

**TO:** Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers

**FROM:** Rebecca Ruan-O'Shaughnessy  
Vice Chancellor, Educational Services & Support

**RE:** UPDATED December 2020: Emergency Guidance for California Work Opportunity and Responsibility to Kids (CalWORKs)

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In response to the COVID-19 pandemic, the Governor's Office and the California Department of Social Services (CDSS) have issued a series of guidance memos that lift requirements and provide flexibility for students participating in the California Work Opportunity and Responsibility to Kids (CalWORKs) program. The content of this memo provides guidance for college CalWORKs programs, including clarification on the payment of CalWORKs Work Study.

#### **Guidance on CalWORKs Clock Suspension**

The [Governor's Executive Order N-75-20](#) issued August 24, 2020 states that any month or partial month, through June 30, 2021 or the termination of the State of Emergency, whichever is sooner, shall not be counted for purposes of the state mandated 48-month time limit for the CalWORKs program. However, Federal time limits remain in effect for TANF funds. Colleges should work with their local Department of Social Services Offices to ensure that the impact of these time limit waivers to ongoing eligibility is clearly presented to students.

#### **Guidance on Child Care Funding**

Per the updated [October 2, 2020 All County Welfare Directors Letter \(ACWDL\)](#) issued by CDSS, counties are notified of the following guidance and waivers:

- Child care providers serving families utilizing CalWORKs Stage One Child Care must be reimbursed for the maximum authorized hours of care, regardless of attendance, from July 1, 2020 through June 30, 2021.
- Family fees for former CalWORKs recipients receiving Stage One Child Care are waived through August 31, 2020. From September 1, 2020 to June 30, 2021, family fees for former CalWORKs recipients receiving Stage One Child Care continue to be waived. This guidance does not apply to the Bridge Program.

- Signature requirements for CalWORKs, including requirements specific to CalWORKs Stage One Child Care in CDSS rules and guidance, have been waived for the duration of the statewide emergency declaration or until rescinded.
- Counties must reimburse for CalWORKs Stage One Child Care and the Bridge Program during the time school-age children participate in TK-12 distance learning and are attending their child care program or are being cared for by a child care provider during the typical school hours.

Colleges should share this communication with their program funded child-care providers.

### **Guidance on Work Study**

Per the updated [September 1, 2020 All County Welfare Directors Letter \(ACWDL\)](#) issued by CDSS, CalWORKs Work Study is approved and encouraged to continue in cases where work hours are reduced, worksites are closed or where students are otherwise unable to fulfill their work study obligation because of COVID-19. This guidance applies to all wages lost due to disruptions caused by COVID-19, including those lost prior to the issuance of this guidance. The flexibilities and program modifications in the CDSS notice are in effect as long as there is Governor's Declared State of Emergency related to the pandemic.

Districts/colleges may pay students the 75% share of the work study wages even if the employer is unwilling or unable to pay their 25% share. Current law does not permit districts/colleges to pay for the remaining 25% of the students work study wages from the CalWORKs program fund. Where colleges do not pay work study students directly, they should ensure that CalWORKs program funding reimbursed for work study payments will continue to be issued directly to the student, in compliance with the payment terms of the original work assignment. Where this is not possible due to the current crisis, colleges should transition to paying students directly.

As a reminder, CalWORKs program funds can only be used for the express purpose of supporting CalWORKs activities and expenditures.

If you have any questions, please contact Nicole Alexander at [nalexander@cccco.edu](mailto:nalexander@cccco.edu) or Mia Keeley at [mkeeley@cccco.edu](mailto:mkeeley@cccco.edu).

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