
This ACL instructs counties about providing retroactive relief in the form of additional training and/or restored cash aid to WTW participants who were adversely affected by improper county policies.

A mass mailing of a TEMP 2200, Important Notice for CalWORKs Recipients was issued on or about May 1, 2002. This notice informs recipients how to request a review of their case file if they believe county policies resulted in an inappropriate WTW assignment and/or sanction for refusing to participate in a WTW activity that was not based on an individualized assessment. Recipients must submit the TEMP 2200 form to the county by July 1, 2002.

*California Department of Social Services - State Hearings Division
Notes from the Training Bureau - July 3, 2002*

Item 02-07-01A

ACL 02-12 March 8, 2001 (Synopsis): Records Retention

Supersedes: ACL 01-36

Generally, the regulations require all public assistance, social services and administrative claiming records and supporting documents to be retained for three years from the date the state submits the last expenditure report to the Federal Department of Health and Human Services. Some records require a retention period of more than three years.

County welfare warrants must be retained for five years. Also, warrant registers must be retained for five years.

Counties are required to track TANF and CalWORKs time on aid. Welfare case records that support the tracking of time on aid for CalWORKs recipients must be retained. Case records must be retained until the system is validated for completeness and accuracy.

All food stamp program records are to be retained for three years from the month of origin. All food stamp fiscal records and accountable documents are to be retained for three years from the date of fiscal or administrative closure. Food stamp case records that are part of a public assistance case record must be retained in accordance with regulations regarding public assistance records retention (i.e., MPP §23-350).

*California Department of Social Services - State Hearings Division
Notes from the Training Bureau - June 17, 2002*

Item 02-06-01F

CDSS ACWDL 01-69 -- December 7, 2001 -- January 2002 Supplemental Security Income/State Supplementary Payment Standards, Federal Benefit Rate, and Medicare Part A and B Premium and Deductible