participant is required to comply with the following to receive PTL services:

- (a) Meet the minimum JI participation requirement of 32 hours per month, unless waived or Good Cause exists.
- (b) Sign the WtW 2, Welfare-to-Work Plan Activity Agreement and adhere to the contract as agreed.
- (c) Participate in assigned WtW activities in addition to required JI activities, as appropriate.

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- (d) Meet the Participation Requirements described in their WtW 2, and work toward the goal described in their Work Plan.

.142 Vocational Assessment Requirements

Unemployed timed-off participants, who do not have a current WtW plan on file, are referred to vocational assessment to meet WtW requirements and ensure participants reach the goal of self-sufficiency.

.2 Job Intern (JI) Participation

Unless the timed-off participant is employed or eligible for a waiver, he/she must participate in a Community Services activity, referred to as Job Intern (JI), for up to 32 hours per **month** (subject to the Simplified Food Stamp Program Formula described in [Section .24 Maximum JI Participation Hours](#)).

.21 JI Participation as a Condition of PTL Services Eligibility

Unless waived or participant is employed, the JI participation requirement is in addition to approved PTL activities.

.22 Waiving JI Participation Requirement

When the GSW updates GEARS screen MPTS, a determination is made whether the participant is required or able to participate in JI prior to opening a PTL component. JI activities may be limited or waived when JI participation conflicts with the participant's:

- .221 Specialized Supportive Services (SSS) needs;
- .222 Physical health;
- .223 Participation in an approved GAIN activity for at least 32 hours per week;
- .224 Good Cause reason, (see [Chapter 400](#)); or
- .225 Employment.

.23 Employment as a JI Participation Requirement Waiver

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Employed, timed-off participants are eligible for PTL services with no JI requirement.

.24 Maximum JI Participation Hours

If a participant volunteers for a Community Service activity included in his/her employment plan or develops his/her Community Service activity, the maximum weekly hours (see [Chapter 1100, Section 1112.23](#)) that the participant can be assigned to JI activities may be calculated using the following State formula.

Calculation for Maximum Weekly Work Participation		
		CalWORKs Cash Grant
Plus	(+)	Food Stamps
Equal	(=)	Total Income
Divided by	(÷)	<i>State Minimum Wage</i>
Equal	(=)	Hours Per Month
Divided by	(÷)	4.33 (average weeks/month)
Equal	(=)	Max. Countable Weekly Participation Hours

.3 PTL Employment Services and Eligibility Period

Employment-related activities and supportive services provided under PTL differ from post-CalWORKs termination PES in the period of eligibility and timeframe in which services may be provided. (See section [2114 Exhibit I](#))

.31 PTL Employment-Related Services Eligibility

A timed-off participant is eligible for employment-related activities and supportive services for up to 12 months from timed-off date. Eligibility is contingent upon the participant's employment in **any combination** of weekly work hours and GAIN activity hours totaling a minimum:

.311 Twenty (20) hours (single parent with child under age six); or

.312 Thirty-two (32) hours (single parent with no child under age six).

.313 Thirty-five (hours) combined in a two-parent household.

.32 12-Month Limit on PTL Employment Services

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PTL employment-related services are available for timed-off participants who are employed upon timing-off or who obtain employment during the 12-month period following his/her deletion from the AU due to time limits.

.33 PTL Employment Services Track

A timed-off employed participant with an open CalWORKs case with at least one aided child, and meeting employment eligibility requirements follow the PTL track rather than the PES track (see [Chapter 1000](#)) when:

.331 The adult participant has received at least 48 countable months of CalWORKs aid (e.g., an exempt or sanction month does not count);

.332 Participant has been deleted from the AU due to time limits; and GEARS screen IPRC, field Participant Ineligible Reason is updated with flag, **A601 Time limited – parent**.

.34 PES Eligibility after CalWORKs Termination

Both PTL employment services and PES eligibility are limited to 12 months from the date that the participant was deleted from the AU due to time limits. Therefore, following CalWORKs case termination, PES eligibility is limited to the remaining months of the 12-month period following the participant's time-off date.

Example:

Upon timing off CalWORKs an employed participant requests and is approved for PTL employment services. After receiving PTL employment services for eight months, the participant's CalWORKs case is terminated. After termination, the participant then becomes eligible for PES (see [Chapter 1000](#)) for up to 4 months (conditional dependent on full-time employment and concurrent participation in education/training, or SSS activities).

.4 Monthly Participant Contact

The GSW will initiate contact with timed-off participants who are participating or engaged in GAIN activities on a monthly basis (see [Chapter 300, Section 312.2](#)).

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.41 Case Review

Monthly contact will include a case review to confirm continued eligibility. The case review includes, but is not limited to determining:

- .411 The participant's employment status;
- .412 The 12-month eligibility end date for PTL employment services; and
- .413 An assessment of supportive services needs, adequacy of provided services (help participant resolve any problems getting needed services), and assistance in the resolution of employment barriers.

.5 Voluntary Participation Status

Timed-off participants volunteering for GAIN program services are subject to the requirements described in the GN 6334, PTL Activity Agreement and regular GAIN participation requirements including, but not limited to, progress reporting and WtW activity requirements.

.51 Termination of PTL Services

A participant who does not comply with his/her activity agreement or make satisfactory progress in assigned PTL activities is subject to termination via the manual compliance process.

.52 Manual Compliance Process

The manual compliance process is as follows:

- .521 Upon discovering that a participant is not complying with his/her activity agreement, the GSW generates a GEARS appointment 60106 via MNOF to discuss the problem. During the appointment, the participant has an opportunity to present good cause for non-participation.
- .522 A missed appointment is followed up within three workdays with a phone call, generating a GN 6010-6 appointment letter via GEARS to discuss the problem, and mailing of a GN 6333 Notice of Termination of Post-Time Limited

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Services notifying the participant of the date and reason for activity and services termination.

