

August 17, 2022

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY LETTER NO. 22-71**

The purpose of this letter is to transmit copies of the revised Intercounty Transfer (ICT) Notices of Action (NOA) messages M40-195A and M40-195B for the California Work Opportunity and Responsibility to Kids (CalWORKs) program. These notices have been revised to include a notification regarding the transfer of overpayment claims, if any, to the receiving county for future collection, as well as other minor revisions noted in the letter.



**KIM JOHNSON**  
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



**GAVIN NEWSOM**  
GOVERNOR

August 17, 2022

ALL COUNTY LETTER NO. 22-71

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CALWORKS PROGRAM SPECIALISTS  
ALL WELFARE-TO-WORK COORDINATORS  
ALL CONSORTIA PROJECT MANAGERS  
ALL INTERCOUNTY TRANSFER COORDINATORS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS  
(CALWORKS): REVISED INTERCOUNTY TRANSFER (ICT) NOTICES  
OF ACTION (NOA) MESSAGES M40-195A AND M40-195B

REFERENCE: MANUAL OF POLICIES AND PROCEDURES (MPP) [MPP SECTION 40-188](#), [MPP SECTION 40-190](#), AND [MPP SECTION 44-352](#); ALL COUNTY  
LETTER (ACL) [ACL 17-58](#) AND [ACL 17-58E](#)

The purpose of this ACL is to transmit copies of the revised Intercounty Transfer (ICT) Notices of Action (NOA) messages, M40-195A and M40-195B, for the CalWORKs program.

## **REVISED NOA MESSAGES FOR CALWORKS**

### **M40-195A (08/22) – ICT Notice of Transfer, Sending**

This NOA message is for the sending county to use and has been revised to include a notification of the transfer of active overpayment claim(s), if any, during the completion of the ICT process to the receiving county. Electronic Benefit Transfer (EBT) information has also been added to this notice. The revised NOA message can be accessed via this link: [M40-195A \(8/22\) - ICT Notice Of Transfer, Sending.](#)

### **M40-195B (08/2022) – ICT Notice of Transfer, Receiving**

This NOA message is for the receiving county to use and has been revised to include a notification of future overpayment collection by the receiving county, if any active overpayment claim(s) was transferred during the completion of the ICT process. Homeless Assistance (HA) information has also been added to this notice. The revised NOA message can be accessed via this link: [M40-195B \(8/22\) - ICT Notice Of Transfer, Receiving](#)

## **IMPLEMENTATION**

The revised NOA messages will be made available only in CalSAWS. CWDs may use previous versions of these NOA messages until CalSAWS automates these notices for all counties, at which time previous versions become obsolete.

## **CAMERA-READY COPIES AND TRANSLATIONS**

Forms referenced in this letter are available on the [CDSS Forms/Brochures web page](#).

When all translations are completed per [MPP Section 21-115.2](#), they are posted on the [Translated Forms and Publications web page](#).

For questions on translated materials, please contact the CDSS Language Services at (916) 651-8876. CWDs are required to provide CDSS translation to applicants and recipients in their primary languages when they are or become available. Until translations are available, recipients who have elected to receive materials in languages other than English must be sent the English version of the form or notice along with the [GEN 1365 Notice of Language Services](#) and a local contact number.

The CWDs shall ensure that effective bilingual services are provided. When the percentage of non-English cases in a program and/or office location is less than five percent, this requirement may be met through utilization of paid interpreters, qualified bilingual employees, and qualified employees of other agencies or community resources. When the percentage of non-English cases in a program and/or office location is equal to or more than five percent, the CWD must assign a sufficient number of qualified bilingual employees to public contact positions in that program or location, as calculated pursuant to [MPP Section 21-115.1](#). Language services shall be provided free of charge to the applicant/recipient.

More information regarding languages services, which includes both interpretation and translations, can be found in [MPP Section 21-115](#).

This ACL and other CDSS Letters and Notices are available on the internet at: <https://www.cdss.ca.gov/inforesources/letters-and-notices>.

If you have any questions or need additional guidance regarding the information in this letter, contact the Early Engagement & Eligibility Bureau at [CWEligibilityPolicy@dss.ca.gov](mailto:CWEligibilityPolicy@dss.ca.gov).

Sincerely,

***Original Document Signed By***

JENNIFER HERNANDEZ, Deputy Director  
Family Engagement and Empowerment Division