

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



May 31, 2000

ALL COUNTY INFORMATION NOTICE NO. I-52-00

TO: ALL COUNTY WELFARE DIRECTORS
ALL CalWORKs PROGRAM SPECIALISTS
ALL FOOD STAMP COORDINATORS
ALL WELFARE TO WORK COORDINATORS
ALL MEDI-CAL PROGRAM SPECIALISTS/LIAISONS

REASON FOR THIS TRANSMITTAL

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

SUBJECT: REVISION OF THE SAWS 2 (5/00), STATEMENT OF FACTS FOR
CASH AID, FOOD STAMPS, AND MEDI-CAL/STATE-RUN COUNTY
MEDICAL SERVICES PROGRAM (STATE CMSP)

This letter transmits copies and information regarding a comprehensive revision of the SAWS 2 (5/00), Statement of Facts for Cash Aid, Food Stamps, and Medi-Cal/State CMSP. The changes are needed to implement AB 1542 (Chapter 270, Statutes of 1997), regarding the California Work Opportunity and Responsibility to Kids (CalWORKs) Program.

Implementation

When the SAWS 2 (5/00) version is available, counties should begin using the new form as soon as administratively feasible. This revision does not require immediate county implementation.

Camera-Ready Copies

After you receive a copy of an English form, or a Notice of Action (NOA) message, please allow six to eight weeks for the form or message to be translated and mailed to your CalWORKs Forms Coordinator. Language Translation Services (LTS) will mail camera-ready copies of Spanish, Chinese, Cambodian, Vietnamese and Russian translations as soon as they become available. You do not need to initially request forms or messages from LTS. To order additional camera-ready forms or messages in Spanish, Chinese, Cambodian, Vietnamese or Russian, fax your request to LTS at (916) 657-3429 or e-mail it to LTS@dss.ca.gov.

For a camera-ready copy and/or an additional copy of an English form, please call Forms Management Unit (FMU) at (916) 657-1907. If your office has Internet access, you may obtain various forms (not including messages) from the CDSS web page at: <http://www.dss.cahw.net.gov>. FMU is currently in the process of making forms available on the Internet. If the name, mailing address or e-mail address of your CalWORKs Forms Coordinator changes, please contact FMU by telephone at (916) 654-1282 or by e-mail to fmu@dss.ca.gov.

Translations

Your CalWORKs Forms Coordinator is to distribute forms and NOA messages to each program and location. Each county shall provide bilingual/interpretive services and written translations to non-English or limited English speaking populations as required by the Dymally Alatorre Bilingual Services Act (Government Code Section 7290 et seq) and by the state regulations in Manual of Policies and Procedures (MPP) Division 21, Civil Rights Nondiscrimination, Section 115. Among other things, this regulation section requires that you provide forms in the applicant's or recipient's primary language.

Stock

State produced stock of the English and Spanish language versions for these forms will be available 30 to 60 days after the release of this letter. Stock of each form may be ordered from the CDSS Warehouse upon receipt of the Notice of Form Change (GEN 127), in accordance with the procedures in the County Forms Catalog.

Forms Designation and Modification of Forms

The form designation for the SAWS 2 is "Required Form-Substitute Permitted." CWDs must obtain prior approval from the CDSS and/or Department of Health Services (DHS) before implementing a modification or substitution to this and other "Substitute Permitted" forms. For CalWORKs program changes, the procedures for submission of a change request are outlined in Management and Office Procedures Regulations 23-400.22 and the Food Stamp Handbook Regulations 63-1250. For Medi-Cal/State CMSP changes or substitutions, CWDs should forward requests to the Department of Health Services, Medi-Cal Eligibility Branch.

Page Three

Contacts

If you have questions regarding this information package, please contact staff for these specific program areas:

This letter and attachments: Terry Mallin, e-mail: terry.mallin@dss.ca.gov,
(916) 653-8395/CALNET 453-8395

Food Stamp Program: Cindy MacDonald (916) 654-1898 or
CALNET 464-1898

Translations: Shirley LuKung (916) 654-1277/CALNET 464-1277

Medi-Cal: Alice Mak (916) 654-0573/CALNET 464-0573.

Sincerely,
***Original signed by
Charr Lee Metsker
on May 31, 2000***

CHARR LEE METSKER, Chief
Employment and Eligibility Branch

Attachment

C: CSAC
CWDA