- .523 If the participant does not respond to the GSW contact or keep the appointment, GEARS is updated to close activities, cancel services, and deregister the case within three workdays of the GN 6333 effective date.

.6 Contributions to the Work Participation Requirement

Timed-off participants should be encouraged to meet the CalWORKs Work Participation Rate of 20/32/35 hours per week in core activities so that their participation counts. See [Chapter 900, Section 912.61 Welfare-to-Work Plan \(Time Clock\)](#) for core hours, participation requirements.

.61 Weekly Minimum Participation Requirements

The work participation rate is met if the timed-off participant is employed or participates with core hours:

- .611 20 hours per week (single parents with child under age six);
- .612 32 hours per week (single parents with no child under age six); or
- .613 35 hours per week (two-parent household)

.62 Adults in Two-Parent Households

The participation hours of a household consisting of an aided parent and an unaided parent who has timed-off CalWORKs may be combined to meet the 35 hours per week minimum participation requirements of the two-parent family.

.7 Time Limit Review

Time Limit reviews can be requested by participants at any point prior to and/or after timing off. Time limit reviews may be performed by the case-carrying GSW, GSS, Time Limit Liaison or by a regional designee (Regional Director discretion).

.71 Time Limit Exemption/Extender Review

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Upon receipt of a CW 2186A (CalWORKs Time Limit and Welfare-to-Work Participant Exemption) or CW 2190 A (CalWORKs 60-Month Time Limit Extender) request form, the GSW must request and review all pertinent documentation (i.e. CW 61, GN 6008, PA 853) to determine if a participant is eligible for a time-limit extender, or current or retroactive exemption.

.72 Time Limit Liaison

The responsibilities of the Time Limit Liaison include, but are not limited to:

- (a) Updates of retroactive exemptions and time limit extenders on the Request LEADER Exemption/Clock Stopper/Extender (RELE) GEARS screen (RELE may be updated once daily and no exemption may exceed 12-months);
- (b) Reviews the Select Requested LEADER Exemptions (SREL) GEARS screen and the LEADER Time Clock Inquiry screen to determine number of months used/exempt/extended;
- (c) Documents on the GN 6186 (CalWORKs 60-Month Time Limit Review Worksheet Form) time limit updates to RELE screen;
- (d) Reviews forms used to request and approve time limit extenders;
- (e) Works with the GAIN Coordinator to resolve GEARS/LEADER interface issues related to the 48-month time clock.

.73 Records Retention

- (a) Forms used to track the participant's time on aid, as well as documents supporting or verifying extenders and exemptions are permanently retained in the participant's case record folder. These forms include, but are not limited to the:
 - (1) GN 6188, Time Limit Review Gram;
 - (2) CW 2186A, CalWORKs Time Limit and Welfare to Work Participation Exemption Request Form;

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- (3) CW 2186B, CalWORKs and Welfare to Work Time Limit Exemption Determination; and
 - (4) PA 4026, Time Limit Inquiry Request.
- (b) Case records, forms, and documents used and obtained for time limit reviews that result in a denial of extenders and exemptions or a Fair Hearing, are retained for three years after the approval/denial date. These forms include, but are not limited to the:
- (1) GN 6186, 48-Month Time Limit Review and Exemption Request;
 - (2) GN 6189, 48-Month Time Limit Evaluation.
- (c) Case records and supporting documents obtained during the time limit review resulting in a denial are retained longer than three years when/if those documents are reviewed in a state or federal audit.
- (d) Access to non-privileged case records should be granted upon the request of the participant (See [Chapter 1300, Compliance and Participant Complaints](#)).

.74 Elimination of Records

Documents used for a time limit review or time limit workshop, but not used for the approval of a time limit extender or exemption, may be destroyed three years from the denial date.

.8 Time Limit Extenders

Parents, aided stepparents, and/or caretaker relatives residing in the home may be eligible for time limit extenders. Participants requesting a time-limit extender are required to complete a CW 2190A, CalWORKs 48-Month Time Limit Extender Request Form. Participants who are granted time limit extenders are added back to the AU and become eligible for regular GAIN services.

.81 Extender Criteria:

- .811 Providing care for an ill or incapacitated household member ([see Code 07](#)) which prevents the participant from working or participating in WtW activities;

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.812 Domestic Violence ([Chapter 1200](#));

If a participant has exhausted his/her 48-month time limit clock, has indicated he/she has become a victim of DV, and the DV issue is a barrier to obtaining self-sufficiency, the SSS GSW shall have the participant complete the CW 2199 (CalWORKs/ Welfare-to-Work Domestic Violence Waiver form). The SSS GSW may grant an extension to the 48-month time limit clock, after consulting with the DV service provider, regardless of whether the participant agrees to access DV services.

The participant shall be requested to complete and sign the CW 2199 if he/she self-declares as a victim of domestic violence. If the participant chooses to access services, the 48-month time clock is extended once Services 002 component is added to GEARS.

