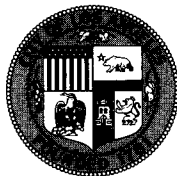


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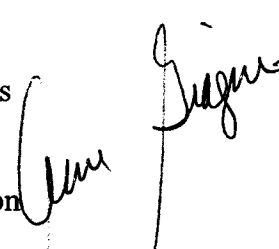
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Date: December 14, 2000

To: All Welfare-to-Work Contractors

From: Ann Giagni, Director  
Workforce Development Division 

Subject: **Welfare-to-Work Directive No. 01-32**  
**RECLASSIFICATION OF ELIGIBILITY STATUS FROM 30% TO 70%  
CATEGORY**

The purpose of this directive is to provide guidance to Welfare-to-Work (WtW) contractors on how to update records in order to accurately report participants served under the 30% and 70% eligibility provisions as outlined in the recently amended eligibility provisions. As you may be aware, the WtW program mandates the expenditure of not less than 70% of the funds for the benefit of General Eligibles (formerly referred to as the "hardest-to-employ individuals"). To meet this requirement, we ask all WtW agencies to conduct an ongoing eligibility review of 30% participant files to determine if a reclassification to the 70% provision is possible.

The following categories require reclassification to the 70% provision:

- Eligibility Status Change Using Old Criteria - The participant was deemed eligible under 30% provisions at the time of their initial enrollment, but is now eligible under 70% provisions.
- Incorrect 30% Provision Determination - The participant was initially determined to be eligible for 30% provisions due to a lack of acceptable documentation to support 70% eligibility. However, it was later documented that the participant met old 70% provisions when first enrolled.
- Old 30% Meets New 70% Provision - As a result of the changes in eligibility criteria under the new amendments, the participant was enrolled prior to October 1, 2000 under the *old 30% provision*, but is eligible under the new 70% provision.

Specific instructions are detailed below.



### **Eligibility Status Change Using Old Eligibility Criteria:**

This transfer procedure applies to those participants who have verified documentation that they now meet two of the three barriers to employment under the old 70% eligibility provisions and now have received CalWORKs/TANF for 30 months or more.

1. Complete a Termination form, using the termination code "16" (Transfer Eligibility from 30% - 70% within Same Grant) in Field 04. The termination date shall be the same as the new enrollment date (see #3 below).
2. Make a copy of the original Application/Registration form and report the change of eligibility to "A" (70% Provision) in Field 45. If appropriate, change Field 21 to indicate the participant has received TANF assistance for more than 30 months as of the new enrollment date. The interviewer and reviewer must both sign and date the updated form.
3. Complete a new Enrollment form, using the enrollment code "3" (Concurrent/Transfer Enrollment) in Field 06. Change the Program type to "1" (70% Formula Program) in Field 07. A new case number will be assigned to the participant. The enrollment should be dated the *date the new eligibility was effective*.
4. Submit copies of all Monthly Activity Records on and after the date of transfer. They should be updated to reflect the change in eligibility from the 30% to the 70% provision (i.e. Program Type shall be changed to 70%).
5. Complete a new Employment Record to track the participant's employment under the 70% provision. If there were other Employment Records on or after the date of transfer, submit updated copies reflecting the change in eligibility from the 30% to the 70% provision (i.e. Program Type shall be changed to 70%).
6. Expenditures attributable to these participants should be reported under the 70% category beginning with the month the participant was transferred.

### **Incorrect 30% Provision Determination:**

This transfer procedure applies to participants who were initially enrolled under the 30% provision for whom information on barriers was not available or the length of assistance was miscalculated. If your agency later determines and documents that the participant met the 70% provision at the time of their enrollment, the participant costs should be adjusted from the *date of initial enrollment*.

1. Make a copy of the original Application/Registration form and make appropriate changes to the eligibility fields concerned (including but not limited to: "TANF Assistance for 30 or More Months" in Field 21; "Substance Abuse" in Field 38; "Reading Grade" and/or "Math Grade" in Fields 26 and 27, respectively; or "Poor Work History" in Field 35). Change eligibility to "A" (70% Provision) in Field 45.
2. Make a copy of the original Enrollment form and change the Program Type to "1" (70% Formula Program) in Field 07.

