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Reference: Welfare and Institutions Code (W&IC) §§12250 and 12601

Counties are not required to accept applications or send notices of action if administrative and benefit funding for the SCP has been exhausted in a fiscal year. Funding for the SCP is limited by W&IC §12601 to the amount provided in the annual State Budget Act. Thus, if funding provided by the State Budget Act is exhausted in a fiscal year, the program, in essence, is suspended until further appropriation by the legislature.

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

**Item 02-07-01C**

**ACL 02-21 February 25, 2002 (Synopsis): *Lomeli v. Saenz***

The first sentence of MPP §63-801.222 effective January 14, 2002 says: "CDSS does not compromise overissuances with the exception of administrative error overissuances in which allotment reduction began on or after March 1, 2002."

Only one claim may be established for an overissuance resulting from a single administrative error.

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

**Item 02-07-01B**

**ACL 02-20 February 25, 2002 (Synopsis): Improper Welfare to Work Program Assignments**

Reference: 02-03

ACL 02-03 identified several CalWORKs policies in county WTW programs that were inconsistent with state statutes and regulations. ACL 02-03 provided clarification on the appropriate application of relevant CalWORKs regulations.

Among the improper CalWORKs WTW policies were the following:

- Limiting participation in non-self-initiated programs to an across-the-board timeframe shorter than the 18 or 24-month WTW time period.
- Limiting participation in educational programs needed for employment only to WTW participants who lacked a high school diploma or GED.
- Limiting participation in education and training programs needed for employment to WTW participants who are employed.
- Imposing across-the-board mandatory WTW participation requirement after assessment.
- Not automatically referring participants who disagreed with their CalWORKs assessment to a third party assessment.

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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