When the participant self-declares as a victim of domestic violence and declines to sign the CW 2199, the GSW processes the exemption/extender request and submits it to the GSS for GEARS screen RELE update to extend the 48-month clock. ([See Chapter 1200](#))

.813 Age 60 years or older ([see Code 04](#));

.814 Non-parent relative caring for a child who is a dependent or ward of the court, or at risk of placement in foster care ([see Code 14](#));

.815 Individual is excluded from the AU for any reason other than reaching the 48-month time limit;

.816 Disabled and receiving disability-based income or services such as State Disability Insurance, Workers Compensation, Temporary Disability Insurance, In-Home Supportive Services, or the State Supplementary Program; Social Security disability based; and/or,

.817 Unable to Maintain Employment: if unable to participate in WtW activities for 20 or more hours per week; or can only maintain participation in WTW activities with significant modifications; has a history of full cooperation in WtW activities, and based on a current assessment of one of the

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following:

- (a) [Learning Disability \(LD\)](#)
Participants with a diagnosed LD are eligible for extenders until they are determined to be able to maintain employment. Participants with a LD can be approved for extenders for up to 12 months. Time Limit extenders must be re-evaluated every twelve months or when determined to be able to maintain employment.
- (b) [Mental Health/ Substance Abuse](#)
Time Limit extenders shall be granted to participants for the period that they are unable to fulfill the 32/35 hour/week requirement, as determined by the treatment service provider via the GN 6008 and/or CW 61.

Note: Participants requesting a time limit extender based on Mental Health or Substance Abuse services may be referred to a Clinical Assessment at any point after timing off. However, access to supportive services (transportation, ancillary expense payments, and child care, etc.) for the Clinical Assessment is limited to those participants within the 12-month PTL period. Supportive Services may be accessed after a time limit extender is granted.

- (c) [Physical Disability](#)
A time limit extender shall be approved for the length of time the health care professional indicates on the CW61 that the participant is unable to work (up to 12 months) **and** is actively seeking treatment. The GSW shall review the health care provider's statements on the CW 61A, Physical Capacities and/or CW 61B, Mental Capacities (if completed), to determine how a current physical or mental condition affects the participant's ability to participate, if at all.

.82 Two Parent Household

.821 All parents, aided stepparents, and/or caretaker relatives

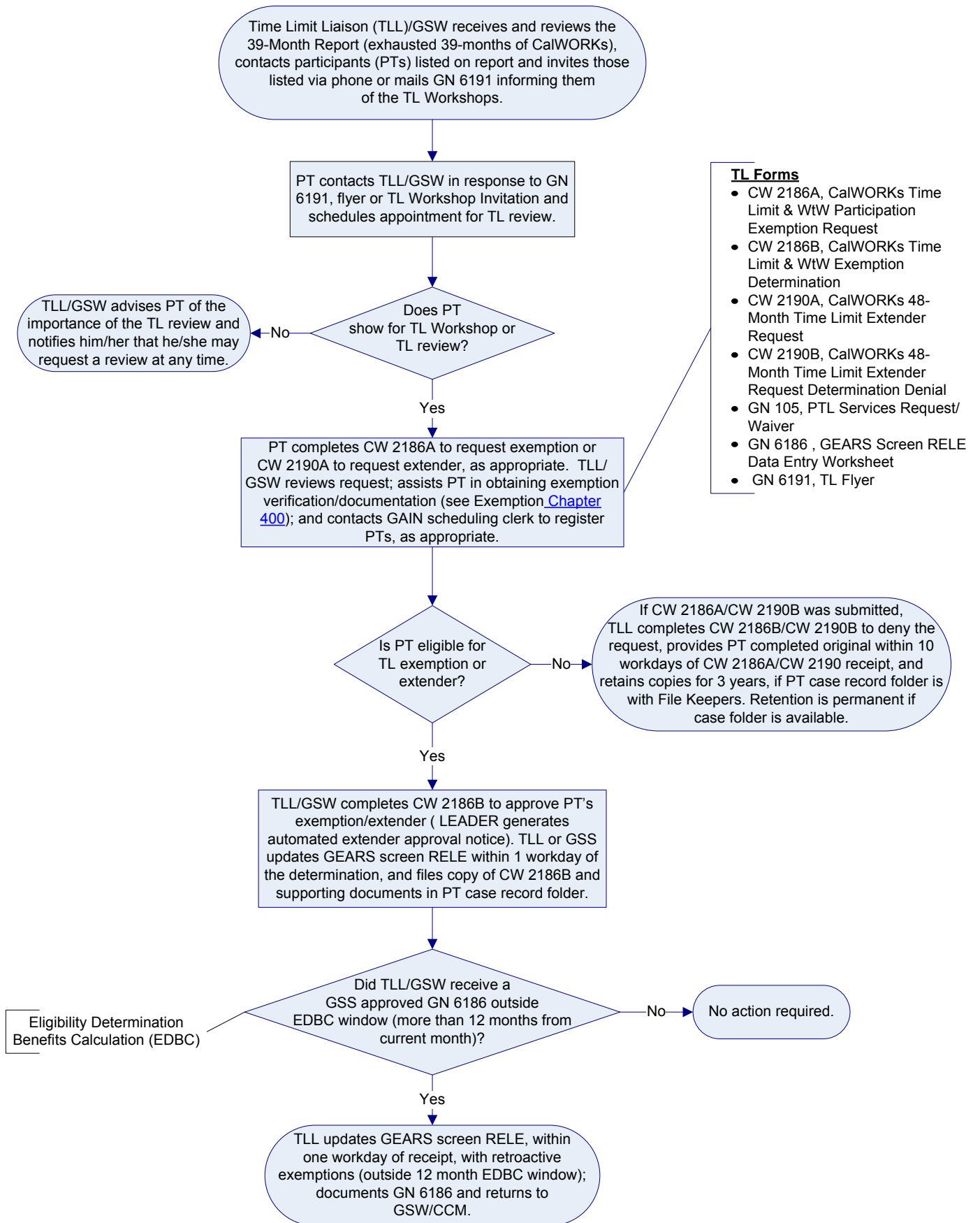
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residing in the home must qualify for an extender in order for any adult to receive an extension of aid (Exception DV Waiver).

