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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGEN
DEPARTMENT OF SOCIAL SERVICE
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GOVERNOR

January 6, 2009

ALL COUNTY INFORMATION NOTICE NO. I-03-09

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS
 ALL CalWORKs PROGRAM SPECIALISTS
 ALL FOOD STAMP COORDINATORS
 ALL COUNTY REFUGEE COORDINATORS
 ALL COUNTY WELFARE TO WORK COORDINATORS
 ALL COUNTY WELFARE FRAUD CHIEF INVESTIGATORS
 ALL CONSORTIUM PROJECT MANAGERS
 ALL QUALITY CONTROL PROGRAM COORDINATORS
 ALL COUNTY CHILD CARE COORDINATORS
 ALL CAL-LEARN COORDINATORS
 ALL CAL-LEARN CASE MANAGEMENT AGENCIES

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
 KIDS (CalWORKs)/FOOD STAMPS: REVISED
 ELIGIBILITY/STATUS REPORT (QR 7) AND QR 7 ADDENDUM
 FORMS (12/08)

REFERENCE: All County Letters (ACL) NO. 03-18, 07-12, and 08-16
 All County Information Notice (ACIN) NO. I-29-04

The purpose of this notice is to transmit a copy of the revised Eligibility/Status Report (QR 7) and QR 7 Addendum (12/08) forms. The California Department of Social Services (CDSS) revised the QR 7 and QR 7 Addendum forms based on feedback and recommendations from the California Welfare Directors' Association (CWDA) CalWORKs County Advisory Team, CWDA Food Stamp Review and Advisory Team, advocates, and CDSS staff. The joint effort was undertaken to improve the forms for ease of client use, to simplify the questions, and to make the quarterly reporting process more efficient.

Summary of Changes

The changes to the QR 7 and QR 7 Addendum forms (4/03) were made to: enhance client comprehension and readability; clarify the questions for clients through wording

and forms design changes; eliminate unnecessary words and phrases; simplify the forms by reformatting and reordering the questions; improve the flow and continuity of information requested on the QR 7; and increase the effectiveness and efficiency of the quarterly reporting process.

QR-7 Completeness

During the review process, several county comments were made regarding the QR 7 completeness criteria. Counties may refer to the QR 7 completeness criteria previously articulated in ACL 03-18 and ACIN I-29-04 for further guidance.

Forms Implementation

County Welfare Departments (CWDs) may begin using the QR 7 and QR 7 Addendum (12/08) versions as soon as administratively feasible. Counties may choose to continue using their hard copy stock of the QR 7 and QR 7 Addendum (4/03) forms prior to utilizing the 12/08 versions.

The QR 7A (4/03) – How To Fill Out Your QR 7 Quarterly Eligibility/Status Report form is currently being revised and will be released under separate cover.

Translations and Camera-Ready Copies

The QR 7 and QR 7 Addendum (12/08) forms will also be translated into Spanish as soon as possible by CDSS. The CDSS Language Services Bureau will provide the counties with an electronic or hard copy translation update monthly.

When all translations are completed per MPP 21-115.2 and the settlement in Be Vu et al v. Mitchell and Bolton lawsuit, they will be posted on an ongoing basis on our web site. Copies of the translated forms and publications can be obtained at www.dss.cahw.net/cdssweb/FormsandPu_274.htm .

Your County Forms Coordinator should distribute the translated forms to each program and location. Each county shall provide bilingual/interpretive services and written translations to non-English, limited English speaking, or individuals with disabilities as required by the Dymally Alatorre Bilingual Services Act (Government Code Section 7290 et seq.), and by state regulations on Civil Rights Nondiscrimination at MPP Section 21-115 et seq.

For questions on translated materials, please contact Language Services at (916) 651-8876.

For a camera-ready copy of the English and Spanish versions of the QR 7 and QR 7 Addendum (12/08) forms, please contact the Forms Management Unit at (916) 657-1907. If your office has internet access, you may obtain these forms from the CDSS web page at www.dss.cahw.net.gov/cdssweb/FormsandPu_271.htm.

Program Contacts

If you have any questions or need further information regarding the revised QR 7 and QR 7 Addendum forms on program related issues, please contact the following staff regarding the specific program areas:

- **CalWORKs:** You may contact your county consultant directly or at (916) 654-1332.
- **Welfare to Work:** You may contact your county consultant at (916) 654-2137.
- **Food Stamp Program:** You may contact LeAnne Torres at (916) 654-2135, or by email at LeAnne.Torres@dss.ca.gov.
- For CalWORKs forms-related questions, you may contact Owen Stewart at (916) 654-1068, or by email at Owen.Stewart@dss.ca.gov.

Sincerely,

Original Document Signed By:

KÄREN DICKERSON, Chief
Employment and Eligibility Branch

c: CWDA

Attachments