

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



March 1, 2006

ALL COUNTY INFORMATION NOTICE NO. I-15-06

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CalWORKs PROGRAM SPECIALISTS  
ALL CAL-LEARN COORDINATORS  
ALL CAL-LEARN CASE MANAGEMENT AGENCIES  
ALL CONSORTIA MANAGERS

**REASON FOR THIS TRANSMITTAL**

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

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS PROGRAM (CalWORKs) ELIGIBILITY BUREAU ANALYST ASSIGNMENTS AND POLICY INTERPRETATION REQUEST GUIDELINES

The notice is to update you about the recent changes in staff and work assignments within the CalWORKs Eligibility Bureau (CEB). In addition, the Policy Interpretations Request guidelines and form are included for your information. Tribal TANF assignment changes will be issued under separate cover.

**REQUESTING POLICY INTERPRETATIONS**

To assist us in facilitating and expediting our responses to your inquiries, all counties must follow the guidelines below.

- Submit questions through your CalWORKs Program Specialist via e-mail (using the attached format) directly to your county consultant, with a cc to the appropriate unit manager. This will allow the managers to assess and maintain the workload flow. If you would like an electronic version of this format, please contact Ms. Kinaya Foster at [kinaya.foster@dss.ca.gov](mailto:kinaya.foster@dss.ca.gov). If the county does not have e-mail access, please FAX your questions to (916) 654-1401.
- Indicate the reason for the question e.g., training, a State hearing decision, an eligibility determination, or proposed automation system change. Please do not submit hypothetical questions.
- Include the date by which you must have a response.
- Cite the specific regulation(s) that pertain to your question and any additional references you have checked such as All County Information Notices (ACINs), All County Letters (ACLs), etc.
- Include all relevant details, as we will respond to questions based on the information provided. No assumptions are made in responding to your questions. Questions without necessary background information will be returned for follow-up.

- State your question(s) clearly and completely. Provide your proposed answer and information supporting your conclusion. Also note if you have consulted with other analysts in the department.
- Refrain from using “county-use” acronyms or other abbreviations (e.g., EOM, or 01 or 02 to denote family members) in your question.

All fields in this required form must be completed in order for your county consultant to process the request. Following these guidelines will help reduce the number of calls between analyst and counties before an answer can be provided and help provide a timely response to county questions. If we are unable to respond within ten business days, you will be contacted pending a reply to your inquiry.

As a reminder, questions related to non-citizen status must be addressed to the United States Citizenship and Immigration Services (USCIS, formerly INS). Counties should continue to use the Systematic Alien Verification for Entitlement system and other appropriate contacts with the immigration authorities as the method to verify legal non-citizenship status. The CEB does not have the authority to determine the status of non-citizens and would defer to USCIS for any determination.

All technical questions pertaining to forms, notices, or notices of actions that do not involve CalWORKs policy issues, e.g., a proposed revision, status of translations, new version available, etc., should be addressed to Ms. Leydis Church at [leydis.church@dss.ca.gov](mailto:leydis.church@dss.ca.gov) and do not require the completion of the policy interpretation form. Mandated revisions to forms or notices will be discussed and reviewed by the County Welfare Director’s Association (CWDA) County Advisory Team and Notice of Action language will continue to be reviewed by the Turner Committee.

Sincerely,

KÄREN CAGLE, Chief  
Employment and Eligibility Branch

Attachments

c: CWDA  
CSAC

## CalWORKs COUNTY REQUEST FOR REGULATION INTERPRETATION

|  |                              |
|--|------------------------------|
| <b>Requestor Name:</b>   | <b>County:</b>               |
| <b>Phone Number/email address:</b>   | <b>Subject:</b>              |
| <b>Regulation Cite(s):</b>   | <b>References:</b>           |
| <b>Date of Request:</b>  | <b>Date Response Needed:</b> |
| <b>Reason for Question (e.g., Hearing, Homeless Assistance, Immediate Need, Automated System Change, Other):</b> |                              |

(Include ACL/ACIN, court cases, etc. in references)

**QUESTION:**

**PROPOSED ANSWER:**

## CALWORKS SECTION

**DENISE PETERSON, UNIT MANAGER; [denise.peterson@dss.ca.gov](mailto:denise.peterson@dss.ca.gov); (916) 654-1673**

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|---|---|---|---|
| Leydis Church<br><a href="mailto:leydis.church@dss.ca.gov">leydis.church@dss.ca.gov</a><br>(916) 654-2116 | Oscar Ramirez<br><a href="mailto:oscar.ramirez@dss.ca.gov">oscar.ramirez@dss.ca.gov</a><br>(916) 651-9464 | Dennis Ragasa<br><a href="mailto:dennis.ragasa@dss.ca.gov">dennis.ragasa@dss.ca.gov</a><br>(916) 654-1063 | Dorothy Sanders<br><a href="mailto:dorothy.sanders@dss.ca.gov">dorothy.sanders@dss.ca.gov</a><br>(916) 657-3665 |
| El Dorado, Napa, Yolo   | Fresno, Merced, Orange,<br>San Luis Obispo, Solano, Ventura   | Los Angeles, San Bernardino,<br>San Diego, Santa Barbara  | Amador, Calaveras, Stanislaus,<br>Tuolumne  |

**CORA MYERS, UNIT MANAGER; [cora.myers@dss.ca.gov](mailto:cora.myers@dss.ca.gov); (916) 651-9147**

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|--|---|--|
| Cedrick Coward<br><a href="mailto:cedrick.coward@dss.ca.gov">cedrick.coward@dss.ca.gov</a><br>(916) 654-1786 | Douglas Huse<br><a href="mailto:douglas.huse@dss.ca.gov">douglas.huse@dss.ca.gov</a><br>(916) 654-0699              | Beverly Thomas<br><a href="mailto:beverly.thomas@dss.ca.gov">beverly.thomas@dss.ca.gov</a><br>(916) 654-6127 |
| Alameda, Alpine, Lake, Marin, Mono, Monterey,<br>San Francisco, San Joaquin, San Mateo,<br>Santa Cruz        | Butte, Colusa, Inyo, Mendocino, Nevada, Plumas,<br>Sacramento, Santa Clara, Sierra, Shasta, Sutter,<br>Tulare, Yuba | Contra Costa, Glenn, Humboldt, Imperial, Placer,<br>Riverside, San Benito, Sonoma, Trinity                   |

**CARENE CAROLAN, UNIT MANAGER; [carene.carolan@dss.ca.gov](mailto:carene.carolan@dss.ca.gov); (916) 653-5830**

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|--|--|
| Jackie Shelley<br><a href="mailto:jackie.shelley@dss.ca.gov">jackie.shelley@dss.ca.gov</a><br>(916) 654-1061 | Vince Toolan<br><a href="mailto:vince.toolan@dss.ca.gov">vince.toolan@dss.ca.gov</a><br>(916) 654-1808 |
| Del Norte, Lassen, Modoc,<br>Siskiyou, Tehama  | Kern, Kings, Madera, Mariposa  |