



CDSS

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**DEPARTMENT OF SOCIAL SERVICES**

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GOVERNOR

September 2, 2010

ALL COUNTY INFORMATION NOTICE NO. I-35-10

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CALWORKs PROGRAM COORDINATORS  
ALL COUNTY CONSORTIUM PROJECT MANAGERS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY  
TO KIDS PROGRAM: NEW PROCEDURES TO REQUEST  
ELIGIBILITY POLICY INTERPRETATIONS

REFERENCE: ALL COUNTY INFORMATION NOTICE (ACIN) NO. I-96-08

This letter is being issued to provide information on the new procedure to be used in the request and development of eligibility policy interpretations for the California Work Opportunity and Responsibility to Kids (CalWORKs) program. This new procedure is the first stage in the long-term process to automate the eligibility policy interpretations for the CalWORKs program, similar to the process established for the Food Stamp Program, as delineated in ACIN I-96-08. This process does not apply to policy interpretation requests for welfare to work issues; those requests will follow current procedures.

Effective immediately, under this new process, eligibility policy interpretation requests will be submitted via the County Welfare Directors Association (CWDA) CalWORKs Advisory Team (CAT) for policies having statewide policy implications. The following protocols to request policy clarification will be used to standardize the process, and are similar to the current process used by individual counties. Attached is a Request for Regulation Interpretation form (CW 2202), which is the form to be used for submission of a policy question to the California Department of Social Services (CDSS).

**For Counties Requesting Policy Interpretations**

Questions from counties shall be submitted directly to the CWDA CAT through the CalWORKs Program Specialist in your county. Questions shall be sent to the CWDA CAT Policy Interpretation Committee members via email:

REASON FOR THIS TRANSMITTAL

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

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[karogers@riversidedpss.org](mailto:karogers@riversidedpss.org) and  
[vdavison@co.humboldt.ca.us](mailto:vdavison@co.humboldt.ca.us)

The CWDA CAT will then determine if the Policy Interpretation (PI) has statewide implications. If the CWDA CAT determines that the question does impact policy statewide, the question will be forwarded to the CDSS PI mailbox at: [calworkscountypirequest@dss.ca.gov](mailto:calworkscountypirequest@dss.ca.gov) for clarification and response. The questions and policy clarifications will be included in a Quarterly Question and Answer (Q & A) ACIN. If the question does not have statewide applicability, the CWDA CAT will respond directly back to the county. Counties may still request a state review of the question forwarded to the CWDA CAT.

### **For Organizations Other Than Counties Requesting Policy Interpretations**

Questions from automation systems consortia or Administrative Law Judges may be submitted directly to CDSS staff via the CW 2202 to the CDSS PI mailbox at: [calworkscountypirequest@dss.ca.gov](mailto:calworkscountypirequest@dss.ca.gov). CDSS staff will respond directly to the requestor and will determine if the question will become part of a Q & A ACIN. If state staff determines that a question should be part of the ACIN, the question will be shared with the CWDA CAT before finalizing for incorporation into the ACIN. A separate process is already available for policy interpretations identified by welfare advocates.

### **Question Format**

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

- Complete the requestor's name, list the county/organization, provide the phone number of the requestor, give the subject of the request, specify the pertinent regulation cites(s) and cite references (ACLs, ACINs, etc.), and give the date of the request.
- State the question and include a scenario if needed for clarity. No assumptions are made in responding to policy questions.
- Provide your proposed answer and information supporting your conclusion, including pertinent regulation cites or other reference materials, such as prior Q & As and ACLs/ACINs, if they differ from those already provided.

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For a camera-ready copy of the CW 2202, contact the Forms Management Unit at (916) 657-1907. If your office has internet access, you may obtain the CW 2202 from the CDSS web page at: [http://www.dss.cahw.net.gov/cdssweb/FormsandPU\\_271.htm](http://www.dss.cahw.net.gov/cdssweb/FormsandPU_271.htm).

If you have questions regarding this letter, please contact your CalWORKs county consultant or call the CalWORKs Eligibility Bureau at (916) 654-1322.

Sincerely,

***Original Document Signed By:***

KÄREN DICKERSON, Chief  
Employment and Eligibility Branch

Attachment