

April 11, 2025

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY WELFARE DIRECTORS LETTER

The purpose of this All County Welfare Directors Letter is to notify County Welfare Departments of the 2025 Administrative Disqualification Training series for county staff who pursue Intentional Program Violation disqualifications for the California Work Opportunity and Responsibility to Kids and CalFresh programs.



JENNIFER TROIA
DIRECTOR

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

April 11, 2025

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY APPEALS SPECIALISTS
ALL COUNTY SPECIAL INVESTIGATIVE UNITS

FROM: SHANNON ROHALL, ASSISTANT DEPUTY DIRECTOR
RESEARCH, AUTOMATION, AND DATA DIVISION

SUBJECT: 2025 ADMINISTRATIVE DISQUALIFICATION HEARING
TRAINING

The purpose of the All County Welfare Directors Letter is to provide notice of the 2025 regional Administrative Disqualification Hearing (ADH) training session schedule. The ADH training sessions will provide guidance to county appeals and hearings specialists who represent counties at administrative disqualification hearings. Staff that are directly involved in the ADH process should attend. The California Department of Social Services (CDSS) Data Stewardship and Integrity Bureau (DSIB), in collaboration with county hearings appeals staff, has scheduled three training sessions from 10:00 AM to 3:00 PM at the following locations:

Thursday, May 22, 2025
San Diego County Health & Human Services Agency
Southeastern Live Well Center
5101 Market Street, San Diego, CA

Tuesday, July 29, 2025
CDSS Headquarters
(Hybrid Session)
CDSS Auditorium
744 P Street, Sacramento, CA

Tuesday, September 23, 2025
Virtual Session

Each training session will include information regarding:

- ADH rules, regulations, and processes,
- Intentional Program Violation (IPV) rules, regulations, and processes,
- IPV online system access and use,
- hearing processes,
- best practices from San Diego County, and
- reporting requirements.

The second session will have a virtual element for counties that cannot send a representative.

The training will be presented by CDSS' DSIB staff along with San Diego County hearings appeals specialists. The sessions will provide attendees with an opportunity to learn more about the ADH process and best practices.

Seating is limited. If you have staff who would like to attend, please have them contact the CDSS DSIB Fraud Coordinator inbox at FraudCoordinator.DSIB@dss.ca.gov by May 8, 2025, to reserve a spot at one of the sessions. Priority will be given to county hearings appeals specialists.