



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
GOVERNOR

September 15, 2015

ALL COUNTY INFORMATION NOTICE I-78-15

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS
ALL CALWORKs PROGRAM SPECIALISTS
ALL COUNTY CONSORTIA PROJECT MANAGERS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs) PROGRAM: REVISED POLICY INTERPRETATION (PI) REQUEST FORM AND PROCEDURES TO REQUEST ELIGIBILITY PIs

REFERENCES: [ALL COUNTY INFORMATION NOTICE \(ACIN\) I-81-11](#)

This letter is being issued to provide instructions for County Welfare Departments (CWDs) and other entities when requesting PIs for the CalWORKs program and to provide a revised form to use when requesting PIs. The updated PI request form now includes a box for the CalWORKs Eligibility Bureau (CEB) to enter a PI number so that final PIs may be referenced more easily. The revised form also contains the following disclaimer language at the bottom of the page: *The policy expressed in this response is based on the unique set of facts presented and should not be presumed to apply to all other situations.*

This process and form does not apply to PI requests for welfare-to-work issues; instructions for those requests were issued under ACIN I-66-15, dated August 3, 2015.

Effective immediately, County CalWORKs program managers or specialists should use the new Request for Regulation Interpretation form (CW 2202W) to send a request for a PI to the CEB. The completed CW 2202W should be forwarded to the CEB PI mailbox at: calworkscountypirequest@dss.ca.gov for response. You will receive an email acknowledgment of your request within 24 hours of receipt, which will include the PI number and the analyst assigned to answer your question.

Question Format

To assist us in responding to your inquiries, the following guidelines must be used in completing the CW 2202W:

- Complete the requestor's name, list the county/organization, provide the phone number and email address of the requestor, give the subject of the request, and specify the pertinent regulation cites(s) and cite references (ACLs, ACINs, etc.). Include the date of the request and include the date by which you must have a response.
- State the question(s) clearly and completely and include the scenario, if needed, for clarity. Include as many relevant details as possible, as responses will be based on the information provided. No assumptions will be made in responding to policy questions. Requests without sufficient information will be returned for further completion and follow-up.
- Provide your proposed answer and information supporting your conclusion, including pertinent regulation cites or other reference materials, such as prior questions and answers and ACLs/ACINs. Please indicate if you have consulted with other CDSS staff.
- Please refrain from using "county-use" acronyms or other abbreviations (e.g., EOM, or 01 or 02 to denote family members) in the question.
- In your email request, please indicate the reason for the question, e.g., an eligibility determination, training, a state hearing decision, or proposed automation system change. This will help us to prioritize your request.

All fields in the form should be completed in order for the CalWORKs Eligibility Bureau staff to process the request. Following these guidelines will help facilitate a timely response to questions. If a response cannot be provided in ten business days, the assigned analyst will contact you with a status of the response.

As a reminder, PI responses are based on the unique set of facts presented and should only be used for the particular case in question. Policies expressed in the response should not be used as county or state policy for any other case.

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To receive an electronic version of the CW 2202W form or if you have any questions regarding this letter, please contact the CalWORKs Eligibility Bureau Main Line at (916) 654-1322. You may also obtain this form from the CDSS webpage at: http://www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm.

Sincerely,

Original Document Signed By:

KAREN DICKERSON, Chief
CalWORKs Employment and Eligibility Branch

Attachment

CalWORKs PROGRAM REQUEST FOR POLICY INTERPRETATION

PI #

INSTRUCTIONS: Complete items 1 -10 of the form. Use a separate form for each policy interpretation request. Retain a copy of the CW 2202W for your records and submit via email to calworkscountypirequest@dss.ca.gov.

1. REQUESTOR NAME:	5. COUNTY:
2. PHONE NO: EMAIL:	6. SUBJECT:
3. REGULATION CITE(S):	7. REFERENCES: (ACLs/ACINs, COURT CASES etc.)
4. DATE OF REQUEST:	8. DATE RESPONSE NEEDED:

9. QUESTION: (INCLUDE SCENARIO IF NEEDED FOR CLARITY):

10. REQUESTOR'S PROPOSED ANSWER:

11. STATE POLICY RESPONSE:

ANALYST:	APPROVING MANAGER:
DATE:	DATE:

The policy expressed in this response is based on the unique set of facts presented and should not be presumed to apply to all other situations.

DATE RESPONSE RELEASED: _____