



CDSS

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**DEPARTMENT OF SOCIAL SERVICES**

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GOVERNOR

DATE: July 16, 2013

ALL COUNTY LETTER NO. 13-51

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CALWORKS PROGRAM SPECIALISTS  
ALL CONSORTIUM PROJECT MANAGERS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS  
(CalWORKs) IMMUNIZATION AND SCHOOL ATTENDANCE NOTICES  
OF ACTION (NOAs) AND IMMUNIZATION INFORMATION

REFERENCE: WELFARE AND INSTITUTIONS (W&I) CODE SECTION 11265.8 and  
MANUAL OF POLICIES AND PROCEDURES (MPP) SECTIONS 40-105.4  
and 40-107(a).

The purpose of this All County Letter (ACL) is to provide County Welfare Departments (CWDs) information regarding a new combination vaccine and to inform CWDs of two revised NOAs for immunization and school attendance.

**Immunizations**

The California Department of Public Health (CDPH) has released information regarding a combined vaccine called Kinrix™. Kinrix™ is one of several combination vaccines and includes the DTaP and IPV vaccines in a single shot. Kinrix™ is given to children between the ages of four to six years old who need their booster doses of DTaP and IPV before they start kindergarten to protect them against diphtheria, tetanus, pertussis, and polio.

For CalWORKs purposes, the Kinrix™ vaccine meets the immunization requirement for DTaP and IPV for children receiving cash aid, as well as for older children who are catching up on immunization requirements and shall be accepted if listed as an immunization that was given on shot records. See attached vaccine acronyms and abbreviations chart for additional information regarding widely used vaccines.

The CWDs are strongly encouraged to assist clients on how to go about correcting vaccination records they believe to be errant. As required by law under Health and Safety Code (HSC) section 120440(e)(3), caretakers have a right to see their children's immunization record and to correct them. If the caretaker believes the records are

REASON FOR THIS TRANSMITTAL

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

incorrect, the caretaker can self-certify that the immunization was given pending correction. This information is important for the safety of the children to prevent duplicate immunizations.

Additionally, caretakers shall not be penalized if they have good cause or are exempt from meeting the immunization requirements. MPP Section 40-105.4(f) defines exemptions and MPP Section 40-105.4(i) defines good cause for not submitting verification of immunization for any child under six to include, but is not limited to:

- The caretaker does not believe in immunizing the children;
- The caretaker has a medical statement saying that the child should not be immunized;
- The caretaker could not get the child to a doctor for immunization due to lack of or problems with transportation;
- The caretaker could not get a timely appointment with the doctor;
- The immunization the child needed was not available;
- The records do not correctly show all the immunizations the children received and the caretaker relative is trying to correct the records;
- Language barriers; and
- The parent or the child was sick and could not go to the doctor.

### **School Attendance**

The CWDs must ensure they inform applicants and recipients of school attendance requirements at application and explain what defines good cause. Examples of good cause may include but are not limited to:

- Errors in school records; and
- Reasons that prevented the child from going to school.

### **Notices of Action**

CDSS added language to the required documentation NOAs for Immunizations (M40-105C) and School Attendance (M40-105E) to specify the reasons for good cause and to explain what is needed for aid to be restored. Other additions are listed below:

1. The Immunization NOA (M40-105C) added language to:
  - Specify which child is not current in their shot records or lacks proof of up-to-date immunizations;
  - List possible good cause reasons;
  - Explain why a penalty would apply; and
  - Tell clients how and when cash aid would be restored to the assistant unit.

2. The School Attendance NOA (M40-105E) added language to:
  - Specify which child is not attending regularly or lacks proof of regular attendance;
  - Specify the date the attendance rules were provided;
  - List exemptions for children between the ages of six and 18 years of age;
  - List possible good cause reasons for not attending school;
  - Explain the penalty that would apply if a child in the home is not regularly attending school; and
  - Tell clients how they can correct a penalty and when cash aid would be restored.

The CWDs shall begin using these revised NOA messages as soon as administratively possible but no later than August 31, 2013.

### **Camera Ready Copies and Translations**

For camera-ready copies in English, contact the Forms Management Unit at [fmudss@dss.ca.gov](mailto:fmudss@dss.ca.gov). If your office has internet access you may obtain these forms on the CDSS webpage at [http://www.dss.cahwnet.gov/cdssweb/FormsandPu\\_271.htm](http://www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm).

When all translations are completed per MPP Section 21-115.2, including Spanish forms, they are posted on an on-going basis on our web site. Copies of the translated forms can be obtained at [http://www.dss.cahwnet.gov/cdssweb/FormsandPu\\_274.htm](http://www.dss.cahwnet.gov/cdssweb/FormsandPu_274.htm). For questions on translated materials, please contact Language Services at (916) 651-8876. Until translations are available, clients who have elected to receive Spanish, Russian, Vietnamese, and written Chinese materials should be sent the GEN 1365 interpretation informing notice with a local contact number.

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

Sincerely,

### ***Original Document Signed By:***

TODD R. BLAND  
Deputy Director  
Welfare to Work Division

Attachments