



CDSS

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DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
GOVERNOR

September 7, 2017

ALL COUNTY LETTER (ACL) NO. 17-87

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CALWORKS PROGRAM SPECIALISTS
ALL CONSORTIA REPRESENTATIVES
ALL CHILD CARE COORDINATORS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS
(CalWORKs): REVISED CW 101 CalWORKs IMMUNIZATION RULES
FORM, THE UPDATED CALIFORNIA IMMUNIZATION REGISTRY 2
(CAIR 2) SYSTEM AND CalWORKs IMMUNIZATION RULES
REMINDER

REFERENCE: [WELFARE AND INSTITUTIONS \(W&I\) CODE SECTION 11265.8](#);
[HEALTH AND SAFETY \(HSC\) CODE SECTION 120440](#);
[IMMUNIZATION GOOD CAUSE REQUEST \(CW 2209\) FORM](#) and
MANUAL OF POLICIES AND PROCEDURES (MPP) SECTIONS [21-115](#),
[40-105.12](#), [40-105.21](#), [40-105.4](#), [40-104 \(d\)](#), [40-126.33](#) AND
[40-157.21](#)

The purpose of this All County Letter (ACL) is to recommend the use of the revised statewide California Immunization Registry 2 (CAIR2) system, remind County Welfare Departments (CWDs) of existing CalWORKs immunization policies, and transmit the revised CW 101 CalWORKs Immunization Rules form.

California Immunization Registry (CAIR2)

The Department of Public Health has launched an improved version of the CAIR system. The CAIR2 is a secure, confidential, statewide computerized immunization information system for California residents. The system is accessed online to help providers and other authorized users track patient immunization records. For additional information on CAIR2, how to access and use it, go to www.cairweb.org.

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 benefits of the statewide CAIR2 database are:

- Easy retrieval of immunization records of patients seen previously at a provider's office.
- Gives authorized users the ability to replace lost California Immunization Records (yellow cards) by printing a new copy with up-to-date information.
- Displays instant and accurate vaccine doses due at each visit, based on current recommendations. * Forecasts each child's next vaccine due dates to keep patients on schedule.
- Highlights critical patient information such as reaction histories and contraindications.
- Eases the burden on clients by generating the reminder/recall notices parents want to receive (set up by the provider's office).
- Helps eliminate duplicate immunizations with rapid access to current, complete immunization histories.
- You can print from the CAIR2 system and file the paper copy of the immunization record in the case file/e-case.

CDSS Recommendation

Clients have a personal responsibility to assist CWDs in determining eligibility for CalWORKs by providing documents, such as, required verifications (MPP section 40-105.12). CWDs shall first ask the client to provide verification of their child(ren)'s immunizations. If a client does not have the required verification, CDSS strongly recommends the CWD uses the CAIR2 system to search for the verification prior to asking the client to go and get the needed documents.

If a client is unable to provide the requested verification after a good faith effort to obtain the documents, the county shall assist the client in getting the needed verifications (MPP sections 40-126.33, 40-157.21). CDSS also reminds CWDs that when requesting verifications, the CW 2200 Request for Verifications form must be used. Additionally, when requesting verifications for immunizations, the CWD must provide the client with the CW 2209 Immunization Good Cause Request form (discussed later in this ACL).

CDSS encourages CWDs to begin using the revised CAIR2 system as soon as administratively possible. Training instructions are provided for CAIR2 by clicking the link provided on page two of this letter.

Reminder

For client responsibility regarding when verification of immunizations must be provided, pursuant to MPP section 40-105.4(d), CWDs and clients are to follow the timeframes set forth in section 40-105.4(e) which reads, applicants/recipients shall provide verification of immunization for all children in the Assistance Unit (AU) under the age of six as follows:

- (1) Applicants, if applying for CalWORKs and Medi-Cal simultaneously, within 30 days of determination of eligibility for Medi-Cal; or, if applying for CalWORKs and already receiving Medi-Cal benefits, within 45 days;
- (2) Recipients, within 45 days of redetermination of eligibility; or
- (3) Children under the age of six being added to the AU if applying for CalWORKs and Medi-Cal simultaneously, within 30 days of determination of eligibility for Medi-Cal; or, if applying for CalWORKs and already receiving Medi-Cal benefits, within 45 days.

To claim good cause, the CWD shall provide the client with the CW 2209 required form upon application, at redetermination, and any time the CWD requests the caretaker relative to provide proof of immunizations. In addition, the CW 2209 form must be sent with all notice of action (NOA) messages pertaining to grant changes due to the failure to meet immunization requirements. When sending the CW 2209 with a NOA message, the CWD must also include a self-addressed, postage paid envelope, addressed to the CWD so the client can return the verification(s) requested by U.S. postal mail, if they choose, without hardship. Clients will also be allowed to verbally inform the worker of their good cause request. Making a verbal request is the same as completing the CW 2209. Upon receiving the request, CWDs shall make a case note and suspend any penalty being imposed.

Immunization Penalties

All children in the AU who have reached the age of six years old should have the immunization penalty removed. The penalty shall be removed at the end of the month prior to the month the child turns six years of age and benefits restored the first day of the month in the month of the child's sixth birthday. For example, if the child's sixth birthday is June 5th, the CWD shall lift the penalty in the month of May and restore benefits effective June 1st. If the CWD's automated system does not automatically lift the penalty, the consortia shall have a manual or other workaround in place for CWDs to remove the penalty.

If there is still a child in the AU who has not yet reached the age of six and for whom verification of immunization is still needed and the child/caretaker relative does not meet an exemption or good cause criteria, the penalty shall not be lifted until the youngest

child for whom the penalty is imposed, reaches the age of six or meets one of the exemption/good cause criteria.

