

November 27, 2024

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY LETTER NO. 24-83**

This All County Letter is to inform counties about the 2024 process for the collection and reporting of data required by Title I, Part A, of the Elementary and Secondary Education Act (ESEA) of 1965, as amended. The ESEA requires states to determine the number of children between the ages of 5 and 17 in families that received California Work Opportunity and Responsibility to Kids cash assistance payments exceeding the federal poverty income level in the month of October of each year.



JENNIFER TROIA  
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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GAVIN NEWSOM  
GOVERNOR

November 27, 2024

ALL COUNTY LETTER NO. 24-83

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: **STATISTICAL REPORT ON THE NUMBER OF CHILDREN, AGED 5-17 YEARS, IN FAMILIES RECEIVING CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS CASH ASSISTANCE ABOVE THE 2024 FEDERAL POVERTY LEVEL**

REFERENCE: [TITLE I, PART A, OF THE ELEMENTARY AND SECONDARY EDUCATION ACT \(ESEA\) OF 1965](#)

The purpose of this All County Letter (ACL) is to inform counties regarding the process for the October 2024 statistical report on the number of children aged five through seventeen years in families receiving California Work Opportunity and Responsibility to Kids (CalWORKs) cash assistance payments exceeding the 2024 federal poverty income level. The collection and reporting of this data is required by [Title I, Part A, of the ESEA of 1965](#), as amended.

### **BACKGROUND**

The California Department of Education and the United States Department of Health and Human Services, Administration for Children and Families (ACF) use this information to allocate federal funds to meet the educational needs of disadvantaged children. This data is required to be reported to the California Department of Social Services (CDSS) from the local educational agency or from the County Welfare Departments (CWDs), if not available by the local educational agency. Since there is no statewide source for this data, the CWDs are responsible for providing the information on children in families receiving CalWORKs assistance payments.

### **SUBMISSION AND COMPLETION**

By **December 10th, 2024**, CWDs must provide the CDSS with a list of children aged five through seventeen years who received CalWORKs cash assistance payments in the month of October 2024 that exceeded the 2024 federal poverty monthly income level

(defined by ACF as the level for a family of four, regardless of actual family size, to be \$2,600. Programmatic services, vendor payments, assistance in-kind, and income from other social services sources are not to be considered CalWORKs cash assistance.

To report this information, each county must complete the Excel automated TEMP 2220 form (10/23). The downloadable Excel report form can be accessed from the [CDSS Report Form and Instructions Webpage](#).

**If there are no children that meet the criteria:**

Please electronically return the form to the CDSS via email at:

[admTEMP2220@DSS.ca.gov](mailto:admTEMP2220@DSS.ca.gov). **Email submission is only acceptable where there is no client-specific information on the report.**

**If there is at least one child that meets the criteria:**

The report must be securely submitted through the Secure Access File Exchange (SAFE) system. **DO NOT SEND CLIENT-LEVEL DATA THROUGH EMAIL.** One SAFE account will be set up per county for the contact responsible for submission.

The CDSS SAFE (SFT) Access Form ([GEN 1395](#)) is used to authorize, change, or terminate access to the [SAFE site](#). It must be signed by the requesting user and a supervisor before the user obtains access. Please email the completed GEN 1395 form to [admTEMP2220@DSS.ca.gov](mailto:admTEMP2220@DSS.ca.gov) to request new user access to the SAFE site.

Each SAFE Account is associated with a Business Unit within CDSS and a specific SFT Program. For this report, the following information must be entered on the [GEN 1395](#) in order for the account to be set up correctly:

- Business Unit: RSB
- SFT Program: TEMP2220

As the process of setting up an SFT account can take up to 5 business days, please request access as soon as you know your county will have client specific data to report. Once the completed TEMP 2220 form has been uploaded to the SAFE site, please send an email notification to [admTEMP2220@DSS.ca.gov](mailto:admTEMP2220@DSS.ca.gov).

**GENERAL INSTRUCTIONS**

Near the top of the form, select the report year and select the county name. Enter the name, email address, and phone number of the person to contact if there are questions about the report as well as contact information for their supervisor. The contact's name may or may not be the person who completed the report.

**If there are no children that meet the criteria:**

Select "No" after the prompt, "Are there children in the county that meet the criteria?" The bottom portion of the report will grey out and the report is ready for submission.

**If there is at least one child that meets the criteria:**

Enter the Case Number, zip code where the child resides, and date of birth for each child aged five through seventeen years in a family receiving CalWORKs cash assistance payments exceeding the 2024 federal poverty income level. Each row on the form should refer to only one child. If there is more than one child in a case, please enter the Case Number for each child. If a family does not have a permanent address, please enter the zip code of the CWD. A child who reaches the age of five years during October should be included in the count. A child who attains 18 during October should not be counted. Consider multiple cases in the same dwelling as separate families. Report only children who reside within the state. The "Total Number of Children" count is automatically calculated to be the number of records submitted. The "Total Number of Cases" count is automatically calculated to be the number of unique Case Numbers submitted.

All TEMP 2220 reports should be submitted in Excel (.xlsx) format.

**CONTACT**

If you have any questions regarding the completion of this report, please contact the State and Federal Reporting Section at [admTEMP2220@DSS.ca.gov](mailto:admTEMP2220@DSS.ca.gov).

Sincerely,

***Original Document Signed By***

RYAN GILLETTE  
Chief Data Officer  
Research, Automation, and Data Division

Attachment