- .822 Each adult must complete a CW 2190A.
- .823 The adult can qualify for an extender if the other adult is not in the AU and has not received aid for a full 48 months.

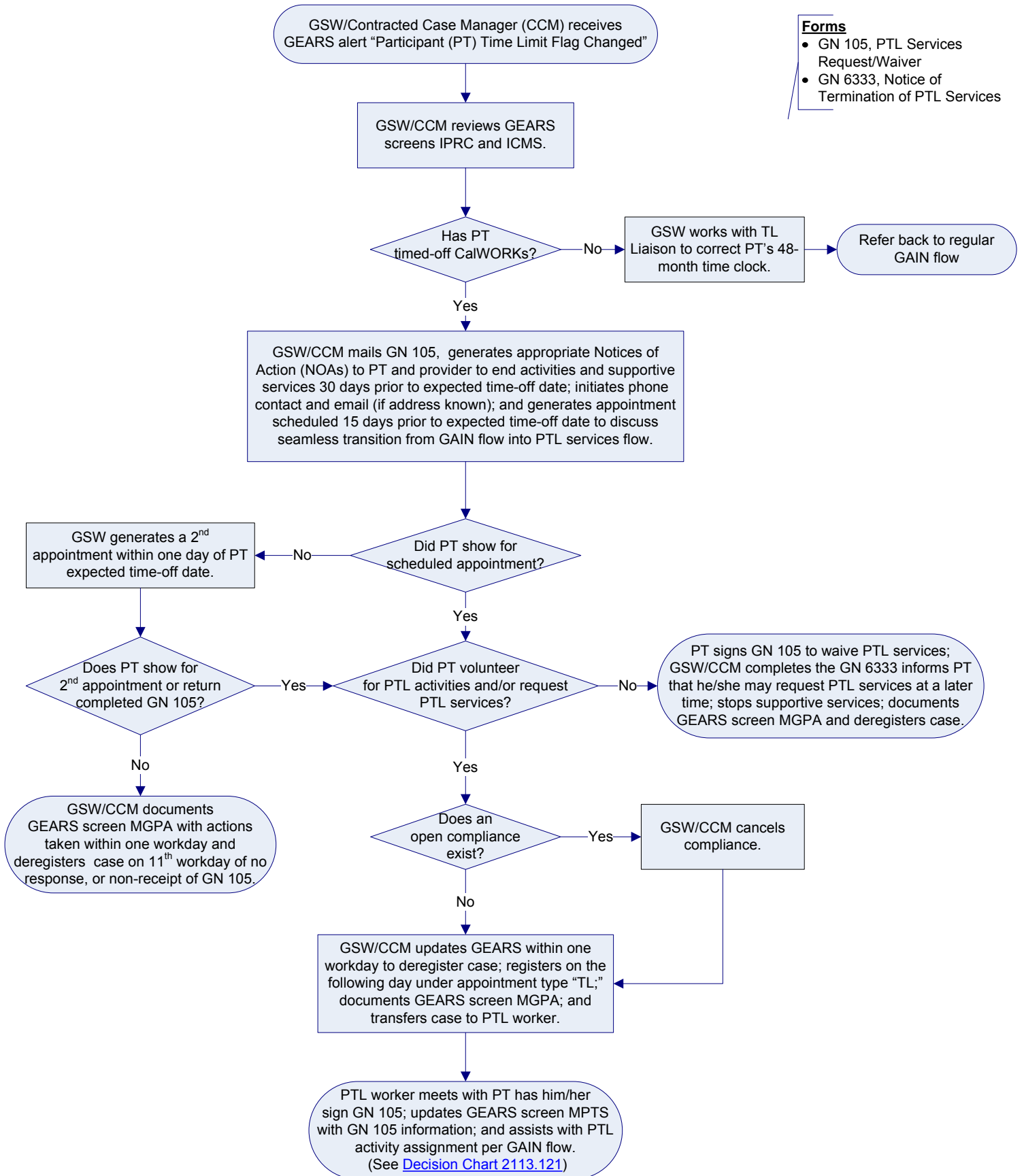
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2113.1 Time Limit Review Decision Chart



