



CDSS

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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGEN
DEPARTMENT OF SOCIAL SERVICE

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ARNOLD SCHWARZENEGGER
GOVERNOR

September 23, 2009

ALL COUNTY INFORMATION NOTICE NO. I-64-09

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 FOOD STAMP COORDINATORS
 ALL COUNTY REFUGEE PROGRAM COORDINATORS
 ALL COUNTY WELFARE TO WORK COORDINATORS
 ALL COUNTY WELFARE FRAUD CHIEF INVESTIGATORS
 ALL CONSORTIUM PROJECT MANAGERS
 ALL QUALITY CONTROL PROGRAM COORDINATORS
 ALL COUNTY CHILD CARE PROGRAM COORDINATORS
 ALL CAL-LEARN COORDINATORS
 ALL CAL-LEARN CASE MANAGEMENT AGENCIES

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
 KIDS (CalWORKs)/FOOD STAMPS: REVISED ELIGIBILITY/
 STATUS REPORT INSTRUCTIONS QR 7A (8/09)

REFERENCE: All County Information Notice NO. I-03-09

The purpose of this notice is to transmit a copy of the revised instructions for the Eligibility/Status Report QR 7A (8/09) form. The California Department of Social Services (CDSS) revised the QR 7 and QR 7A forms based on feedback and recommendations from the California Welfare Directors' Association (CWDA) CalWORKs County Advisory Team, CWDA Food Stamp Review and Advisory Team, advocates, and CDSS staff.

The changes to the QR 7 in 2008 necessitated revisions to the QR 7A (4/03) form. The revised QR 7A form explains the process of completing the revised QR 7 with wording that is easy to understand and follow. The revised QR 7A, in conjunction with the revised QR 7, increases the effectiveness and efficiency of the quarterly reporting process.

Summary of Changes

In general the changes to the QR 7A match the sequence of the numbering and the changes in the wording of the revised QR 7 (12/08).

Forms Implementation

Counties must begin using the revised QR 7 (12/08) and the QR 7A (8/09) simultaneously, as the information is now consistent between the two forms.

Translations and Camera-Ready Copies

The QR 7A (8/09) form will be translated into Spanish as soon as possible by CDSS. The CDSS Language Services Bureau will provide the counties with an electronic or hard copy language translation update on a monthly basis.

When each translation is completed per MPP 21-115.2 and the settlement in Be Vu et al v. Mitchell and Bolton lawsuit, it will be posted on an ongoing basis on our web site. Copies of the translated forms and publications can be obtained at www.dss.cahwnet.gov/cdssweb/FormsandPu_274.htm. For questions on translated materials, please contact Language Services at (916) 651-8876.

Your county forms coordinator should distribute the translated forms to each program and location. Each county shall provide bilingual/interpretive services and written translations to non-English, limited English speaking, or individuals with disabilities as required by the Dymally Alatorre Bilingual Services Act (Government Code Section 7290 et seq.), and by state regulations on Civil Rights Nondiscrimination at MPP Section 21-115 et seq.

For a camera-ready copy of the English and Spanish versions of the QR 7A (8/09) form, please contact the Forms Management Unit at the following email address FMU@dss.ca.gov. You may also obtain copies of these forms directly from the CDSS web page at www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm.

Program Contacts

If you have any questions or need further information regarding the revised QR 7A form on program related issues, please contact the following staff regarding the specific program areas:

- **CalWORKs:** You may contact your county consultant directly or call (916) 654-1332.

- **Food Stamp Program:** You may contact Alicia Thomason at (916) 657-2630, or by email at Alicia.Thomason@dss.ca.gov.

Sincerely,

Original Document Signed By:

KÄREN DICKERSON, Chief
Employment and Eligibility Branch

Attachment