County Immunization Policies

Each County shall have in their written immunization policy, procedures which clearly instruct CWD intake and eligibility staff when to give or send applicants and recipients the CW 2209 Immunization Good Cause Request Form. The written policy shall also include when and how to remove immunization penalties including those penalties for a child turning six years of age.

CalWORKs Immunization Rules – CW 101 Form – Required Form – Substitutes Permitted

The CW 101 Form has been revised to update immunization good cause exemptions for a child(ren) in the assistance unit (AU). The CW 101 was previously designated as a recommended form. It has also been revised to change the designation from “recommended form” to “required form, substitutes permitted.” CWDs must now follow the instructions below if they wish to make changes to the CW 101 form.

Process of Requesting a Substitution

Required Form-Substitute Permitted: Forms in this category are required forms for which modifications or substitutions with prior CDSS approval are permitted. CWDs may modify these forms to add or obtain information that does not (a) conflict with program policy/regulations, or (b) change the legal content of the form. Substitute forms must be submitted to CDSS in writing and may not be used until the CWD or consortium has received written approval from CDSS (see MPP Section 23-400.22). CWDs may email their requests to Shawn Dorris, Policy Unit Manager at shawn.dorris@dss.ca.gov or via U.S. Postal mail to:

California Department of Social Services
CalWORKs Eligibility Bureau
744 P Street, MS 8-8-31
Sacramento, CA 95814
ATTN: Shawn Dorris

CAMERA-READY COPIES AND TRANSLATIONS

For a camera-ready copy in English, contact the CDSS Forms Management Unit at fmudss@dss.ca.gov. You may obtain these forms from the CDSS webpage [Forms-Brochures](#).

When all translations are completed per MPP Section 21-115.2, they are posted on an on-going basis on the CDSS webpage. Copies of the translated forms can be obtained at: [Translated-Forms-and-Publications](#).

For questions on translated materials, please contact the CDSS Language Services at (916) 651-8876. Until translations are available, recipients who have elected to receive materials in languages other than English should be sent the English version of the form or notice along with the GEN 1365 – Notice of Language Services and a local contact number. [Language Services GEN1365MUL](#).

The CWDs shall ensure that effective bilingual services are provided. This requirement may be met through utilization of paid interpreters, qualified bilingual employees, and qualified employees of other agencies or community resources. These services shall be provided free of charge to the applicant/recipient. In the event that CDSS does not provide translations of a form, it is the CWD's responsibility to provide interpreter services if an applicant or recipient requests them. More information regarding translations can be found in MPP Section 21-115.

If you have any questions regarding this letter, please contact the CalWORKs Eligibility Bureau at (916) 654-1322.

Sincerely,

Original Document Signed By:

TODD R. BLAND
Deputy Director
Welfare to Work Division

c: CWDA

Attachment

CALWORKS IMMUNIZATION RULES

IMMUNIZATION RULES

If you are getting cash aid under the California Work Opportunity and Responsibility to Kids (CalWORKs) Program, you must give the county proof that the child(ren) in your family under the age of 6 has received age-appropriate immunizations (shots). See Column 2 for a list of medically recommended immunizations and see the attached page for the recommended immunization schedules.

PROOF

If you are an applicant for CalWORKs, you must provide proof of immunization within 30 days of approval of Medi-Cal or within 45 days from date of application for CalWORKs if you are already getting Medi-Cal.

If you are a current recipient of CalWORKs, you must submit proof within 45 days after the county notifies you that proof of immunization is required. For each child under the age of 6 added to the assistance unit, you must submit proof of immunization within 30 days of the child's approval for Medi-Cal.

If you have a problem getting immunizations for your child(ren), contact your worker immediately.

EXEMPTIONS

A child(ren) is exempt from these immunization regulations if the parent or caretaker relative has good cause listed below:

Permanent

- The caretaker does not believe in immunizing the children;
- The caretaker has a medical statement saying that the child should not be immunized;

Temporary

- The caretaker could not get the child to a doctor because of transportation problems;
- The caretaker could not get a timely doctor's appointment;
- The immunization the child needed was not available;
- The parent or child was sick and could not go to the doctor;
- Language barriers; and
- The records do not correctly show all the immunizations the children received and the caretaker relative is trying to correct the records.

FAILURE TO COOPERATE

If you do not submit proof of immunization for all children under the age of 6 in the assistance unit, your cash aid will be lowered by an amount equal to the share of the cash aid for the parent(s) or caretaker relative(s). Once proof is submitted, the share of cash aid will be restored for the parent(s)/ caretaker relative(s) the first of the following month.

MEDICALLY RECOMMENDED IMMUNIZATIONS

The Advisory Committee on Immunization Practices, American Academy of Pediatrics, and American Academy of Family Physicians currently recommend the following immunizations for children under age 6:

- Polio
- Diphtheria, tetanus, and pertussis (DTaP or DTP)
- Measles, mumps, and rubella (MMR)
- Varicella Virus Vaccine* (for Chicken Pox)
- Hepatitis B
- Hemophilus influenza type b (for meningitis)

WHERE TO GET IMMUNIZATIONS

- A provider that accepts Medi-Cal
- Your assigned physician in your Medi-Cal managed care plan
- A county public health clinic
- Any other source within your county offering free or low cost immunizations
- A "Child Health and Disability Prevention (CHDP)" provider

HOW TO GET MORE FACTS ABOUT IMMUNIZATIONS

You can call:

- The National Immunization Information Hotline sponsored by the Center for Disease Control (CDC) and the American Social Health Association. Call Monday through Friday between 5 AM and 8 PM:
 - English 1-800-232-2522
 - Spanish 1-800-232-0233
- Your local health department's Immunization Service Program or the CHDP Program (depending on the county) is:

* The vaccination for chicken pox may not be available from all physicians.

If you have any questions, call your worker.