

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 322-5462 or ATSS 492-5462



March 28, 1985

ALL-COUNTY LETTER NO. 85-37

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: REFUGEE REPORTING REQUIREMENTS - CASH PROGRAMS AND TITLE XX
SERVICES BY CATEGORY

REFERENCE:

This letter transmits two new forms and instructions for reporting refugee statistics. These forms are revisions of the RS22 report which is currently being submitted by 14 counties in which the majority of California's refugee population reside. The RS22-A, a monthly report, collects information on Time Expired refugee cases and persons counts in the Aid to Families with Dependent Children Program, County General Assistance/Relief programs and medical assistance. The RS22-B, a quarterly report, identifies the number of refugees receiving Title XX services as well as the number of Food Stamp Only households.

The cash grant and Title XX information is required by the State Legislature for a report mandated by the Budget Act of 1984, Section 9.00, Budget Item 5180-001-001, Paragraph 4. The medical, Food Stamp and cash assistance information was identified by the California Welfare Director's Association Adult, Eligibility and Grant Refugee Committee as being critical for state and federal use in managing the refugee programs in California.

Counties are to submit monthly the RS22-A (Refugee Report - Time Expired Cases and Persons) beginning with the April 1985 report month, and the RS22-B (Refugee Report - Title XX and Food Stamps) beginning with the second quarter of 1985 (April-June 1985). The due dates for the initial report submittals

are May 15, 1985 and July 15, 1985, respectively. All subsequent reports should be submitted according to the timeframes identified in the instructions.

Questions pertaining to either the form or the instructions should be directed to the Statistical Services Branch at (916) 322-5462 or ATSS 492-5462.

Sincerely,

A handwritten signature in cursive script that reads "Robert Sertich".

ROBERT T. SERTICH
Deputy Director
Administration

Attachments

cc: CWDA

REPORTING INSTRUCTIONS - PROPOSED RS 22-A
REFUGEE REPORT - TIME EXPIRED CASES AND PERSONS

CONTENT:

This report provides for the statistical reporting of time expired refugee cases and persons that received a cash grant during the report month. This report also provides for the statistical reporting of time expired refugees who received any form of public medical assistance during the report month.

PURPOSE:

The purpose of this data is: 1) to provide county, state and federal administrators with information that may assist in budgeting, staffing, program planning and other administrative responsibilities; and, 2) to provide refugee data for a Legislative requirement mandated by the Budget Act of 1984, Section 900, Budget Item 5180-001-001, Paragraph 4.

DISTRIBUTION:

Data from the RS 22-A reports will be compiled into monthly summaries for use by Department managers, the State Legislature, and other interested agencies and individuals.

DUE DATE:

Reports are due in Sacramento no later than the 15th day of the month following the end of the report month. If the due date falls on a Saturday, Sunday or

holiday, the due date will be the following working day. Send the completed reports to:

Department of Social Services
Statistical Services Branch
744 P Street, Mail Station 12-81
Sacramento, California 95814-6493

If the report will be delayed or incomplete, please contact the Statistical Services Branch at (916) 322-2330 or ATSS 492-2330.

DEFINITIONS:

Case:

A case is defined as a cash assistance case that contains at least one time-expired refugee.

Time-Expired Refugee:

Refugees who have resided in the United States for more than 36 months from the date of entry into the United States. A refugee is any person who has been granted refugee status by the Federal Government as indicated by Form I-94 or an individual from any country who is now a permanent resident alien as indicated by Form I-151 or I-551, and can document previous refugee status established by the Immigration and Naturalization Service. Reference: All County Letters 83-32 and 84-119.

INSTRUCTIONS:

Part A summarizes the ending caseload and person count of time-expired refugees that received Aid to Families with Dependent Children (AFDC) or General Assistance/General Relief at any time during the report month.

1. AFDC - Enter separate column totals for the sum of items 1a. through 1c. If separate subtotals for items 1a. through 1c. are not available, enter "NA" in the appropriate cells and report the total only.
 - 1a. Family Group - Enter in the appropriate columns the number of time-expired refugee cases and persons that received assistance from the AFDC-FG program during the report month.
 - 1b. Unemployed - Enter in the appropriate columns the number of time-expired refugee cases and persons that received assistance from the AFDC-U program during the report month.
 - 1c. Foster Care - Enter the number of AFDC Foster Care children (the case count should equal the person count) who became foster children after the refugee relative or caretaker became time-expired. Do not report children who are already reported as Unaccompanied Minors or as Foster Care children in the Refugee Resettlement Program - Cash Grant Caseload Movement Report (RS 237).
2. General Assistance/General Relief - Enter in the appropriate columns the number of time expired refugee cases and persons that received county-only General Assistance/General Relief during the report month.

