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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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ARNOLD SCHWARZENEGGER
GOVERNOR

August 17, 2009

ALL COUNTY INFORMATION NOTICE NO: I-50-09

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CALWORKs PROGRAM SPECIALISTS
ALL FOOD STAMP PROGRAM COORDINATORS
ALL CONSORTIA PROJECT MANAGERS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS (CaWORKs) REFERRAL TO EMPLOYMENT DEVELOPMENT
DEPARTMENT (EDD) FOR UNEMPLOYMENT INSURANCE
BENEFITS (UIB)

REFERENCE: MANUAL OF POLICIES AND PROCEDURES (MPP) SECTIONS
82-610.1, 40-107, AND ACIN I-27-07

The purpose of this letter is to remind the County Welfare Departments (CWDs) of the appropriate procedures used when referring a CalWORKs applicant or recipient to apply to EDD for UIB. In addition, this letter provides the CWDs with a form that may be used as part of the referral process.

In order to be eligible for CalWORKs, an applicant or recipient is required to seek or accept potentially available income (MPP Section 82-610.1). The CWDs shall assist the applicant or recipient as needed in establishing their eligibility, pursuant to MPP Section 40-107. An example may include assisting the applicant or recipient in applying for UIB, if needed, to the extent CWDs have the ability to do so.

Before the CWD requires an applicant or recipient to apply for UIB, the CWD shall review the EDD on-line, real-time UIB claims database for wage and claims information via the Income and Eligibility Verification System. If the CWD does not have access to the internet, the CWD may request an abstract of the wage and claim information, via form DE 8720. Please see ACIN I-27-07 for additional details on the process to access the EDD data to make this determination.

This process has been designed to avoid unnecessarily referring clients to EDD. If the information indicates the applicant or recipient may be eligible for UIB, the CWD shall then require the applicant or recipient to apply for those benefits.

REASON FOR THIS TRANSMITTAL

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

The attached recommended form, *CW 2201 (06/09) Unemployment Insurance Benefits Referral Form* can be used by the CWD to facilitate the referral to EDD. The form contains space for the applicant or recipient to provide the CWD with a statement that an application for UIB has been filed. Upon receipt of this document, the applicant or recipient is deemed to have met this condition of eligibility.

Camera Ready Copies and Translations

For a camera-ready copy of the English version of the CW 2201, contact the Forms Management Unit at fmudss@dss.ca.gov. If your office has internet access, you may obtain this form from the CDSS web page at: http://www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm. When all forms translations are completed per MPP 21-115.2, including Spanish forms, they are posted on an ongoing basis on our web site. Copies of the translated forms and publications can be obtained at: http://www.dss.cahwnet.gov/cdssweb/FormsandPu_274.htm. For questions on translated materials, please contact the CDSS Language Services Bureau at (916) 651-8876.

If you have any questions regarding this letter, please contact your CalWORKs county consultant or call our main CalWORKs Eligibility program number at (916) 654-1322.

Sincerely,

Original Document Signed By:

KÄREN DICKERSON, Chief
Employment and Eligibility Branch

Attachment