



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

**FROM:** Marty J. Alvarado,  
Executive Vice Chancellor, Educational Services & Support

**RE:** 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-29-20](#), issued March 17, 2020, suspends all state law that would require re-determination of benefits for CalWORKs students for 90 days. The Executive Order also states that any month or partial month, through June 17, 2020, shall not be counted for purposes of the state mandated 48-month time limit. Federal time limits remain in effect and colleges should work with their local Department of Public Social Services Offices to ensure students are clear on the impact of these time limit waivers to their ongoing eligibility.

**Guidance on Child Care Funding**

The recent passage of [Senate Bill \(SB\) 117](#) includes provisions to ensure the continuity of payments for state-subsidized childcare programs during the Coronavirus Disease or (COVID-19 or Novel Coronavirus) emergency. College Child Development Centers funded with CalWORKs Child Care funding may claim CalWORKs Child Care reimbursement for up to 30 days as stated in the March 19<sup>th</sup> CDSS [bulletin](#). Providers serving families utilizing CalWORKs Stages One, Two, and Three must be reimbursed using the most recent monthly attendance record or invoice. Providers who are closed due to COVID-19 and are not able to submit their monthly attendance record or invoice shall be reimbursed based on the total certified authorizations, either part-time or full-time. Colleges should share this communication with their program funded child care providers.

### **Guidance on Work Study**

Per the March 30<sup>th</sup> [notice](#) 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. CalWORKs students should continue to receive work study payments through June 30, 2020. This guidance applies to all wages lost due to disruptions caused by COVID-19, including those lost prior to the issuance of this guidance. 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.

If you have any questions, please contact Karen Baker at [kbaker@cccco.edu](mailto:kbaker@cccco.edu) or Mia Keeley at [mkeeley@cccco.edu](mailto:mkeeley@cccco.edu).

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