

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



October 15, 2001

ALL COUNTY INFORMATION NOTICE NO. I-85-01

TO: ALL COUNTY WELFARE DIRECTORS
ALL CalWORKs PROGRAM SPECIALISTS**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: INFORMING RECIPIENTS OF THE CalWORKs 60-MONTH TIME LIMIT

REFERENCE: ALL COUNTY LETTERS (ACL) 97-65, 98-37, 99-90, 00-48 AND 03-01;
ALL COUNTY INFORMATION NOTICE (ACIN) I-52-99

The purpose of this All County Information Notice (ACIN) is to provide counties with the CalWORKs 60-Month Time Limit informing notice (CW 2184). As provided in state regulations in Manual of Policies and Procedures (MPP) section 40-107.14, counties are required to provide an individual, in writing and orally as necessary, with a description of the 60-month time limit requirements, including exemptions from the time limit and the process by which recipients can claim the exemptions. As MPP 40-107.14 also requires, this informing notice must be provided at the time an individual applies for aid or at the time a recipient's eligibility for aid is determined and at annual redetermination.

The CW 2184, which is designed to inform recipients of the CalWORKs 60-month time limit requirements, describes the 60-month time limit requirements, including "clock stoppers" and "time extenders." The California Department of Social Services (CDSS) is mailing a copy of this informing notice to all recipients, including former recipients, in early November 2001 via a Department of Health Services mailing.

As noted in Section 40-107.14, counties are to inform recipients of the process for recipients to claim exemptions from the CalWORKs 60-month time limit. County procedures, such as each county's process for claiming time limit exemptions, must be in writing as required by state regulations in MPP section 11-501.3. This section requires that, for those areas of the CalWORKs program in which counties have discretion to adopt specific standards that affect a client's eligibility, grant amount, and welfare-to-work activities, including supportive services, policies and procedures must be in writing and be made available to the public upon request.

FORMS DESIGNATION AND MODIFICATION OF FORMS

County Welfare Departments (CWDs) are advised that the form designation for CW 2184 is "Required – No Substitutes Permitted." Forms in this category may not be modified or reconstructed.

CAMERA-READY COPIES AND TRANSLATIONS

After you receive a copy of the English form, please allow six to eight weeks for the form to be translated and mailed to your CalWORKs Forms Coordinator. Language Translation Services (LTS) will mail camera-ready copies of Spanish, Russian, and Asian (Cambodian, Chinese, and Vietnamese) translated forms 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, Russian, and Asian languages fax your request to LTS at (916) 657-3429 or e-mail your request to lsu@dss.ca.gov.

For a camera-ready copy and/or additional copy of an English form please call Forms Management Unit (FMU) at (916) 657-1907 or CALNET at 437-1907. If your office has Internet access, you may obtain various forms from the CDSS web page at <http://www.dss.cahwnet.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.

Your CalWORKs Forms Coordinator is to distribute translated forms and messages to each program and location. Each county shall provide bilingual/interpretive services and written translations to non-English or limited English proficient populations as required by the Dymally Alatorre Bilingual Services Act (Government Code Section 7290 et seq.) and by the state regulations in MPP Division 21, Civil Rights Nondiscrimination, Section 115.

If you have any questions regarding this notice or need additional information, please contact Charissa S. Miguelino at (916) 657-3665.

Sincerely,

***Original Document Signed By
Charr Lee Metsker on 10/15/01***

CHARR LEE METSKER, Chief
Employment and Eligibility Branch

Attachment

c: CWDA
CSAC