Part B - Medical Assistance

3. Medically Indigent Adults - Enter the number of time-expired refugee persons who received county sponsored medical services during the report month. Do not report incidences of service or individuals who received

services from the Medi-Cal Only program reported on Line 4, below.

Enter "NA" if the information is not available and explain (by footnote) the reasons for this reporting status.

4. Medi-Cal Only - Enter the number of time expired refugee persons who received Medi-Cal only during the report month. Do not report incidences of service or individuals who received services from a local public medical program as reported on Line 3, above. Enter "NA" if the information is not available.

SEND ONE COPY TO:
Department of Social Services
Statistical Services Branch
744 P Street M.S. 12-81
Sacramento, CA 98514-6493

REFUGEE REPORT

TIME EXPIRED CASES AND PERSONS

| | |
|--------------------------|---|
| County Submitting Report | 1 |
| Month Ending | 2 |

PART A — Case Assistance

- 1. AFDC
- a. Family Group
- b. Unemployed
- c. Foster Care

| CASES | | PERSONS | |
|-------|--|---------|--|
| 3 | | 4 | |
| 5 | | 6 | |
| 7 | | 8 | |
| 9 | | 10 | |

- 2. GENERAL ASSISTANCE/GENERAL RELIEF

| | |
|----|----|
| 11 | 12 |
|----|----|

PART B — Medical

- 3. MEDICALLY INDIGENT ADULTS
- 4. MEDI-CAL ONLY

| |
|---------|
| PERSONS |
| 13 |

| |
|----|
| 14 |
|----|

COMMENTS

| | | | | |
|---------------------------------------|---------------|----|------|----|
| Person to Contact Regarding this Form | Telephone No. | 15 | Date | 16 |
| | () | | | |

**REPORTING INSTRUCTIONS — PROPOSED RS 22-A
REFUGEE REPORT — TIME EXPIRED CASES AND PERSONS**

CONTENT:

This report provides for the statistical reporting of time expired refugee cases and persons that received a cash grant during the report month. This report also provides for the statistical reporting of time expired refugees who received any form of public medical assistance during the report month.

PURPOSE:

The purpose of this data is: 1) to provide county, state and federal administrators with information that may assist in budgeting, staffing, program planning and other administrative responsibilities; and, 2) to provide refugee data for a Legislative requirement mandated by the Budget Act of 1984, Section 9.00, Budget Item 5180-001-001, Paragraph 4.

DISTRIBUTION:

Data from the RS 22-A reports will be compiled into monthly summaries for use by Department managers, the State Legislature, and other interested agencies and individuals.

DUE DATE:

Reports are due in Sacramento no later than the 15th day of the month following the end of the report month. If the due date falls on a Saturday, Sunday or holiday, the due date will be the following working day. Send the completed reports to:

Department of Social Services
Statistical Services Branch
744 P Street, Mail Station 12-81
Sacramento, California 95814-6493

If the report will be delayed or incomplete, please contact the Statistical Services Branch at (916) 322-2330 or ATSS 492-2330.

DEFINITIONS:

Case:

A case is defined as a cash assistance case that contains at least one time-expired refugee.

Time-Expired Refugee:

Refugees who have resided in the United States for more than 36 months from the date of entry into the United States. A refugee is any person who has been granted refugee status by the Federal Government as indicated by Form I-94 or an individual from any county who is now a permanent resident alien as indicated by Form I-151 or I-551, and can document previous refugee status established by the Immigration and Naturalization Service. Reference: All County Letters 83-32 and 84-119.

INSTRUCTIONS:

Part A summarizes the ending caseload and person count of time-expired refugees that received Aid to Families with Dependent Children (AFDC) or General Assistance/General Relief at any time during the report month.

1. AFDC — Enter separate column totals for the sum of items 1a. through 1c. If separate subtotals for items 1a. through 1c. are not available, enter "NA" in the appropriate cells and report the total only.
 - 1a. Family Group — Enter in the appropriate columns the number of time-expired refugee cases and persons that received assistance from the AFDC-FG program during the report month.
 - 1b. Unemployed — Enter in the appropriate columns the number of time-expired refugee cases and persons that received assistance from the AFDC-U program during the report month.
 - 1c. Foster Care — Enter the number of AFDC Foster Care children (the case count should equal the person count) who became foster children after the refugee relative or caretaker became time-expired. Do not report children who are already reported as Unaccompanied Minors or as Foster Care children in the Refugee Resettlement Program — Cash Grant Caseload Movement Report (RS 237).
2. General Assistance/General Relief — Enter in the appropriate columns the number of time-expired refugee cases and persons that received county-only General Assistance/General Relief during the report month.

