

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



March 25, 2008

ALL-COUNTY LETTER NO. 08-16

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FOOD STAMP COORDINATORS
ALL COUNTY CalWORKs PROGRAM
SPECIALISTS
ALL COUNTY FORMS COORDINATORS
ALL CONSORTIUM PROJECT MANAGERS

REASON FOR THIS TRANSMITTAL

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

SUBJECT: BE VU SETTLEMENT AGREEMENT AND SURVEY OF LANGUAGES
REQUIRING TRANSLATION OF FOOD STAMP PROGRAM AND
CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS
(CalWORKs) JOINT FORMS

REFERENCE: ALL COUNTY LETTER (ACL) 07-12, ALL COUNTY INFORMATION
NOTICE (ACIN) NO. I-09-06, AND ALL COUNTY LETTER 03-56

The purpose of this letter is to advise counties that the Food Stamp Program (FSP) forms and specified forms jointly used with the CalWORKs program will be translated into the following languages: Cushite, Formosan, Japanese, Mien, Punjabi, Portuguese, Syriac, and Ukrainian. The above languages are in addition to the Arabic, Armenian, Cambodian, Chinese, Farsi, Hmong, Korean, Lao, Russian, Spanish, Tagalog, and Vietnamese translations of FSP forms and specified CalWORKs forms already provided by the Department.

The settlement agreement in *Be Vu et al v. Mitchell and Bolton* requires the California Department of Social Services (CDSS) Civil Rights Bureau (CRB) to annually develop an estimate of the number of low-income single-language minority households, pursuant to federal regulation, 7 C.F.R. § 272.4(b)(6). This regulation requires the State to estimate the number of low-income single language minority households, both participating and not participating in the FSP, for each project area and certification office by using census data and knowledge of project areas.

The estimate developed by the CRB indicates that the population of individuals, who speak Cushite, Formosan, Japanese, Mien, Punjabi, Portuguese, Syriac, and Ukrainian requires the translation of forms as required by 7 CFR § 272.4 (b). CDSS will translate

these forms according to the form's designated priority on the Forms Matrix, in ACL 07-12 (attached). It is anticipated that high priority forms will be translated within six months of the date of this ACL, while moderate and low priority forms should be translated within 12 months.

CDSS does not plan to provide additional funding to the Statewide Automated Welfare System due to the limited number of applicants/recipients expected to require and/or request forms in the identified languages. Counties are reminded that the translated forms must be used as necessary to ensure effective communication with applicants/recipients regardless of whether the CDSS translated forms and notices are available in the county's automated welfare eligibility system. If the translated forms are not programmed in the county's automated welfare eligibility system, the counties are expected to utilize a manual process to complete forms translated into these eight identified languages.

Counties are reminded that the Manual of Policies and Procedures (MPP) section 21-115.2 requires that when translated forms and other written material are provided by CDSS, the county shall make available and offer to the applicant/recipient the translated materials regardless of the number/percentage of non-English speaking/limited-English proficient applicants or recipients served by the county. For further information regarding language access obligations, please refer to Division 21 of the MPP.

Pursuant to MPP section 63-1250.6, counties must utilize the translated forms immediately. Additionally, counties are reminded that any state-mandated Food Stamp forms, including translated forms that are modified by the county, may not be used without the prior review and approval of the CDSS Food Stamp Branch as provided in MPP section 63-1250. CDSS will continue to monitor the counties' use of translated forms through the Civil Rights Compliance Review process, Annual Food Stamp Program Survey, and state fair hearings (through identification of translation/language barrier issues).

The CDSS Language Services Bureau will continue to provide the counties with a monthly update, which will identify the form(s) and language(s) into which the form(s) have been translated. The monthly update will be sent to counties electronically and via mail and will include the CDSS website address where the translated forms may be obtained. County staff is advised to notify the CDSS staff identified below of county staffing and/or address changes and to regularly check the CDSS website for newly translated forms.

If you have a CalWORKs Program Specialist staffing or email address change to report, please contact Owen Stewart at (916) 654-1068. If you have a Welfare Director, Food Stamp Coordinator, or Forms Coordinator staffing change or email/ mailing address

change to report or a question regarding Food Stamp forms, please contact Randy Shiroy at (916) 654-1435.

Camera Ready Copies and Translations

For a camera ready copy in English, contact the Forms Management Unit at (916) 657-1907. If your office has internet access, you may obtain these forms from the CDSS web page at: http://www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm. When all translations are completed per MPP section 21-115.2, including Spanish forms, they are posted on an ongoing basis on the CDSS website. Copies of the translated forms and publications can be obtained at: http://www.dss.cahwnet.gov/cdssweb/FormsandPu_274.htm. For questions on translated materials, please contact Language Services at (916) 651-8876.

Sincerely,

Original Document Signed By:

CHARR LEE METSKER
Deputy Director
Welfare to Work Division

Original Document Signed By:

TOM LEE
Deputy Director
Human Rights and
Community Services Division