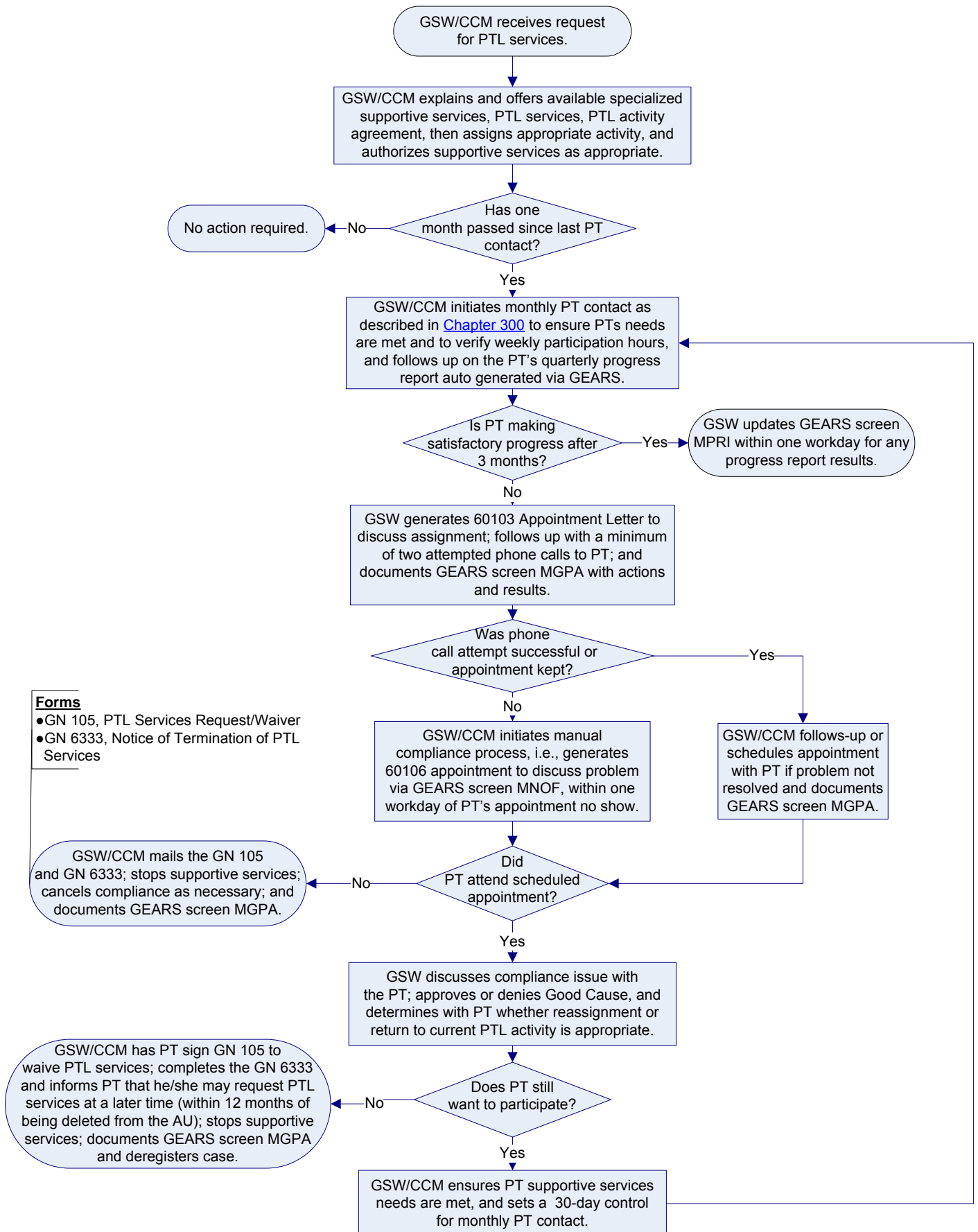
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2113.2 GAIN Services Worker (GSW) Procedural Decision Chart



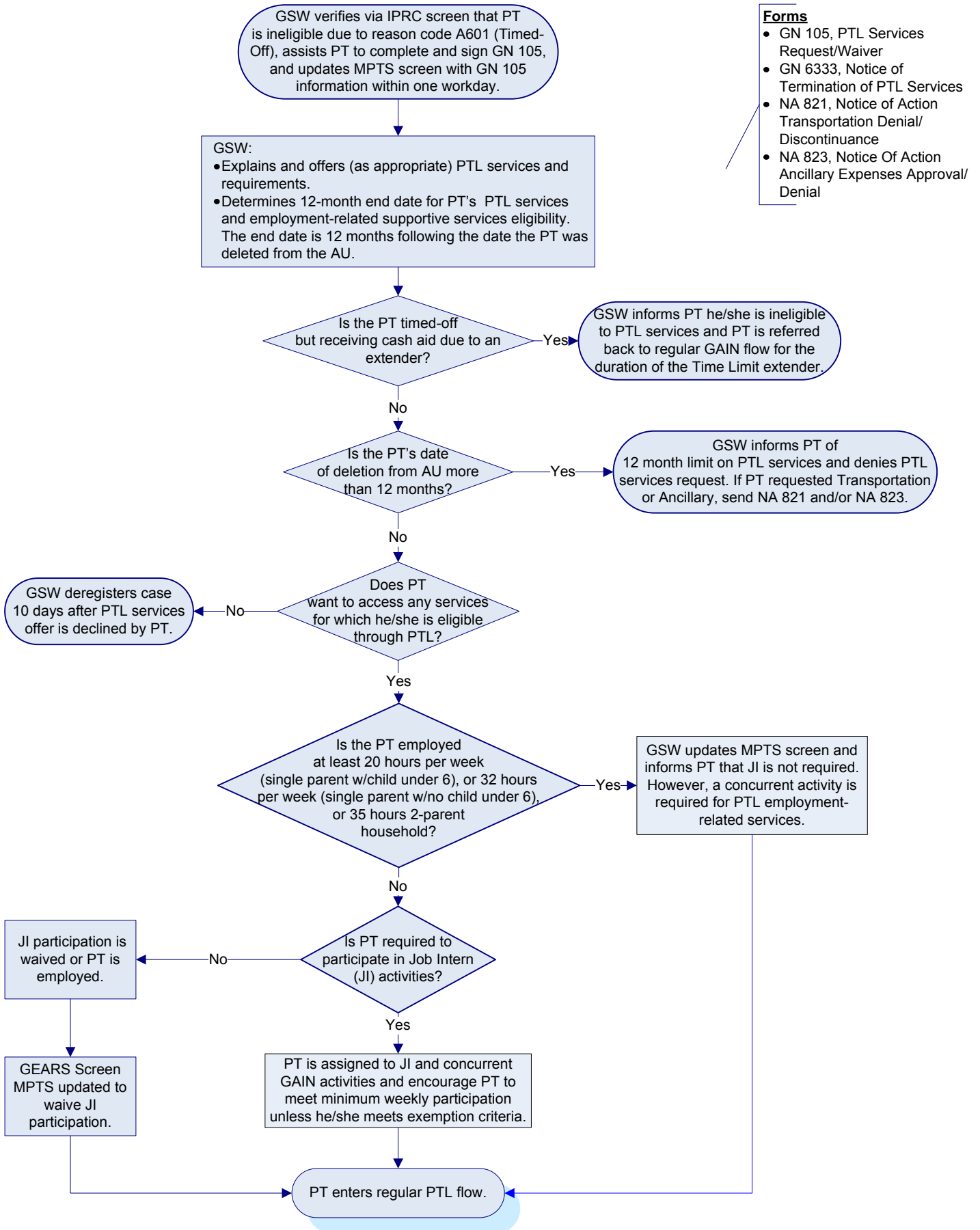
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2113.21 Post-Time Limit Services Procedural Decision Chart