Part B — Medical Assistance

3. Medically Indigent Adults — Enter the number of time-expired refugee persons who received county sponsored medical services during the report month. Do not report incidences of service or individuals who received services from the Medi-Cal Only program reported on Line 4, below. Enter "NA" if the information is not available and explain (by footnote) the reasons for this reporting status.
4. Medi-Cal Only — Enter the number of time expired refugee persons who received Medi-Cal only during the report month. Do not report incidences of service or individuals who received services from a local public medical program as reported on Line 3, above. Enter "NA" if the information is not available.

REPORTING INSTRUCTIONS - PROPOSED RS 22-B
REFUGEE REPORT - TITLE XX AND FOOD STAMPS - PERSONS

CONTENT:

This report provides for the statistical reporting of refugees who received Title XX services during the report quarter. This report also provides for the statistical reporting of refugee households that received Food Stamps only during the report quarter.

PURPOSE:

The purpose of this data is to: 1) provide county, state and federal administrators with information that may assist in planning and other administrative responsibilities; and, 2) provide data on refugees receiving Title XX services as mandated by the Budget Act of 1984, Section 9.00, Budget Item 5180-001-001, Paragraph 4.

DISTRIBUTION:

Data from the RS 22-B reports will be compiled into quarterly summaries for use by Department managers, the State Legislature, and other interested agencies and individuals.

DUE DATE:

Reports are due in Sacramento no later than the 15th day of the month following the end of the report quarter. The reporting quarters end on the last day of the following months: March, June, September and December. If the due date

falls on a Saturday, Sunday or holiday, the due date will be the following work day. Send the completed reports to:

Department of Social Services
Statistical Services Branch
744 P Street, Mail Station 12-81
Sacramento, California 95814-6493

If the report will be delayed or incomplete, please contact the Statistical Services Branch at (916) 322-2330 or ATSS 492-2330.

DEFINITIONS:

Refugee:

Any person who was granted refugee status by the Federal Government as indicated by Form I-94 or an individual from any country who is now a permanent resident alien as indicated by Form I-151 or I-551, and can document previous refugee status established by the Immigration and Naturalization Service. Reference All County Letters 83-32 and 84-119.

INSTRUCTIONS:

Although submitted quarterly, this report will require the reporting of only one month of activity during the quarter. The monthly counts will be developed into quarterly counts at the state level.

Enter the monthly incidences of service, end of month recipient counts, or end of month Food Stamps Only counts for the second month of each quarter. Thus, the report months are May, August, November, and February of each year.

For all categories in this report, enter "NA" if the information is not available and explain (by footnote) what efforts your county is making to report the data. Include timeframes.

Part A summarizes the activities of refugees who received Title XX services by category. The Family Reunification, Permanent Placement and In-Home Supportive Services categories have been omitted because this information is already available from other reporting systems at the state level.

Information and Referral services have also been omitted because specific information by refugee status, ethnic origin or other demographics is not administratively feasible to collect and report for this category.

Children Services: Apply the Title XX program definitions used for the SOC 291 report (refer to Division 30, Sections 30-100 to 30-400), and report all counts which can be linked to a refugee case or person.

1. Emergency Response - Enter the number of emergency responses which were made on behalf of a refugee child.
2. Family Maintenance - Enter the number of family maintenance cases which can be linked to a refugee child.

Adult Services: Apply the Title XX program definitions used for the SOC 242 report (refer to Division 30, Sections 30-600 to 30-800), and report all refugee counts.

3. Out-of-Home Care - Adults - Enter the number of refugee adult out-of-home care recipients who received a service in the report period.

4. Protective Services - Adults - Enter the number of refugee adult protective services recipients who received a service in the report period.

Optional Services: Apply the Title XX program definitions used for the SOC 242 report (refer to Division 30-100 to 30-400), and report all refugee counts.

5. Optional Services - Enter the number of refugees who received optional services in the report period.

Part B - Food Stamps - Enter the number of refugee households which received Food Stamps only. This reporting category must be limited to refugee households which received only Food Stamps. Do not include refugee households which received other cash or medical assistance such as Food Stamps and AFDC or Food Stamps and Medi-Cal.

