



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**

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EDMUND G. BROWN JR.  
GOVERNOR

November 17, 2017

ALL COUNTY LETTER NO.: 17-116

TO: ALL COUNTY WELFARE DIRECTORS  
ALL IHSS PROGRAM MANAGERS

SUBJECT: IMPLEMENTATION OF THE IN-HOME SUPPORTIVE SERVICES  
PROGRAM REPLACEMENT WARRANT PROCESS FOR STALE  
DATED WARRANTS OVER THREE YEARS OLD

REFERENCES: [CMIPS II PAYROLL JOB AID, STALE DATED WARRANT  
REISSUE REQUEST, CMIPS II JOB AID APPENDIX A](#)

REASON FOR THIS TRANSMITTAL

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

The purpose of this All County Letter (ACL) is to inform counties of the new process for replacing warrants that have remained uncashed for three years or longer from the date of issue. The Department of General Services (DGS), Management Memo 16-04, dated June 29, 2016, transferred the Government Claims Program from the Victim Compensation and Government Claims Board (VCGCB) to the DGS, Office of Risk and Insurance Management with the exception of claims for stale dated warrants which states departments will execute independently.

**BACKGROUND**

When a warrant is unpaid for one year and cancelled, the law provides that a state agency may issue a replacement warrant for two years following the cancellation of the original warrant. The warrant issue date is considered the date of issue of the original warrant, not any subsequent replacement warrant issue date. Warrants between one and three years old are replaced through the Stale Dated Warrant Reissue Request process. Previously an uncashed warrant, older than three years from the original issue date, could not be replaced or reissued through CMIPS payrolling; instead the payee had to submit an "Equity Claim" to the VCGCB.

Effective July 1, 2016, state departments have the responsibility and the authority to process claims for stale dated warrants, including those warrants that have remained uncashed for three years and older, and issue replacement checks.

### **UPDATED FORM**

While in the past stale dated warrant reissue requests for warrants one to three years in age were submitted directly to the CMIPS II Back Office Department, **effective immediately, all stale dated warrant reissue requests should be submitted to the CMIPS II Back Office Department regardless of the age of the warrant.**

With this change, the CMIPS II Stale Dated Warrant Reissue Request Form has been updated. The outdated form should be destroyed and only the updated form should be used from this point forward when submitting a stale dated warrant reissue request. The updated form includes a new field identifying the warrant as under or over three years of age. Counties can obtain a copy of the new form by contacting the CMIPS II Help Desk at (877) 844-5844 or refer to the CMIPS II Information Notification dated December 01, 2017.

### **PROCESS**

All stale dated warrant replacement requests will be processed by the CMIPS contractor Enterprise Services, LLC (ES), formerly Hewlett Packard Enterprise (HPE). Requests for replacement warrants may include the original warrant. If the stale dated warrant is still available and the payee has it in his/her possession, the county should collect the warrant and shred it in a confidential bin/shredder.

Counties will use the current Stale Dated Warrant Reissue Request process to request reissuance of any warrants that have remained uncashed for more than one year from the date of issue. As in the past, the counties will need to do the following:

- 1) Verify the warrant has not been cashed (*Cleared* status in the Case Management System) or already voided (i.e. returned as undeliverable to SCO).
- 2) Provide the CMIPS II Stale Dated Warrant Request Form to the payee to complete.
- 3) Review the form for completeness and collect the warrant from the payee, if available.
- 4) If the payee's address identified in the New Mailing Address field is different from the most current mailing address identified in the CMIPS, update CMIPS with the most up to date mailing address. The mailing address identified in CMIPS is where the reissued warrant will be mailed.
- 5) If the warrant is collected, shred the hardcopy warrant in a confidential bin/shredder (there is no need to attach the warrant to the form).

- 6) Submit the completed form via an Extranet ticket (Service Request) through the CMIPS II Web Portal, *OR*  
mail the completed form to the following address: CMIPS II Back Office  
Department, P.O. Box 940, Roseville, CA 95678.

The current Payroll Job Aid (Updated April 4, 2016) section pertaining to the Stale Dated Warrant Reissue Request process found on pages 16-17 will be updated in the next revision.

If you have questions or comments regarding this ACL, please contact the Adult Programs Division, County Assistance Line at (916) 551-1003.

Sincerely,

***Original Document Signed By:***

DEBBI THOMSON  
Deputy Director  
Adult Programs Division

c: CWDA