

I WANT YOU TO GET YOUR CALWORKS BENEFITS BACK

Date: _____
Case Name: _____
Case Number: _____
Worker Name: _____
Worker Number: _____
Phone: _____

Dear _____,

Hello, my name is _____ and I am your Employment Case Manager (ECM) with the Welfare-to-Work Program (WTW). I recently sent you a letter stating that I have been informed that you are no longer receiving cash aid for yourself because you have been sanctioned. **Did you know that if you start to participate in the WTW Program now, you can get your cash aid and other benefits back?**

I can help you to overcome barriers, gain self-confidence, learn new skills, build your work history, and provide more income for your family.

To accomplish these goals, I can assist you with Transportation, Childcare, Work-Related Expenses, Educational Needs, and other personal needs that may prevent you from participating in the Welfare-to-Work Program.

Since I did not hear back from you, I am scheduling an appointment to visit you at your home on the date and time indicated below:

DATE OF HOME VISIT: _____

TIME: BETWEEN _____ **AND** _____

NOTE: If you wish to re-schedule the home visit or change locations call me at _____ no later than the day before the scheduled home visit date. I can also arrange for an office visit if that would be more convenient for you. I look forward to assisting you!

