

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



January 31, 2003

ALL COUNTY INFORMATION NOTICE NO. I-06-03

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CalWORKs PROGRAM SPECIALISTS

SUBJECT: CalWORKs ELIGIBILITY BUREAU (CEB) ANALYST ASSIGNMENT

This is to inform you that the CEB has made some staffing and assignment changes. An updated listing of the analyst assignment is attached for your reference.

If you have any questions regarding a particular assignment area, please contact the individual analyst at the telephone number on your updated listing. We recognize that many counties have a designated CalWORKs Program contact and we encourage you to make your inquiries through that contact person. If a written response is necessary, please state your inquiries in writing. We appreciate your help in this regard and will make every effort to respond to your needs.

Sincerely,  
**Original signed by**  
**Charr Lee Metsker on 1/31/03**  
CHARR LEE METSKER, Chief  
Employment and Eligibility Branch

Attachment

c: CWDA  
CSAC**REASON FOR THIS TRANSMITTAL**

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

**CalWORKs Eligibility Bureau - Analyst Assignments  
Effective January 2003**

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ALL NUMBERS ARE WITHIN THE 916 AREA CODE

19-000 to 19-008	Confidentiality	Vince Toolan	654-1808
22-071 to 22-072	Adequate and Timely Notice	Shawn Bradley	653-8675
40-034	Drug/Fleeing Felons	Paulette Stokes	654-3386
40-100 to 40-117	Reception	Cheryl Almquist	653-9546
40-105.3	Statewide Fingerprinting Image System (SFIS)	Vince Toolan	654-1808
40-105.4	Immunizations	Cheryl Almquist	653-9546
40-105.5	School Attendance	Ruth Van Den Berg	654-1786
40-107.14	Time-on-aid Informing	Charissa Miguelino	657-3665
40-118	Filing Unit	Jackie Shelley	654-1061
40-119 to 40-128	Application Process	Cheryl Almquist	653-9546
40-129	Immediate Need	Cheryl Almquist	653-9546
40-131	Interview Requirements	Beverly Thomas	654-6127
40-157 to 40-159	Principles and Methods of Determining Eligibility	Cheryl Almquist	653-9546
40-161	Home Visit	Beverly Thomas	654-6127
40-171	Action on Applications	Cheryl Almquist	653-9546
40-173	Notifying Applicants and Recipients	Shawn Bradley	653-8675
40-181	CW 7/Monthly Reporting	Eden Eulingborough	653-4992
40-181.2	Redeterminations	Eden Eulingborough	653-4992
40-183 to 40-197	Inter-county / Intra-program Transfers	Paulette Stokes	654-3386
41-400 to 41-441	Deprivation and Unemployment	Beverly Thomas	654-6127
41-450	Continued Absence of Parent	Beverly Thomas	654-6127
42-100	Age	Ruth Van Den Berg	654-1786
42-200	Property Definitions	Rosie Avena	654-1514
42-221	Transfer of Property	Rosie Avena	654-1514
42-301. and .302	60-Month Time Limit	Charissa Miguelino	657-3665
42-400 to 42-424	Residence	Rosie Avena	654-1514
42-430 to 42-435	Citizenship and Alienage	David Willey	654-3062
43-100 to 43-117	Responsible Relative	Ruth Van Den Berg	654-1786
43-119	Sponsored Aliens	David Willey	654-3062
43-200	Child Support	Ruth Van Den Berg	654-1786
44-100 to 44-133 and			
44-133.7 and.8	Income	Terry Mallin	653-8395
44-133.5 and .6	Family Composition	Shawn Bradley	653-8675
44-205 and 44-206	Establishing the Assistance Unit	Shawn Bradley	653-8675

**CalWORKs Eligibility Bureau - Analyst Assignments  
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44-207	Income Eligibility (Financial Eligibility)	Eden Eulingborough	653-4992
44-211	Special Needs	Rosie Avena	654-1514
44-211.5	Homeless Assistance	Rosie Avena	654-1514
44-212	MBSAC Definitions	Eden Eulingborough	653-4992
44-300 to 44-306	Aid Payments (schedules, payee, delivery)	Eden Eulingborough	653-4992
44-307	Voucher/Vendor Payments	Paulette Stokes	654-3386
44-309 to 44-311	Protective Payments and COLA	Eden Eulingborough	653-4992
44-313	Budgeting	Eden Eulingborough	653-4992
44-314	Maximum Family Grant (MFG)	Cheryl Almquist	653-9546
44-315	Grant Structure, MBSAC/MAP	Eden Eulingborough	653-4992
44-316	Reporting Changes	Eden Eulingborough	653-4992
44-317 to 44-318	Beginning Date of Aid	Cheryl Almquist	653-9546
44-319 to 44-327	Initial Payments, payment changes	Eden Eulingborough	653-4992
44-340	Underpayments	Eden Eulingborough	653-4992
44-350 to 44-355	Overpayments,	Eden Eulingborough	653-4992
44-400 to 44-403	RISP	Eden Eulingborough	653-4992
50-000	Court Cases	Vince Toolan	654-1808
81-215	Diversion	Beverly Thomas	654-6127
82-500	Child Support	Ruth Van Den Berg	654-1786
82-610	Potentially Available Income	Terry Mallin	653-8395
82-612 to 82-614	Unemployment Benefits	Terry Mallin	653-8395
82-808	Caretaker Relatives	Jackie Shelley	654-1061
82-812	Temporary Absence	Jackie Shelley	654-1061
82-820 to 82-832	Assistance Unit	Jackie Shelley	654-1061
89-110	Exempt/Nonexempt MAP	Eden Eulingborough	653-4992
89-130	Restricted Accounts and Individual Development Accounts	Rosie Avena	654-1514
89-201.1 and .4	Minor Parent Requirement	Shawn Bradley	653-8675
89-201.5 and .6	Minor Parent (income)	Terry Mallin	653-8395

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Needy Family Definition	Paulette Stokes	654-3386
Two - Parent Program	Beverly Thomas	654-6127
Quarterly Reporting	Cora Myers	654-2236
	Eden Eulingborough	653-4992
Forms and Notice of Action Coordinator	Shawn Bradley	653-8675
Legislative Coordinator	Jackie Shelley	654-1061
Litigation Coordinator	Vince Toolan	654-1808
Records Retention Coordinator	Jackie Shelley	654-1061

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CAT Liaison	Ruth Van Den Berg	654-1786
County Plan Review Liasion (CalWORKs Eligibility )	Paulette Stokes	654-3386
EBT Liaison (CalWORKs Eligibility Interface only)	Eden Eulingborough	653-4992
Public Records Act Request Coordinator	David Willey	654-3062
TANF State Plan Liaison	Ruth Van Den Berg	654-1786
TANF Reauthorization Coordinator	Paulette Stokes	654-3386
Tribal TANF Liaison	Terry Mallin	653-8395
60-Month Time Limit Tracking/WDTIP Liaison	Charissa Miguelino	657-3665
	Cheryl Almquist	653-9546
60-Month Time Limit Safety Net	Paulette Stokes	654-3386
Family Reunification/Kin Gap Liaison	Ruth Van Den Berg	654-1786
Medi-Cal Liaison	Rosie Avena	654-1514