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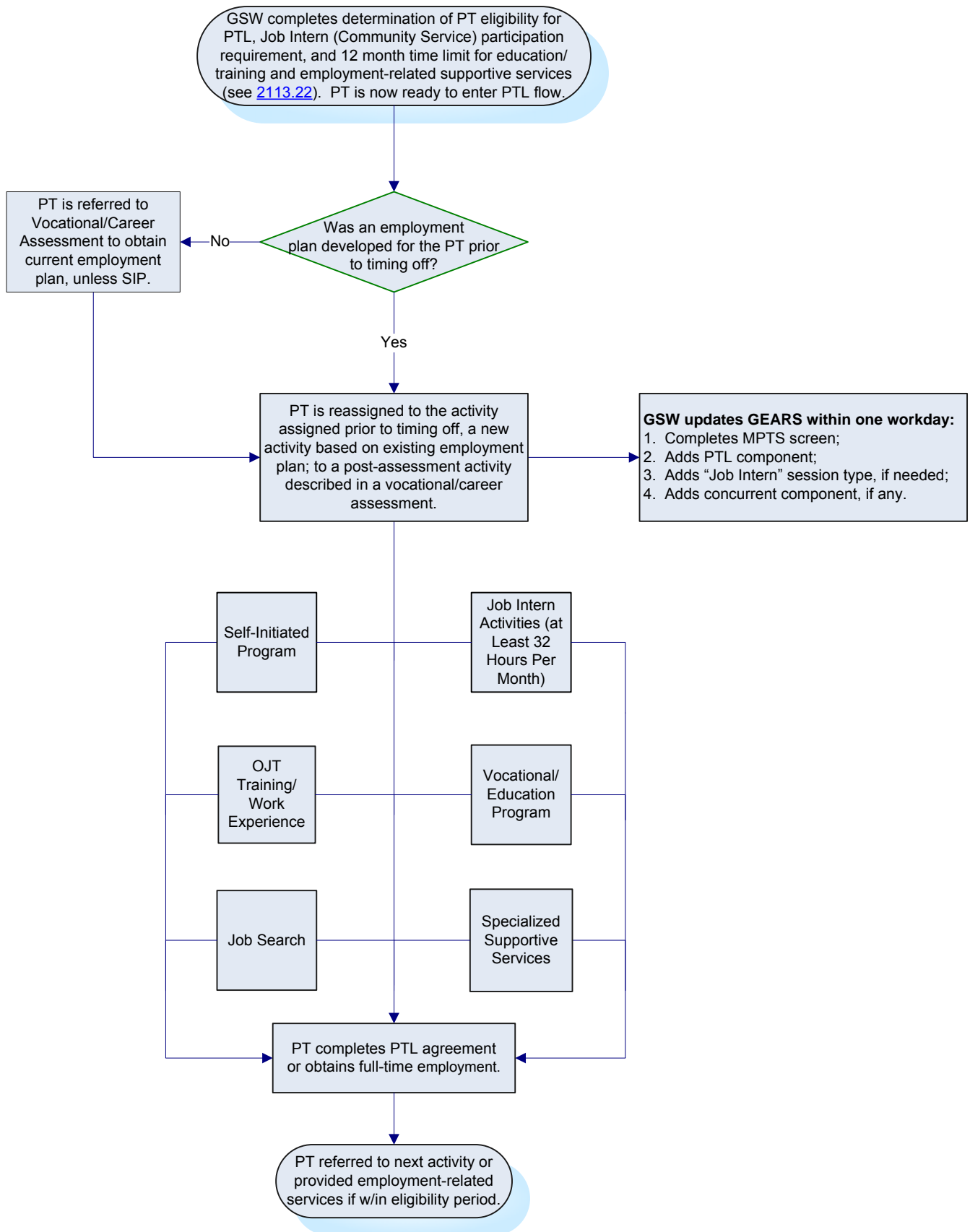
2113.22 Post-Time Limit Services/Activities Decision Chart – Part I



- Forms**
- GN 105, PTL Services Request/Waiver
 - GN 6333, Notice of Termination of PTL Services
 - NA 821, Notice of Action Transportation Denial/Discontinuance
 - NA 823, Notice Of Action Ancillary Expenses Approval/Denial

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2113.23 Post-Time Limit Services/Activities Decision Chart – Part II

