

CITY OF LOS ANGELES
CALIFORNIA

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INTERIM GENERAL MANAGER

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014



RICHARD J. RIORDAN
MAYOR

Date: **AUG 14** 2000
To: All Welfare-to-Work Contractors
From: *Janet H. Quinn for*
Ann Giagni, Director
Workforce Development Division
Subject: **Welfare-to-Work Directive No. 01-16**
REVISED WELFARE-TO-WORK APPLICATION/REGISTRATION FORM

The Welfare-to-Work (WtW) Application/Registration form has been revised as a result of the 1999 WtW Grant program amendments. The purpose of this directive is to introduce the new data elements of the form and to provide a copy of the revised form for immediate use.

The new eligibility criteria have been incorporated in the attached revised WtW Application/Registration form. For the time period July 1, 2000, through September 30, 2000, the JTA system will determine eligibility for both the new and the old eligibility criteria. Several of the new eligibility criteria will require further State clarification and will not be used until October 1, 2000. In the meantime, the State has advised us to circle "No" on those required fields. A "No" response will mean "Not Applicable." When the WtW regulations are issued, the State will provide additional guidance and revise the WtW Client Forms Handbook appropriately. The City will issue a directive on the new eligibility requirements once the amendments are finalized.

The following is a list of the changes made to the attached WtW Application/Registration form:

- 1. Box 19 (new) – Currently Receiving Temporary Assistance for Needy Families (TANF).**
Indicate whether the applicant is receiving TANF at the time of application. If the applicant is a noncustodial parent, the "No" box should be selected.
- 2. Box 23 (new) – TANF Exhausted-Otherwise Eligible.**
Indicate whether the applicant is no longer receiving TANF/CalWORKs assistance due to the federal 60-month lifetime limits on aid, but would otherwise be eligible for TANF assistance. If the applicant is a noncustodial parent, the answer should indicate whether the custodial parent or minor child has exhausted TANF/CalWORKs due to the lifetime limits.
- 3. Box 24 (two new items added) – Noncustodial Parent.**
New Item 4 is selected if the noncustodial parent's minor child received TANF/CalWORKs assistance in the 12-month period before the date of eligibility determination, but no longer receives assistance.

New Item 5 is selected if the noncustodial parent's minor child is eligible for, or is receiving assistance under, the Food Stamp Program, the Supplemental Security Income Program, Medicaid, or the Children's Health Insurance Program.

Items 4 and 5 in Box 24 should not be selected until October 1, 2000.

4. Box 25 (new) – Noncustodial Parent Status.

Under the new eligibility requirements, the noncustodial parent must meet one of the following criteria: unemployed, underemployed, or having difficulty in paying child support. For purposes of clarification, the State further defines these terms:

Unemployed: An individual who is without a job and who wants and is available for work.

Underemployed: An individual who is not working full time (40 hours a week)

Having Difficulty Paying Child Support: An individual who has missed one or more or a part of a child support payment in the last twelve months.

5. Box 40 (new) – Custodial Parent Below Poverty Level.

This item is a new 30 percent provision. If a custodial parent has an income below the poverty line, he or she may be served under the 30 percent provision. The DOL expects that the definition of income will be the same as the WIA income definition. As more information is available, the City will issue guidance.

This item will not be used until October 1, 2000. For all registrations/applications prior to October 1, 2000, circle "No" to indicate "Not Applicable".

6. Box 41 (new) – TANF with LWIB Defined Barriers Self-Sufficiency.

This is also a new 30 percent provision that allows the LWIB (Local Workforce Investment Board) to define barriers to self-sufficiency for individuals currently receiving TANF/CalWORKs assistance. As more information is available, the City will issue guidance.

This item will not be used until October 1, 2000. For all registrations/applications prior to October 1, 2000, circle "No" to indicate "Not Applicable".

7. Box 42 (new) – Former Foster Care Youth.

An additional new 30 percent provision is the former foster care youth. This client group is youth aged 18 to 24 who before attaining 18 years of age were recipients of foster care.

Unless being used as a qualifier under the old eligibility requirements, this item should be circled "No" for all registrations/applications prior to October 1, 2000.

8. Box 45 (two new items added) – Eligibility.

Added "C" (Amended 70 percent provisions) and "D" (Amended 30 percent provisions) to this field. The JTA system will calculate the new 70 ("C") and 30 ("D") percent eligibility provisions and indicates whether an individual is eligible under these categories.

These two new items will not be used until October 1, 2000. For all registrations/applications prior to October 1, 2000, circle either "A" or "B".

REQUIRED AGENCY ACTION

1. Applications/Registrations not currently submitted to the City:
 - Effectively immediately, the new form should be used.
2. Applications/Registrations previously submitted to MIS on old forms that have not yet been entered in the JTA system:
 - Your analyst will inform you if you have any forms not yet entered and will ask you to pick them up.
 - To facilitate data entry for City MIS staff, please transfer data from the old forms to the new form.
 - Submit new form along with the old form that has the original participant signature.

If you have any questions regarding this directive, please contact your MIS Analyst, Stella Larracas, at (213) 485-3033.

AG:DN:VV:MB:SL

Attachment

CC: WtW Operations

M:/new wtw reg form.doc
08/10/00