SEND ONE COPY TO:
Department of Social Services
Statistical Services Branch
744 P Street M.S. 12-81
Sacramento, CA 95814-6493

REFUGEE REPORT

TITLE XX AND FOOD STAMPS

| | |
|--------------------------|---|
| COUNTY SUBMITTING REPORT | 1 |
| QUARTER ENDING | 2 |

PART A — Title XX Children Services

1. Emergency Response

| | |
|------------|---|
| INCIDENCES | 3 |
|------------|---|

2. Family Maintenance

| | |
|------------|---|
| RECIPIENTS | 4 |
|------------|---|

Title XX Adult Services

3. Out-of-Home Care

| | |
|------------|---|
| RECIPIENTS | 5 |
|------------|---|

4. Protective Services

| | |
|--|---|
| | 6 |
|--|---|

5. Optional Services

| | |
|--|---|
| | 7 |
|--|---|

PART B — Food Stamps

Food Stamp Only Households

| | |
|------------|---|
| HOUSEHOLDS | 8 |
|------------|---|

COMMENTS

| | | | | |
|---------------------------------------|---------------|---|------|----|
| Person to Contact Regarding this Form | Telephone No. | 9 | Date | 10 |
| | () | | | |

**REPORTING INSTRUCTIONS — PROPOSED RS 22-B
REFUGEE REPORT — TITLE XX AND FOOD STAMPS — PERSONS**

CONTENT:

This report provides for the statistical reporting of refugees who received Title XX services during the report quarter. This report also provides for the statistical reporting of refugee households that received Food Stamps only during the report quarter.

PURPOSE:

The purpose of this data is to: 1) provide county, state and federal administrators with information that may assist in planning and other administrative responsibilities; and, 2) provide data on refugees receiving Title XX services as mandated by the Budget Act of 1984, Section 9.00, Budget Item 5180-001-001, Paragraph 4.

DISTRIBUTION:

Data from the RS 22-B reports will be compiled into quarterly summaries for use by Department managers, the State Legislature, and other interested agencies and individuals.

DUE DATE:

Reports are due in Sacramento no later than the 15th day of the month following the end of the report quarter. The reporting quarters end on the last day of the following months: March, June, September and December. If the due date falls on a Saturday, Sunday or holiday, the due date will be the following work day. Send the completed reports to:

Department of Social Services
Statistical Services Branch
744 P Street, Mail Station 12-81
Sacramento, California 95814-6493

If the report will be delayed or incomplete, please contact the Statistical Services Branch at (916) 322-2330 or ATSS 492-2330.

DEFINITIONS:

Refugee:

Any person who was granted refugee status by the Federal Government as indicated by Form I-94 or an individual from any county who is now a permanent resident alien as indicated by Form I-151 or I-551, and can document previous refugee status established by the Immigration and Naturalization Service. Reference: All County Letters 83-32 and 84-119.

INSTRUCTIONS:

Although submitted quarterly, this report will require the reporting of only one month of activity during the quarter. The monthly counts will be developed into quarterly counts at the state level.

Enter the monthly incidences of service, end of month recipient counts, or end of month Food Stamps Only counts for the second month of each quarter. Thus, the report months are May, August, November, and February of each year.

For all categories in this report, enter "NA" if the information is not available and explain (by footnote) what efforts your county is making to report the data. Include timeframes.

Part A summarizes the activities of refugees who received Title XX services by category. The Family Reunification, Permanent Placement and In-Home Supportive Services categories have been omitted because this information is already available from other reporting systems at the state level.

Information and Referral services have also been omitted because specific information by refugee status, ethnic origin or other demographics is not administratively feasible to collect and report for this category.

Children Services: Apply the Title XX program definitions used for the SOC 291 report (refer to Division 30, Sections 30-100 to 30-400), and report all counts which can be linked to a refugee case or person.

1. Emergency Response — Enter the number of emergency responses which were made on behalf of a refugee child.
2. Family Maintenance — Enter the number of family maintenance cases which can be linked to a refugee child.

Adult Services: Apply the Title XX program definitions used for the SOC 242 report (refer to Division 30, Sections 30-600 to 30-800), and report all refugee counts.

3. Out-of-Home Care — Adults — Enter the number of refugee adult out-of-home care recipients who received a service in the report period.
4. Protective Services — Adults — Enter the number of refugee adult protective services recipients who received a service in the report period.

Optional Services: Apply the Title XX program definitions used for the SOC 242 report (refer to Division 30-100 to 30-400), and report all refugee counts.

5. Optional Services — Enter the number of refugees who received optional services in the report period.

Part B — Food Stamps — Enter the number of refugee households which received Food Stamps only. This reporting category must be limited to refugee households which received only Food Stamps. Do not include refugee households which received other cash or medical assistance such as Food Stamps and AFDC or Food Stamps and Medi-Cal.