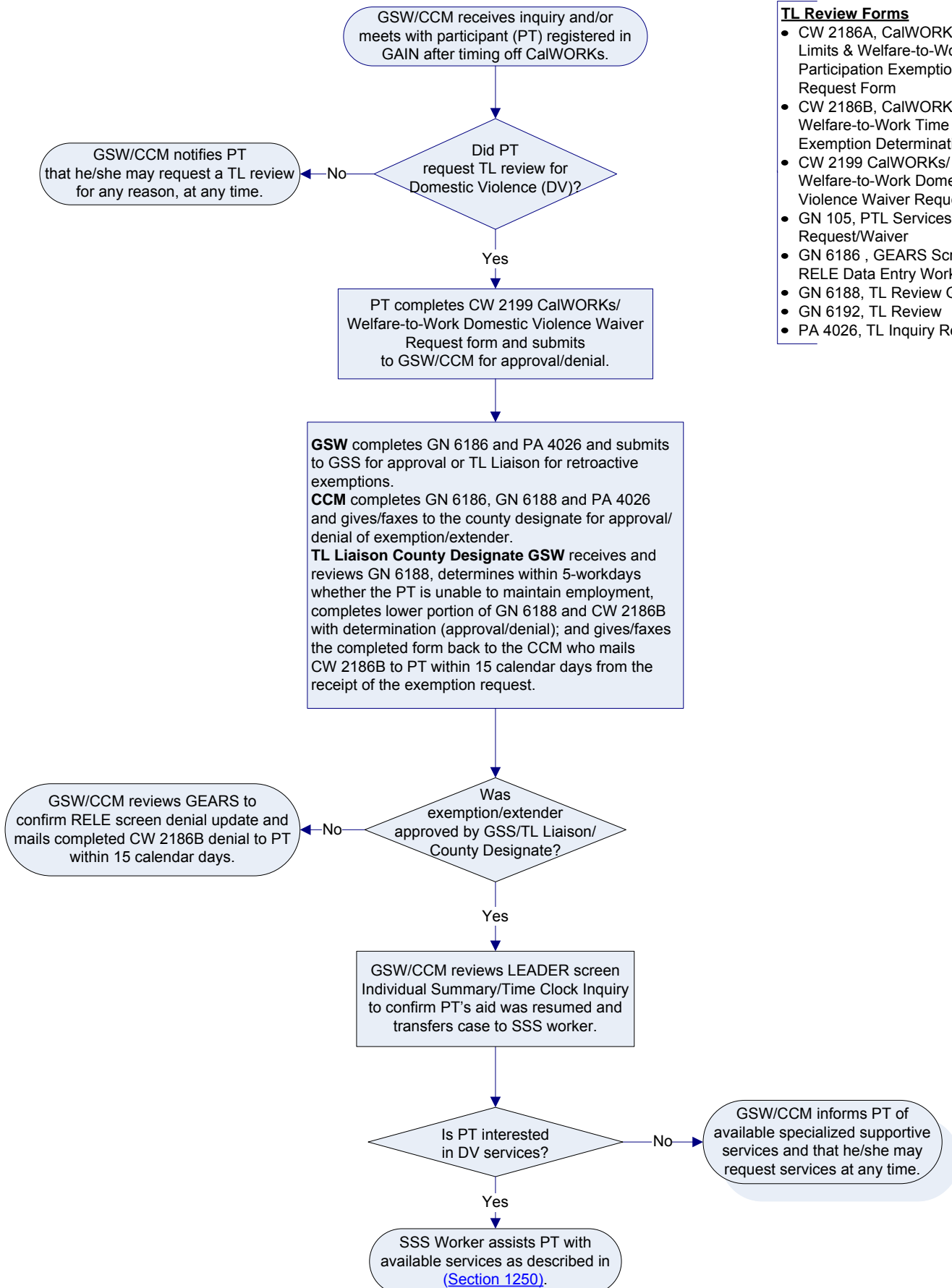


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2113.3 Domestic Violence Services for Timed-off Participants Decision Chart

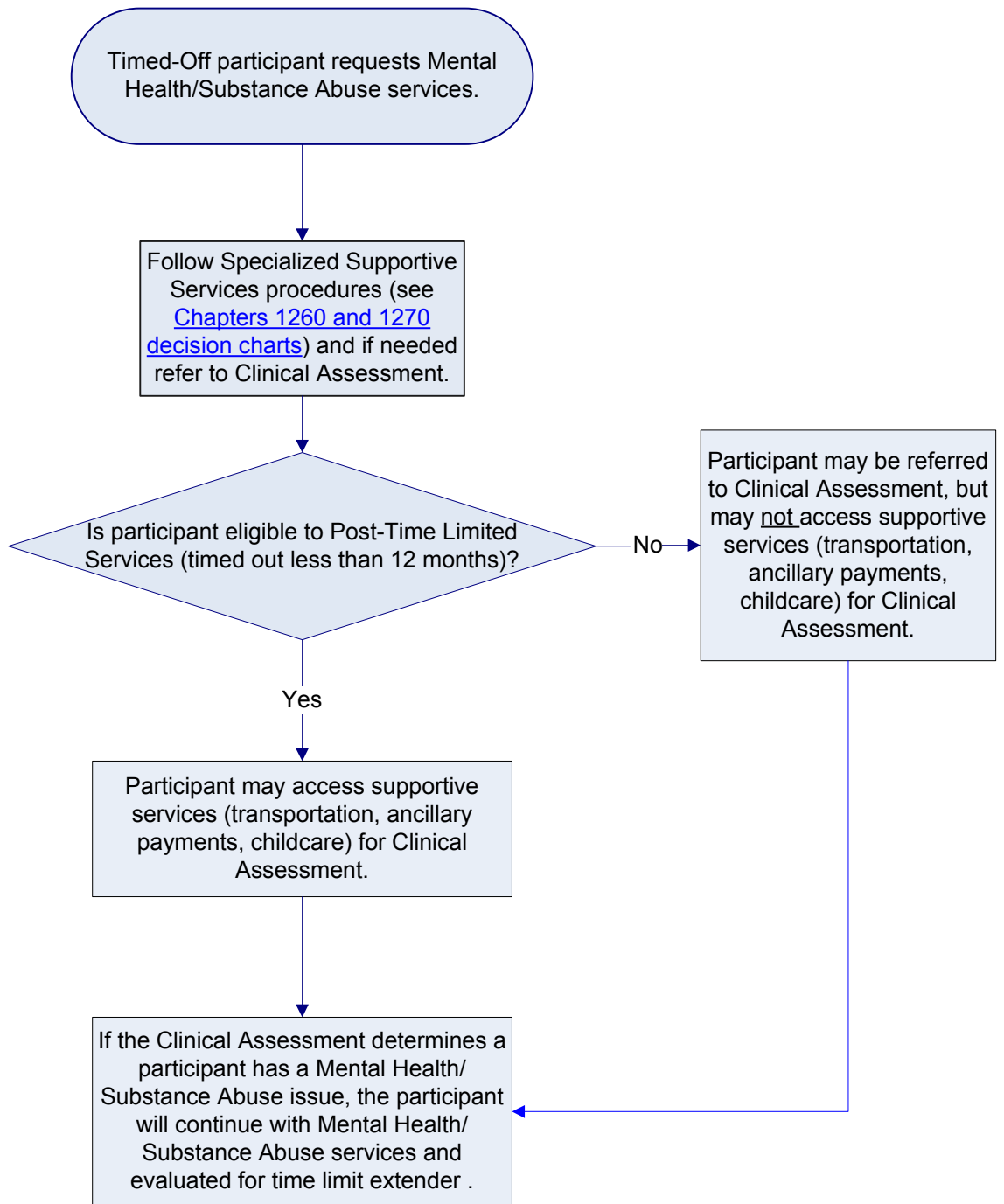
TL Review Forms

- CW 2186A, CalWORKs Time Limits & Welfare-to-Work Participation Exemption Request Form
- CW 2186B, CalWORKs & Welfare-to-Work Time Limit Exemption Determination
- CW 2199 CalWORKs/ Welfare-to-Work Domestic Violence Waiver Request
- GN 105, PTL Services Request/Waiver
- GN 6186 , GEARS Screen RELE Data Entry Worksheet
- GN 6188, TL Review Gram
- GN 6192, TL Review
- PA 4026, TL Inquiry Request



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2113.4 Mental Health/Substance Abuse Services for Timed-Off Participants Decision Chart



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2114.1 Exhibit I – Post-Time Limit (PTL) Employment Services, PTL Services and Post-Employment Services (PES) Eligibility Chart

ELIGIBILITY DETERMINANT	PTL Services		PES
	Employment-Related	Non-Employment Related	
What is it?	Services and WtW activities provided to assist an employed, timed-off participant to keep his/her job and improve earnings.	Services and WtW activities provided to assist an unemployed or employed timed-off participant in obtaining skills needed for self-sufficiency.	Services and WtW activities provided to assist an employed aided or unaided CalWORKs participant (due to case termination) keep his/her job and improve earnings.
Who is eligible for services?	A timed-off participant (less than 12 months) who is employed and has an open CalWORKs case for at least one aided child.	A timed-off participant (less than 12 months) who may or may not be employed and has an open CalWORKs case for at least one aided child.	1) An aided CalWORKs participant who is employed full-time. 2) A former CalWORKs participant (cash aid terminated less than 12 months) who is employed full-time.
What are the participation requirements?	Participation in any combination of work and WtW activities (meeting the federal Work Participation Requirements) for at least: <ul style="list-style-type: none"> • 20 hours per week (single parent with a child under age 6); or • 30 hours per week (single parent with no child under age 6); or • 35 hours per week combined in a 2-parent household. 	1) Participation in approved WtW activities (meeting the federal Work Participation Rate). 2) Participants are encouraged, but not required, to meet weekly WtW participation requirements of at least: <ul style="list-style-type: none"> • 20 hours per week (single with child under age 6); • 30 hours per week (single with no child under age 6); • 35 hours per week combined in a 2-parent household. 	CalWORKs aided and ineligible participants (due to case termination) are required to meet work full-time employment status of at least: <ul style="list-style-type: none"> • 32 hours per week (single parent household), or • 35 hours per week (each parent residing in a 2-parent household)
How long is the participant eligible for services?	1) An employed, timed-off participant is eligible for employment-related PTL services, such as transportation; and work-related ancillary payments, for up to 12 consecutive months , beginning on the date that the participant was deleted from the CalWORKs assistance unit due to time limits. 2) An employed, timed-off participant may be eligible for up to 24-months of Stage 2 Child Care.	1) An unemployed timed-off participant is eligible for WtW activities and supportive services (e.g., transportation and ancillary payments) for up to 12 consecutive months from the date that the participant is removed from the CalWORKs assistance unit. 2) A timed-off participant who is granted a time limit extender (i.e. MH/SA Unable to Maintain Employment extender) does not qualify for PTL services. The participant is referred to regular GAIN services. See section 2112.8.	1) An employed, aided CalWORKs participant who meets eligibility requirements may be eligible for PES (WtW activities) and supportive services as long as his/her CalWORKs case is approved. 2) An employed, former CalWORKs participant (ineligible due to case termination) who is employed full-time is eligible for up to 12 months of PES for concurrent activity only. Must be employed full-time within the 12 months of CalWORKs termination and engaged in a concurrent Specialized Supportive Service activity or an education/training activity at time of termination. 3) An employed, former participant may be eligible for up to 24-months of Stage 2 Child Care.